

Barcode Labels (Scanning)

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The Scanning toolset is part of the [Campus Workflow Suite](#).

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Classic View: Attendance > Reports > Barcode Labels

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The Barcode Labels report is used to generate a printable report of student barcodes.

Barcode report

This report will print barcodes from student numbers that are formatted with dimensions of 1" x 2-5/8" for the selected calendar.

Grade **AdHoc Filter**

10 x 11 x 12 x ▼

Label Row 1 * **Label Row 2**

Last Name, First Name ▼ Grade ▼

Sort Option *

Last Name ▼

Barcode Labels Report

Report Editor

Field	Description
Grade	The grade(s) of the students to include on the report.
AdHoc Filter	An Ad hoc filter to further narrow the students on the report.

Field	Description
Label Row 1 <i>Required</i>	The first row of the label. Options include: <ul style="list-style-type: none"> • Last Name, First Name • First Name Last Name • Grade • School Name • Student Identifier (this is the identifier selected in the Scanner Settings tool)
Label Row 2	The second row of the label. Options include: <ul style="list-style-type: none"> • Last Name, First Name • First Name Last Name • Grade • School Name • Student Identifier (this is the identifier selected in the Scanner Settings tool)
Sort Option <i>Required</i>	Determines how the report will be sorted. Options include: <ul style="list-style-type: none"> • Last Name • Grade • Student Identifier (this is the identifier selected in the Scanner Settings tool)

Report Example

The report generates in a separate window as a PDF.



