

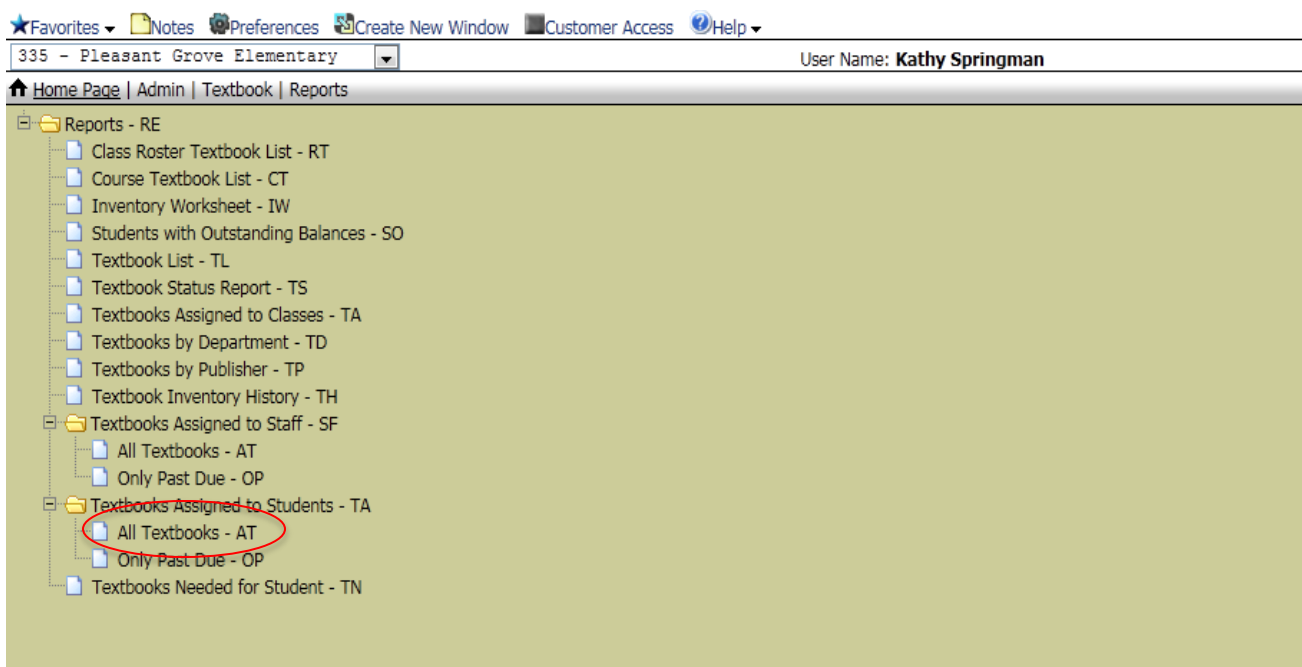
Running Textbooks Assigned to Students Report

In the past, a Crystal Report has been used in Skyward PaC to view textbooks assigned to students. This report is no longer providing accurate information and should not be used. Instead, a Skyward report can be used in its place. Below are instructions for running the *Textbooks Assigned to Students* report via Skyward Web.

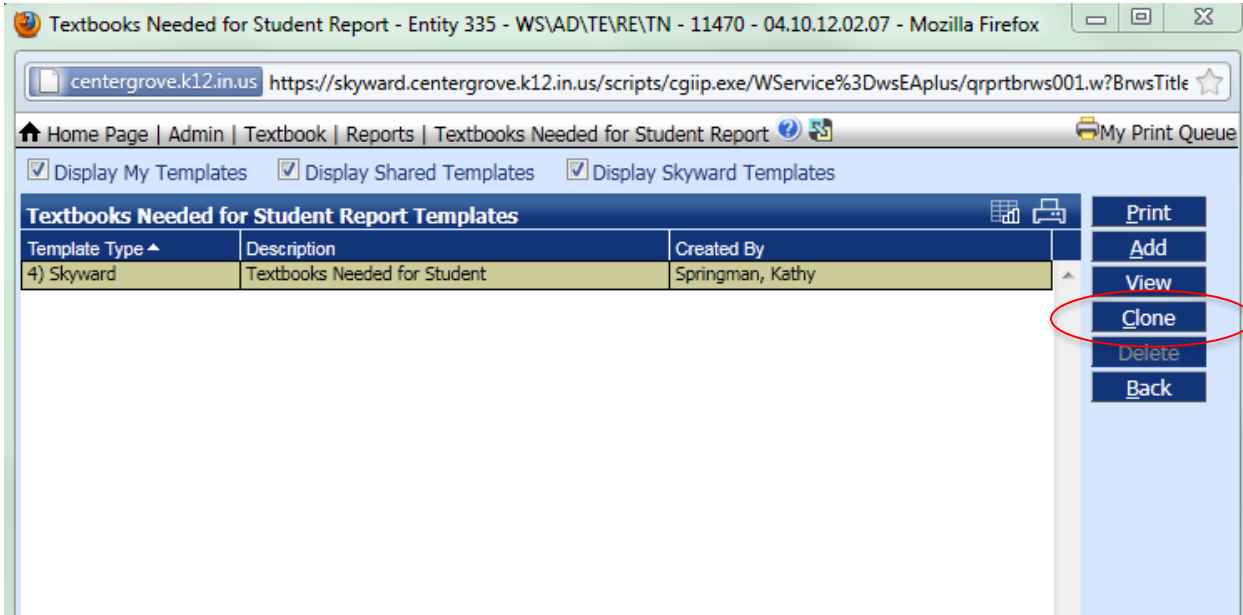
1. In Student Management, follow the menu path AD/TE/RE



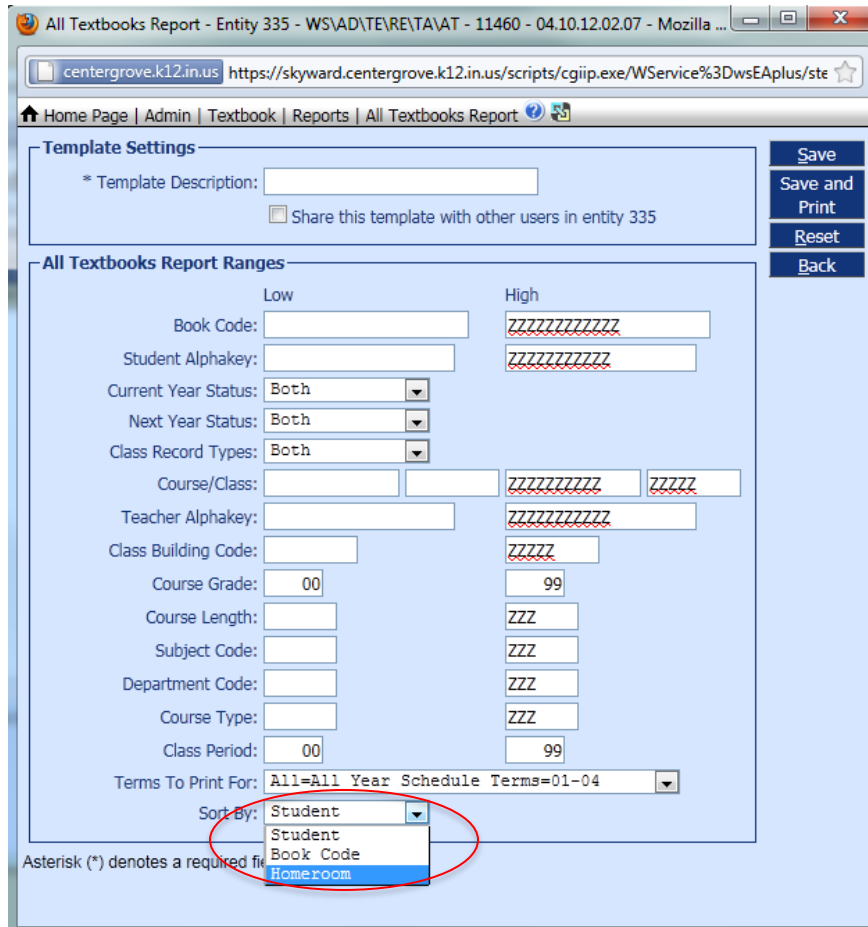
2. Next, select the All Textbooks (AT) report located under the heading Textbooks Assigned to Students (TA)



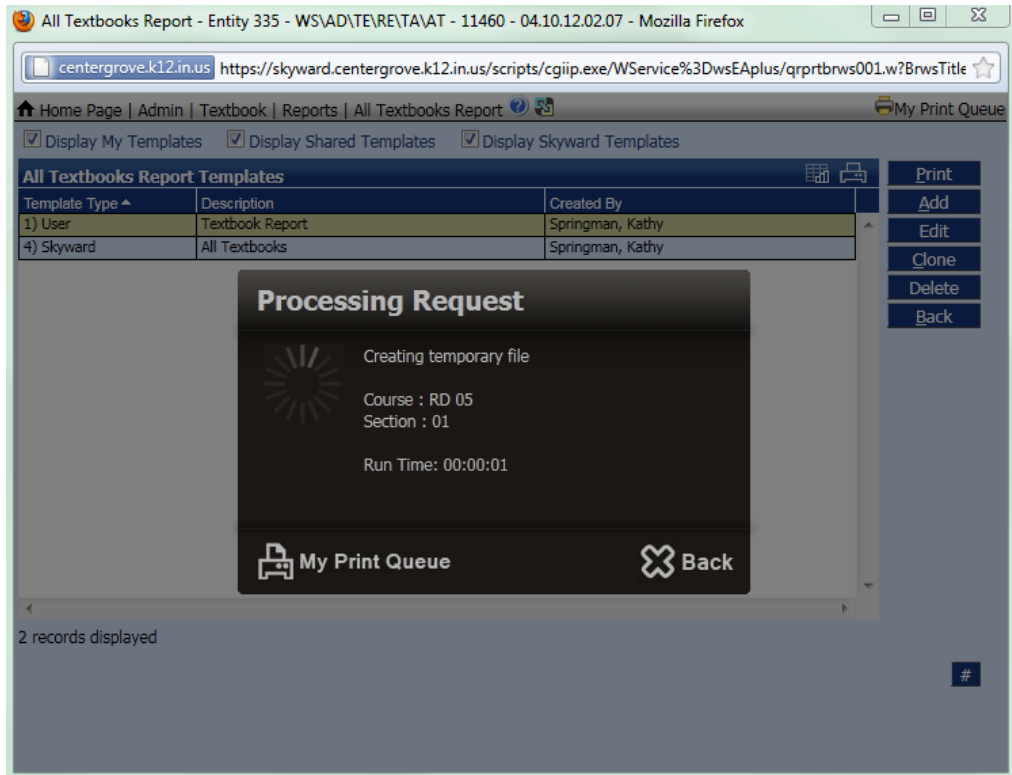
3. Clone Skyward's template into your name so that you have the ability to edit the ranges.



4. Name your template. Next, set the ranges of the report to suit your needs. You have the ability to designate specific courses, teachers, students, etc. The last option allows you to sort by student, book code, or homeroom.



5. The report can now be accessed via your Print Queue.



OR

