



# **Arkansas Student Intervention System**

## **Batch Printing**

### **District/School Level - Tutorial**



## Please Remember!

- Batch printing should be the final step in ASIS after **ALL** AIPs and IRIs have been completed. The system **WILL** generate a blank AIP or IRI if a batch print is done before intervention is completed.

## Reports

- To print multiple AIPs or IRIs at one time, click the "Reports" button on the top right of the screen:

The screenshot shows the top navigation bar of the ASIS system. The 'Reports' button is highlighted in yellow and has a red arrow pointing to it. Other buttons include 'Support', 'Resources', and 'Administration'. Below the navigation bar, there are filters for 'Schools' (Demo Elementary School North) and 'Teachers' (Appling, Fawn). The main content area displays a table for 'Appling, Fawn' with columns for 'Math', 'Science', 'ELA', 'Local Assessments', and 'SAR'. The table shows data for two students: Arias, Kirk and Arias, Wes.

Student *	Grade Level †	Math ‡	Science ‡	ELA ‡	Local Assessments	SAR
Arias, Kirk	03	+ P	+	+ P	+	Generate Report
Arias, Wes	03	+ A	+	+ A	+	Generate Report

- Click "+New Report"

The screenshot shows the 'Report Job Processing Queue' interface. At the top right, there are 'Refresh' and '+New Report' buttons. Below the buttons is a table with columns: 'Created By', 'Created Date', 'School Name', 'School LEA', 'Status', 'Process Message', 'Start Date', 'End Date', and 'Report File'. The '+New Report' button is highlighted with a red arrow.



- Administrators will be prompted to select: School, Teacher, Section, Document Type, and Subject:

<b>School:</b>	Demo Elementary School North
<b>Teacher:</b>	Appling, Fawn
<b>Section:</b>	<All Classes / Sections>
<b>Document Type:</b>	AIP
<b>Subject:</b>	Mathematics
<b>Print Options:</b>	
<input checked="" type="checkbox"/>	Include SAR
<input type="checkbox"/>	Include Local Assessments
<input checked="" type="checkbox"/>	Notify me when the process completes at the e-mail address below:
<input type="text" value="john.doe@schoolemail.com"/>	
<a href="#">Print Report</a>	

- Users can select print options to include Student Academic Report (SAR) and/or Include Local Assessments, in addition to the AIP or IRI.
- Users can also be notified by email when the download is complete.



- Click "Print Report" to queue the report and return to the list of queued jobs.

Report Job Processing Queue									Refresh	+ New Report
Created By	Created Date	School Name	School LEA	Status	Process Message	Start Date	End Date	Report File		
8008ogagnon	10/24/2016 09:40 AM	Demo Middle School	8008037	Processing	Printed 1 of 162 document(s)	10/24/2016 09:40 AM		<input type="radio"/> Pending <input checked="" type="radio"/> Cancel		

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- When the report is complete, click "Download" to download the file to a PDF:

Report Job Processing Queue									Refresh	+ New Report
Created By	Created Date	School Name	School LEA	Status	Process Message	Start Date	End Date	Report File		
8008ogagnon	10/24/2016 09:40 AM	Demo Middle School	8008037	Complete	Completed	10/24/2016 09:40 AM	10/24/2016 09:45 AM	<input checked="" type="radio"/> Download <input type="radio"/> Cancel		

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- Open the file to view, print, or save to a computer.
- To remove any queued jobs, select cancel.

