



# **Arkansas Student Intervention System**

## **Batch Printing**

### **Teacher 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 the 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 with a red arrow. Below the navigation bar, the breadcrumb trail shows 'Academic Interventions System > Demo School District > Demo Middle School > Gagnon, Olivia > Students'. The 'Schools' dropdown is set to 'Demo Middle School'. The main content area shows the 'Gagnon, Olivia' page with a table of student data. The table has columns for 'Student', 'Grade Level', 'Math', 'Science', 'ELA', 'Local Assessments', and 'SAR'. The 'Reports' button is located in the top right corner of the page.

- Click "+New Report"

The screenshot shows the 'Report Job Processing Queue' interface. The '+New Report' button is highlighted with a red arrow. The interface includes a table with columns: 'Created By', 'Created Date', 'School Name', 'School LEA', 'Status', 'Process Message', 'Start Date', 'End Date', and 'Report File'. The footer of the page contains the text: '© 2016 ADE. All Rights Reserved. - Build: 3.0.2609.4 -'.



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

**School:** Demo Middle School ▼

**Section:** <All Classes / Sections> ▼

**Document Type:** AIP ▼

**Subject:** Mathematics ▼

**Print Options:**

Include SAR

Include Local Assessments

Notify me when the process completes at the e-mail address below:

john.doe@schoolemail.com

**Print Report**

- 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.

