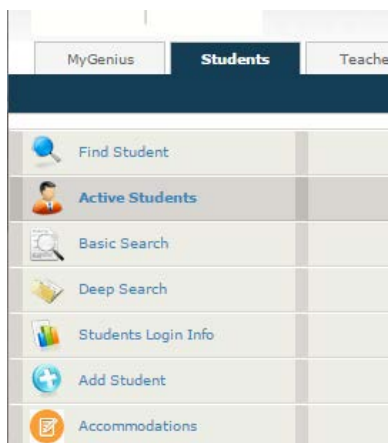


This document will help you print labels on an as-needed basis.

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### Student Labels

1. Log in under your **Affiliation Super User role**.
2. Under the Students tab, click on **Active Students**.



3. Select a student from your list.

<a href="#">smith, john</a>	smith, john
<a href="#">Smith, John</a>	Smith, John
<a href="#">Smith, Jonathan</a>	Smith, Jonathan
<a href="#">Smith, Jonathan</a>	Smith, Jonathan
<a href="#">Smith, Jonathan</a>	Smith, Jonathan
<a href="#">Smith, Jonathan</a>	Smith, Jonathan

4. From the left-hand menu, under the Actions heading, select **Print Shipping Label**. This will generate a PDF document.




5. Print the PDF document.

## Lesson Labels

1. Log in under your **Affiliation Super User role**.
2. Click on the **Affiliations** tab and choose your Affiliation.
3. From the left-hand menu, under the Academic heading, select **Current Enrollments**.



4. Scroll or use the search feature to find the student you'd like to print labels for.

Select	Actions	Section	LMS	Marker	Original Marker on Vacation	Affiliation	Start	End	Grade	Assignments	Weeks	School	Course Code	Lesson Labels	Last Activity	Delivery Method	Descriptors
<input type="checkbox"/>		Workplace Safety Systems [1 cr] - OL (2017) - Any - 147304 [147304]	MOODLE	Leonard Arden	No	St. Augustine School	02/02/2017	01/31/2018	79.03	3 of 5	52	ADLC	HCS3000	<a href="#">Print</a>	2/2/2017 12:00:00 AM	ONLINE	[1 cr]

5. Select **Print** under the Lesson Labels column and follow your computer's prompts to complete printing.

## Contact

If at any time you have questions, please contact us:

Learning Network Help Desk  
1-866-774-5333, ext. 5378

[learningnetwork@adlc.ca](mailto:learningnetwork@adlc.ca)