

# 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

**Search Terms:** Barcode Labels

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
<b>Grade</b>	The grade(s) of the students to include on the report.
<b>AdHoc Filter</b>	An Ad hoc filter to further narrow the students on the report.

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

## Report Example

The report generates in a separate window as a PDF.



