

This document is intended to help Affiliation Super Users print labels from ADLC's Student Information System (SIS).

How to Print Shipping Labels – one label with the student's name, student ID number, and mailing address.

1. In SIS, select the **Affiliation Super User** role from the drop-down menu on the dark blue bar that runs along the top of the screen.
2. Click on the **Students** tab and select **Active Students** from the menu on the left-hand side.
3. Click on the name of the student who you would like to print labels for.
4. From the menu on the left-hand side, under the Actions heading, click **Print Shipping Label**. This will generate a PDF document.
5. Follow your computer prompts to complete printing.

How to Print Lesson Labels – a complete set of labels to be applied to print assignment booklets. These labels include the course name, school name, student name, student ID number, and mailing address.

1. In SIS, select the **Affiliation Super User** role from the drop-down menu on the dark blue bar that runs along the top of the screen.
2. Click the **Affiliations** tab and click on the name of your Affiliation.
3. From the menu on the left-hand side, under the Actions heading, click **Current Enrollments**.
4. Scroll or use the search feature to find the student who you would like to print labels for.
5. Click the **Print** link in the Lesson Labels column and follow your computer prompts to complete printing.

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	<div style="width: 79.03%;"><div style="background-color: #90EE90; height: 10px;"></div></div> 79.03	3 of 5	52	ADLC	HCS3000	Print	2/2/2017 12:00:00 AM	ONLINE	[1 cr]

Contact

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