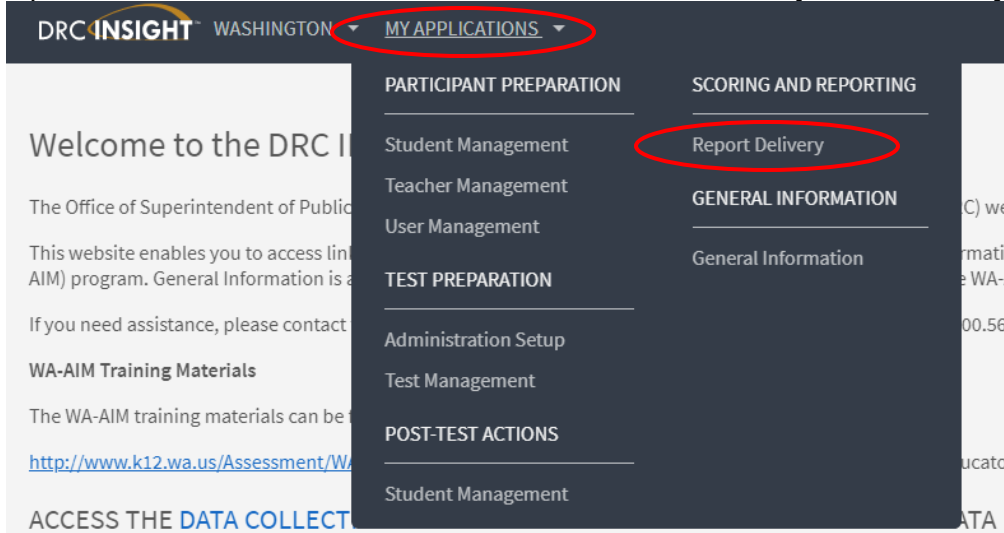# Batch Printing of Student Assessments in the DRC INSIGHT Portal
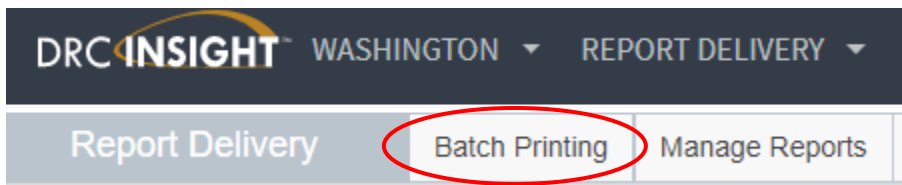
The **Batch Printing** feature in the DRC INSIGHT Portal allows users to select, view, and print assessed student data.

Users should only select and print assessments for the students they are responsible for.

Open the **MY APPLICATIONS** menu and click on **Report Delivery**.

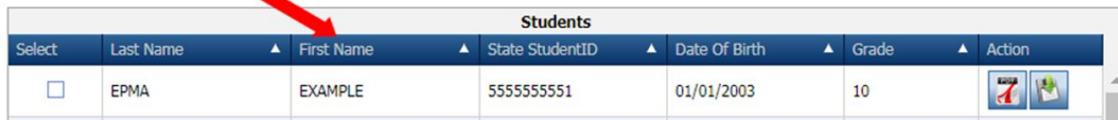Click on the **Batch Printing** tab.

To find student(s), select the required fields **Administration, District, School, Report** and **Language**. Then click the Find Students button or click **Clear** to clear all fields and start over.

The search results will be displayed in the **Students** grid below. To sort the grid, click on a column header.

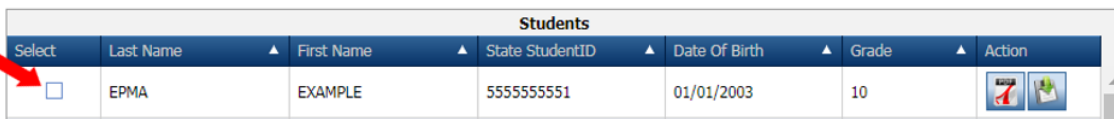To open an individual student's data in the Students Grid, click the **Open PDF** action icon from the **Action** column.

To open assessment data for multiple students, click on the boxes from the **Select** column.

If no student data is available when you click the **Open PDF** action button, a message box will appear:
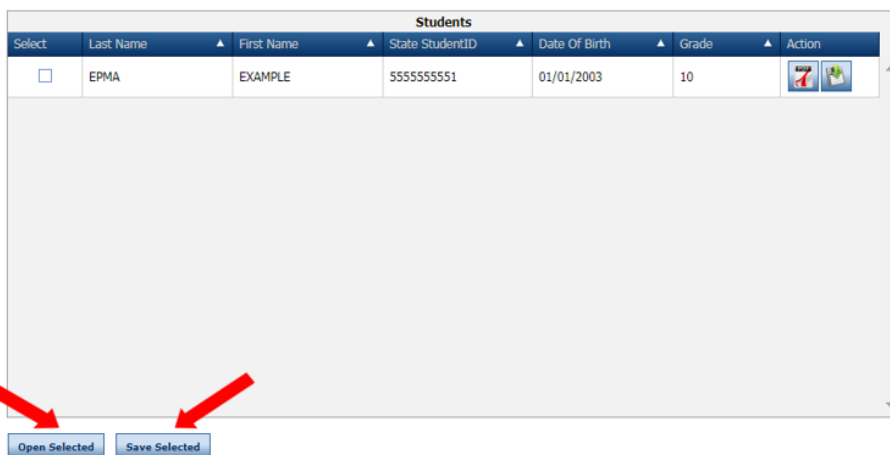
WA-AIM Spring 2018 FINAL ASSESSMENT	
Student: EXAMPLE EPMA	**Student ID:** 5555555551
Student Grade: 10	
District: DRC Use Only – Sample District	
School: DRC Use Only - EPM Sample School	
There is no assessment data available for this student.	

To open selected search results, click **Open Selected** button.

To save selected search results, click **Save Selected** button.

You may open the PDF to print.