Printing off class lists for Registration day in Connect Now

1) First, log into ConnectNow and you will be at your typical home screen, similar to the screen below:

![ConnectNow Home Screen](image)

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** you will see a screen similar to the one below: (you can note the number of students in the classes on the left side)

![Student Directory Screen](image)

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, where we will be printing off reports:
4) First, if we want a report that will show the Sacraments also, for when the students register, so we can confirm that they’ve received the sacraments and possibly get other details, we will click on the **Sacrament List** on the upper left side, indicated below:
5) The screen will now show a different set of options and it will also show that you’re working with the Sacrament List as seen in the circled area above.

6) For the different Data Options in the middle of the screen, select what you wish to see. On the report we are printing, we want to see the home address and the parent’s information:
Select your options for **Sorting** and specify the Term and Classes under the **Select Classes** area. In our example, since we are only part way through registration, and we’re only registering the Kindergarten and First grade classes first, we’ve selected the option under the **Classes** dropdown to “select” our classes and we’re only selecting the classes right now with students in them:
8) Finally, click the **Generate Report** button and you will see a report similar to the one seen below:
9) You can choose to print off this report via the standard print options in the upper left side, or you can choose to save this report to a Excel document (and adjust the report from there) or to a PDF or a MS Word document (by selecting RFT)

**Further Edits on the Class List**

10) If you wish to adjust and “add” more to the report, it is best to export it to Excel. Click the XLS in the upper right dropdown menu and then click on the Save icon (seen below).
11) You will then be directed to open the document or save it. Click Open and you will see a document similar to the one listed below:

12) Click the Enable Editing in the protected view area, so you can continue to edit the document:
13) In the example above, we’d like to add in an area for payments for $30, $50 or $65 dollars along with a box for Check or Cash. First we’ll highlight a cell to the right side of where the **Confirmation** column is, and add in a “box” by clicking on the area to the right of the Underline icon, and then selecting the option of **Outside Borders.** Next, we’ll click on the box to the left of the newly created box and type in our first payment amount.

14) Clicking off the boxes, we can see the information we added. If we want to align the contents of the contents of a box, (as seen in the $30) below,

15) Then we’ll select that box, and click on the icon in the menu bar above to align it to the left side of the box. (see below)
16) Finally, we’ll “copy” those cells to other cells to make our document as we’d like to see:

17) Then adjust the contents of the cells to match what we’d like it to appear as:

```excel
<table>
<thead>
<tr>
<th>Kinder Class</th>
<th>(Students: 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>DOD</td>
</tr>
<tr>
<td>--------------</td>
<td>-----</td>
</tr>
<tr>
<td>John Doe</td>
<td>123</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>234</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>First Grade</th>
<th>(Students: 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>DOL</td>
</tr>
<tr>
<td>--------------</td>
<td>-----</td>
</tr>
<tr>
<td>Alice Long</td>
<td>345</td>
</tr>
<tr>
<td>Bob Baker</td>
<td>456</td>
</tr>
</tbody>
</table>
```
18) Then, having formatted one student’s cells, we’ll copy it and paste it down the document, to have it appear next to the other students.

19) Finally, when you’re finished formatting the “added” sections of the document, go to printing the document out by clicking on File > Print

20) The print screen will show similar to below:
21) On the Custom Margin area, select Narrow Margins in the Orientation area, select Landscape Orientation. (both seen above)

22) If you document still doesn’t “fit” in the preview area, then consider changing the Scaling area to indicate “fit all columns on one page” as seen below:

23) You will now have a document similar to the one above. Test print one page first, to make sure it is still “readable” and then print all pages. (You can also “change” the name of the report by going back to the document and replacing the Sacraments List area with a Registration Form or some other applicable title.)