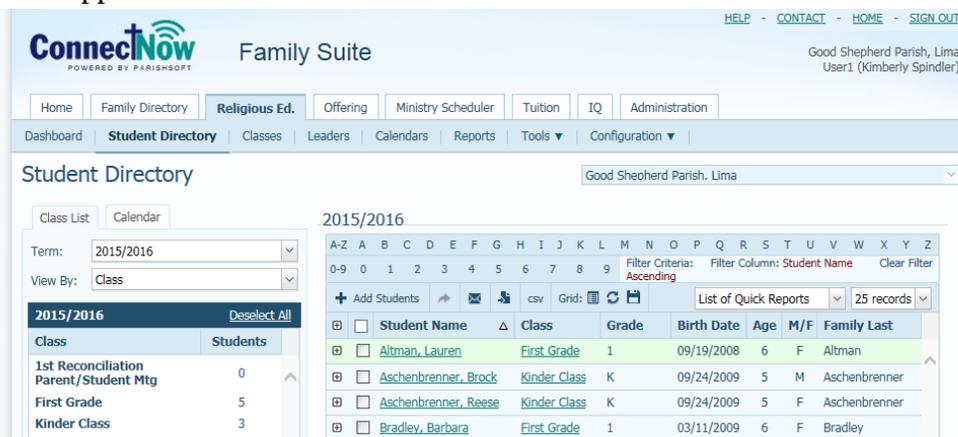


## Printing labels for all or specific classes in Religious Education in Connect Now

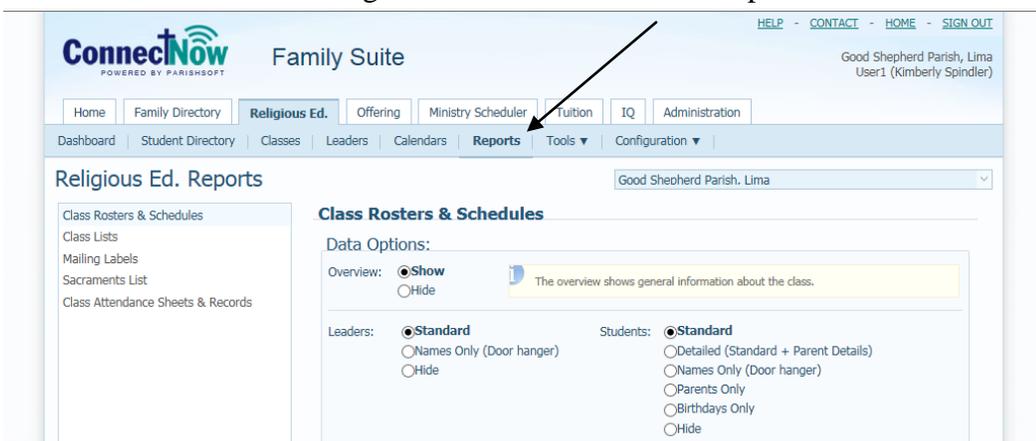
- 1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:



- 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:



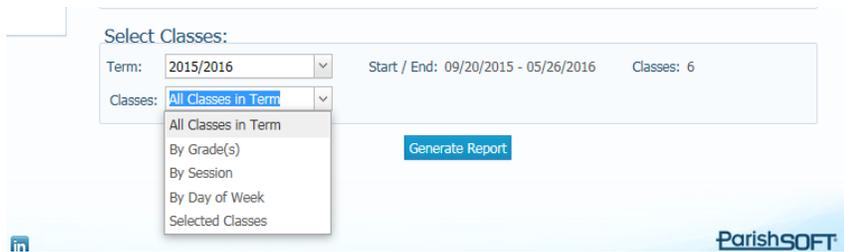
- 4) First under the report listing on the left side, click the Mailing Labels area, as seen below:

The screenshot shows the 'ConnectNow Family Suite' interface. The top navigation bar includes 'Home', 'Family Directory', 'Faith Formation', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Below this is a secondary navigation bar with 'Dashboard', 'Student Directory', 'Classes', 'Leaders', 'Calendars', 'Reports', 'Tools', and 'Configuration'. The main content area is titled 'Faith Formation Reports' and includes a dropdown for 'Good Shepherd Parish, Lima'. On the left, a navigation menu lists 'Class Rosters & Schedules', 'Class Lists', 'Mailing Labels', 'Sacraments List', and 'Class Attendance Sheets & Records'. An arrow points to 'Mailing Labels'. The main content area is titled 'Mailing Labels' and contains a 'Report Description' box, 'Data Options' section, 'Sorting Options' section, 'Page Setup' section, and 'Select Classes' section. The 'Data Options' section includes 'Grouping' (radio buttons for 'Individual Labels' and 'One Label per Family'), 'People' (dropdown menu set to 'Students'), 'Recipient Line' (dropdown menu set to 'Family Formal Salutation'), and 'Address Lines' (text field set to 'Family Mailing Address'). The 'Select Classes' section includes 'Term' (dropdown menu set to '2015/2016'), 'Start / End' (text field set to '09/20/2015 - 05/26/2016'), 'Classes' (text field set to '6'), and 'Classes' (dropdown menu set to 'All Classes in Term'). A 'Generate Report' button is located at the bottom right.

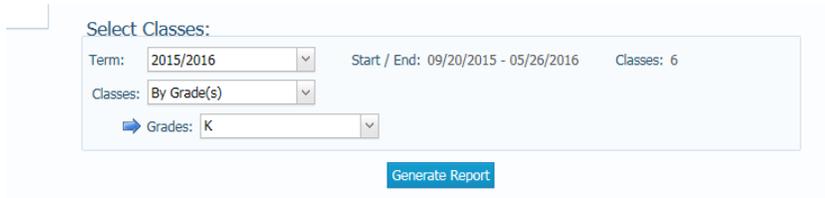
- 5) The screen above shows different options for printing labels. Work your way from top down specifying labels for families or students, whom to print a label for, and the Recipient Line: (typically you will select **Family Formal Mailing Name** to pull in the default mailing name, seen in the example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

The screenshot shows the 'ConnectNow Family Suite' interface. The top navigation bar includes 'Home', 'Family Directory', 'Faith Formation', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Below this is a secondary navigation bar with 'Dashboard', 'Student Directory', 'Classes', 'Leaders', 'Calendars', 'Reports', 'Tools', and 'Configuration'. The main content area is titled 'Faith Formation Reports' and includes a dropdown for 'Good Shepherd Parish, Lima'. On the left, a navigation menu lists 'Class Rosters & Schedules', 'Class Lists', 'Mailing Labels', 'Sacraments List', and 'Class Attendance Sheets & Records'. The main content area is titled 'Mailing Labels' and contains a 'Report Description' box, 'Data Options' section, 'Sorting Options' section, 'Page Setup' section, and 'Select Classes' section. The 'Data Options' section includes 'Grouping' (radio buttons for 'Individual Labels' and 'One Label per Family'), 'People' (dropdown menu set to 'Students'), 'Recipient Line' (dropdown menu set to 'Family Formal Mailing Name'), and 'Address Lines' (text field set to 'Family Mailing Address'). An arrow points to 'Family Formal Mailing Name'. The 'Select Classes' section includes 'Term' (dropdown menu set to '2015/2016'), 'Start / End' (text field set to '09/20/2015 - 05/26/2016'), 'Classes' (text field set to '6'), and 'Classes' (dropdown menu set to 'All Classes in Term'). A 'Generate Report' button is located at the bottom right.

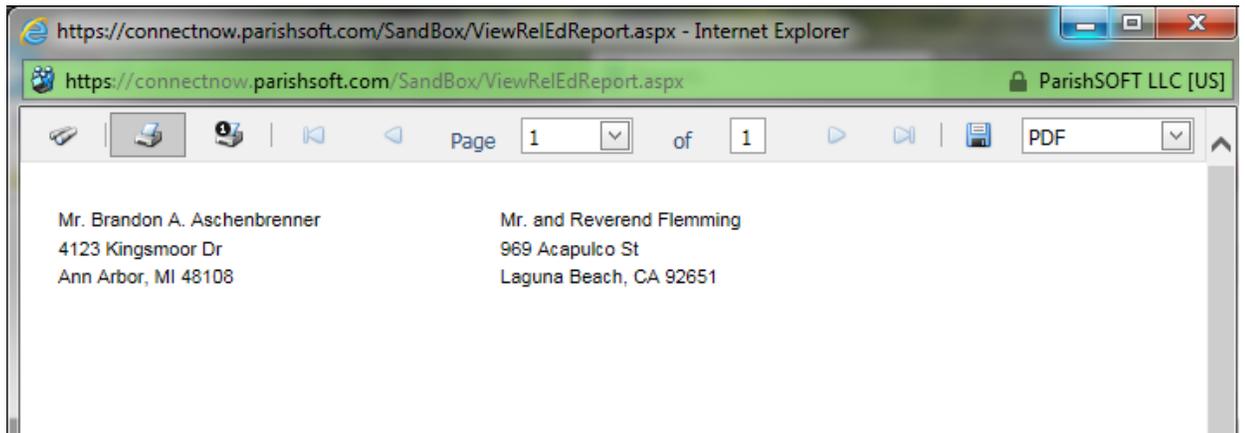
- 6) In the **Select Classes** area, you can either select **All Classes in Term** or you can select on various other options in the dropdown, as seen below:



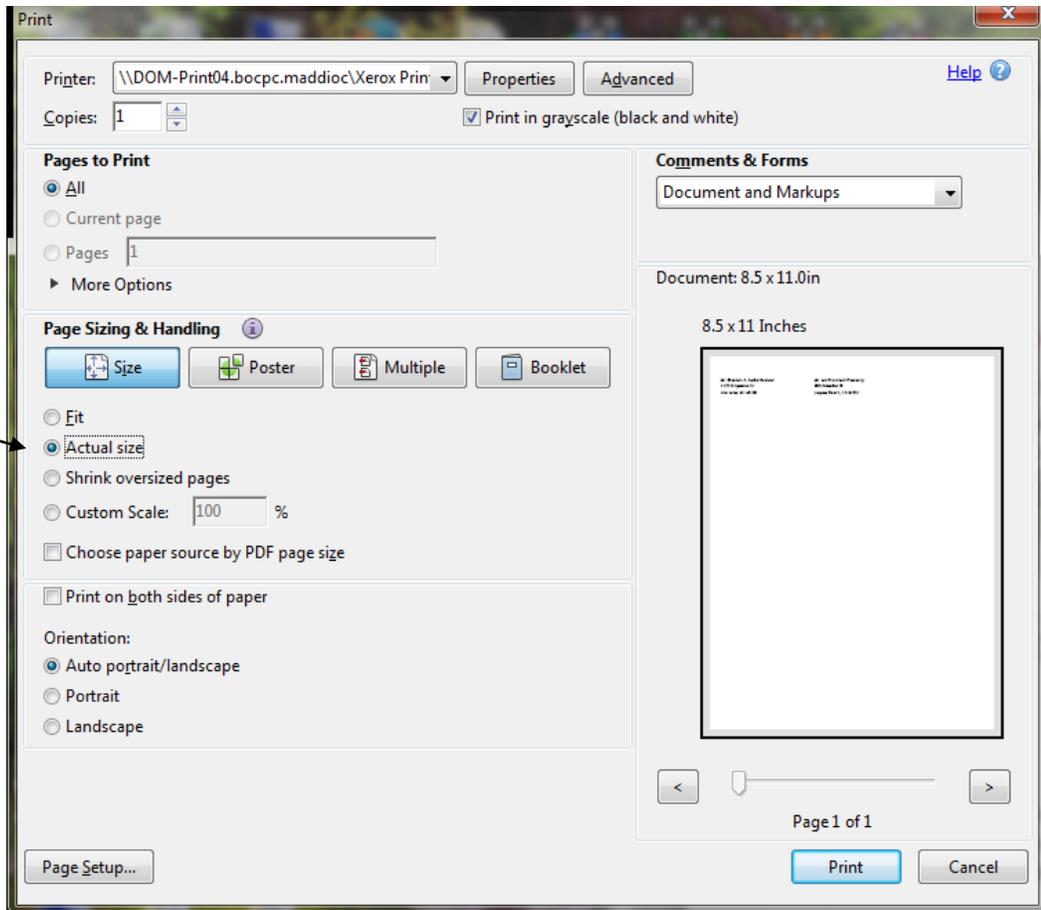
If you select by Grade, then you can select different grades and see the number of families in each grade:



- 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.