Printing labels for all or specific classes in Religious Education in Connect Now
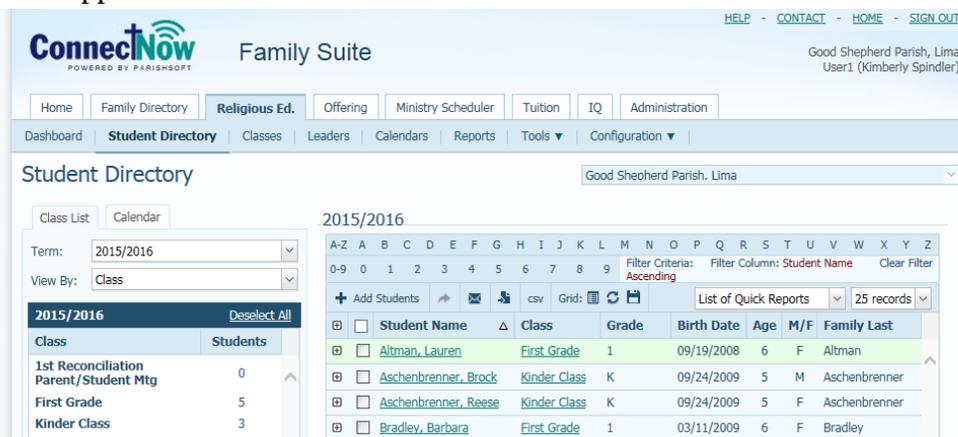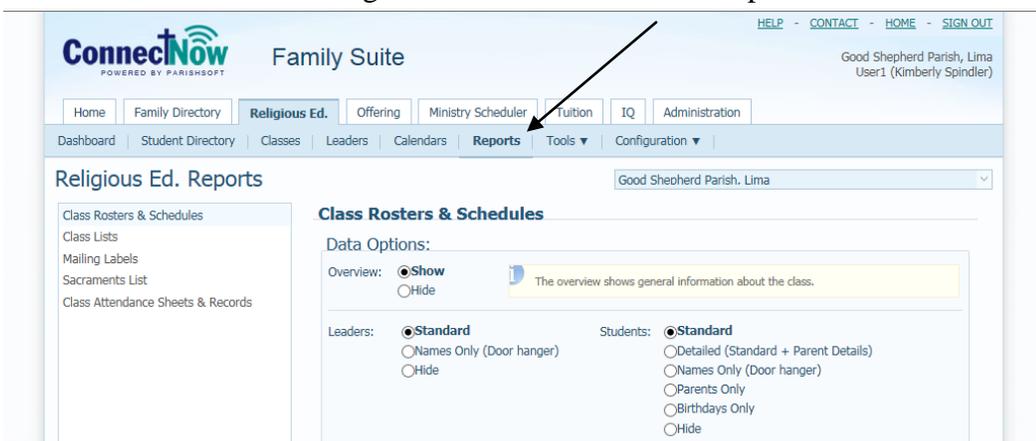
1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:

2) After you've set up your classes in the RE area, and the students in their classes, when you click on the **Religious Ed.** tab and then go to the **Student Directory** should appear as seen below:

3) If you click on the **Reports** area, under the main Religious Ed tab at the top, you will be taken to the following screen which we will use to print off labels:

4) First under the report listing on the left side, click the Mailing Labels area, as seen below:

5) The screen above shows different options for printing labels. Work your way from top down specifying labels for families or students, whom to print a label for, and the Recipient Line: (typically you will select **Family Formal Mailing Name** to pull in the default mailing name, seen in the example below)
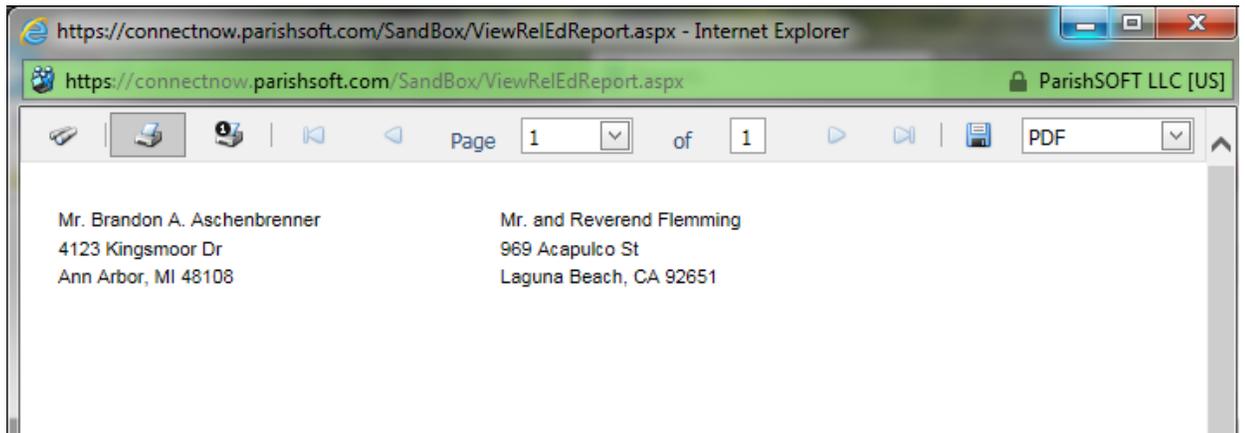

6) In the **Select Classes** area, you can either select **All Classes in Term** or you can select on various other options in the dropdown, as seen below:
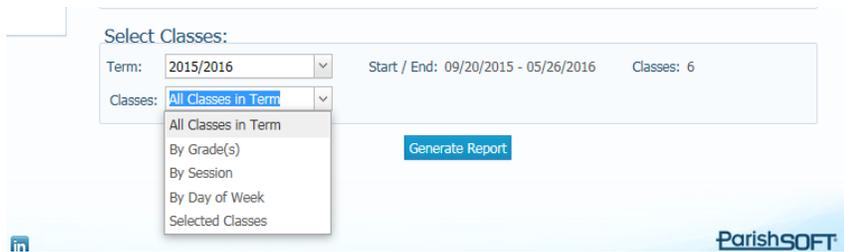
If you select by Grade, then you can select different grades and see the number of families in each grade:
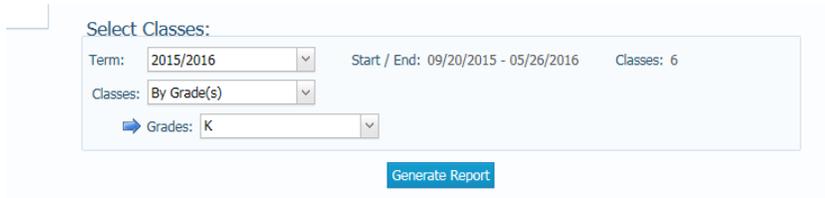
7) Click the **Generate Report** button to see the popup screen of the labels for the different selection you have chosen.

8) You can choose to print off this report via the standard print options in the upper left side. Please note: If you see the print screen, as seen below, you will want to select the **Actual Size** option, indicated below on the screen shot.
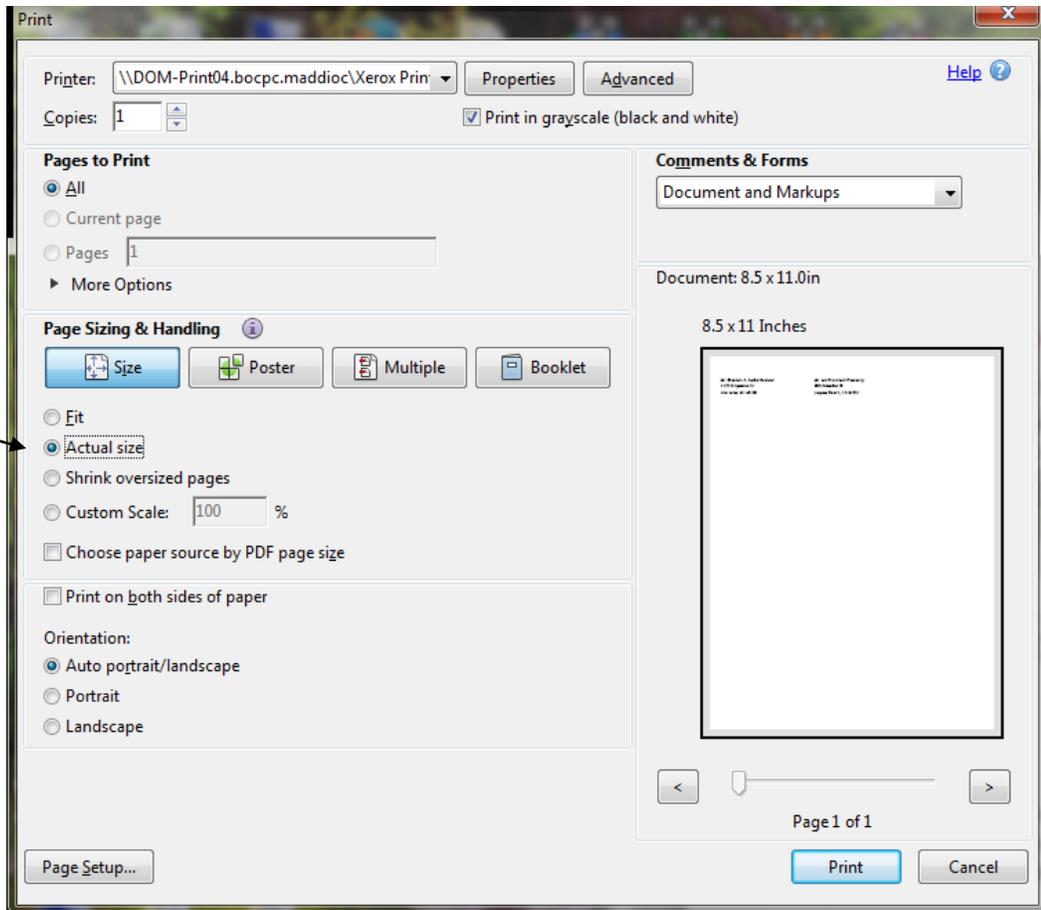
If you do not click the **Actual Size** option, your labels may be skewed on the sheet.