Custom Gifted Form Batch Print (Kentucky)

Last Modified on 10/22/2022 10:21 am CDT

PATH: *Student Information > Reports > Custom Gifted Form Batch Print*

The Custom Gifted Form Batch Print allows you to generate a printable PDF of all existing documents for a specific Gifted and Talented custom form for a particular grade level(s) or students in an Ad hoc filter. Using this tool, users can now print Gifted and Talented records for multiple students at the same time and eliminate the need to generate them one by one.

Tool Rights | Custom Gifted Form Batch Print Editor Options | Generating the Custom Gifted Form Batch Print | Where are Custom Gifted Form Documents Created? | How Do I Create a Gifted Form Document for a Student?

Gifted Custom Forms may contain identifying student and staff information.

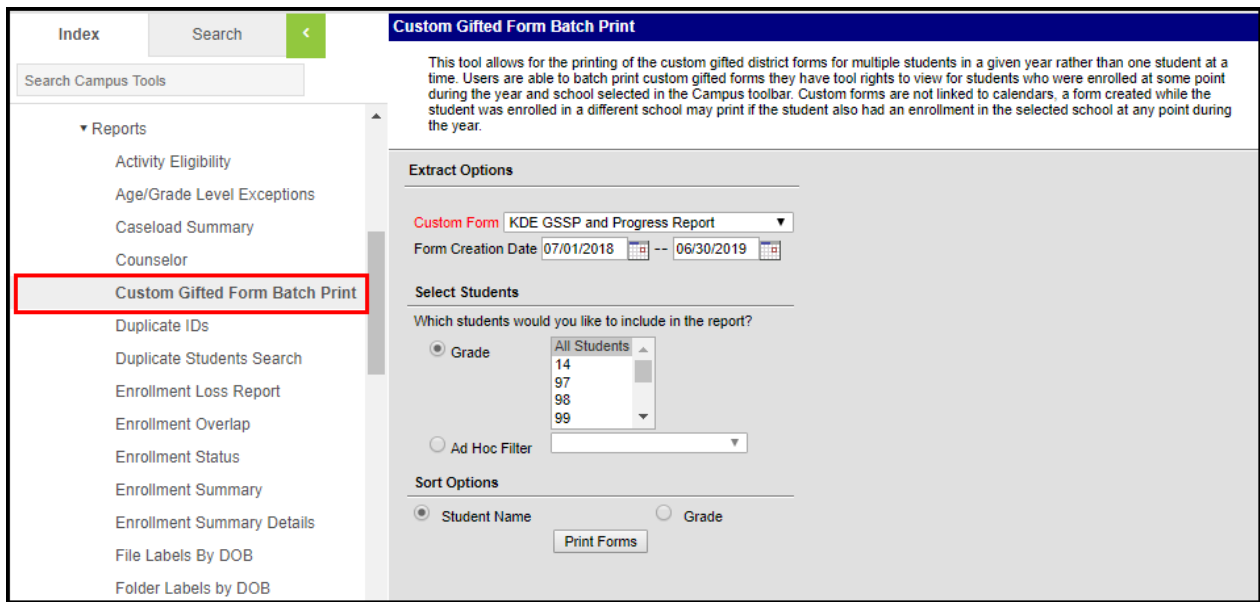> This tool is only available in the Kentucky District Edition of Campus.

Image 1: Custom Gifted Form Batch Print Editor

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

Users must have at least **R**(ead) rights to the Custom Gifted Form Batch tool in order to generate a batch print.
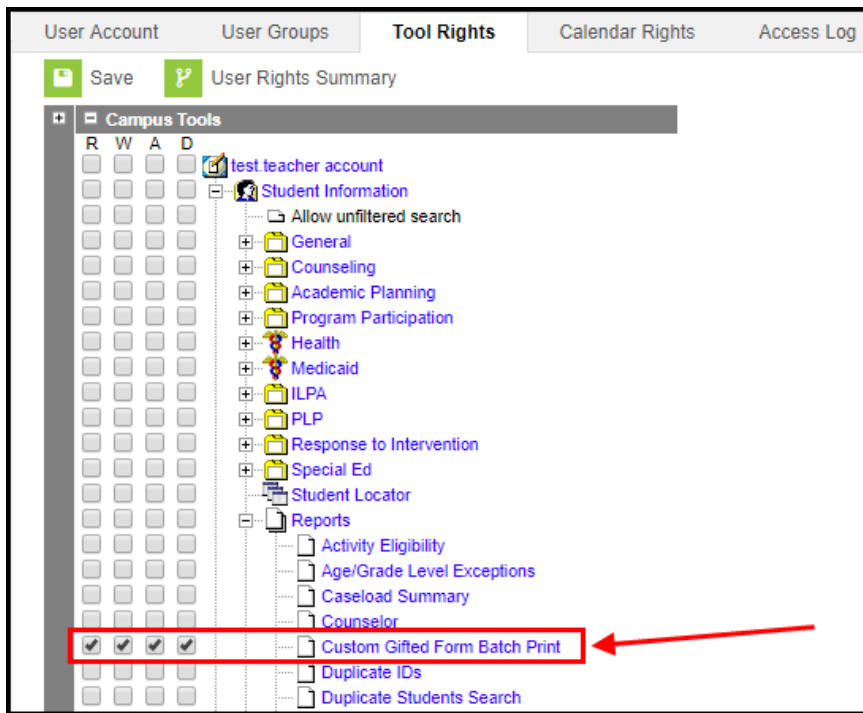
Image 2: Custom Gifted Form Batch Print Tool Rights

Custom Gifted Form Batch Print Editor Options

Field	Description
Custom Form	Includes a list of district-created custom Gifted forms. Custom Forms are created in the Gifted and Talented Custom Forms tool found in System Administration. See the Where are Custom Gifted Form Documents Created? section below for more information.
Form Creation Date	Limits the custom forms returned in the batch print to only those created for students within this date range.
Select Students	Determines which students are included in the generated batch print: • **Grade** - Only students within the selected grade(s) are included in the batch print. • **Ad Hoc Filter** - Only students meeting the selected ad hoc filter criteria are included in the batch print.
Sort Options	Forms will be sorted by either **Student Name** or **Grade** level. Once the print is generated, a summary page based on the sort option will be provided, listing students whose gifted forms were included in the batch print.

Generating the Custom Gifted Form

Batch Print

1. Select a **Custom Form**. Only existing records for this form are included in the batch print.
2. Enter the **Form Creation Date**. Only student forms created within this date range are included within the batch print.
3. Select if students will be included based on **Grade** or an **Ad Hoc Filter**.
4. Select how forms will be sorted within the batch print.
5. Click **Print Forms**. The document will generate in PDF format.

   The PDF will first display a summary page based on the sort option, listing students whose gifted forms were included in the print, followed by each form document.
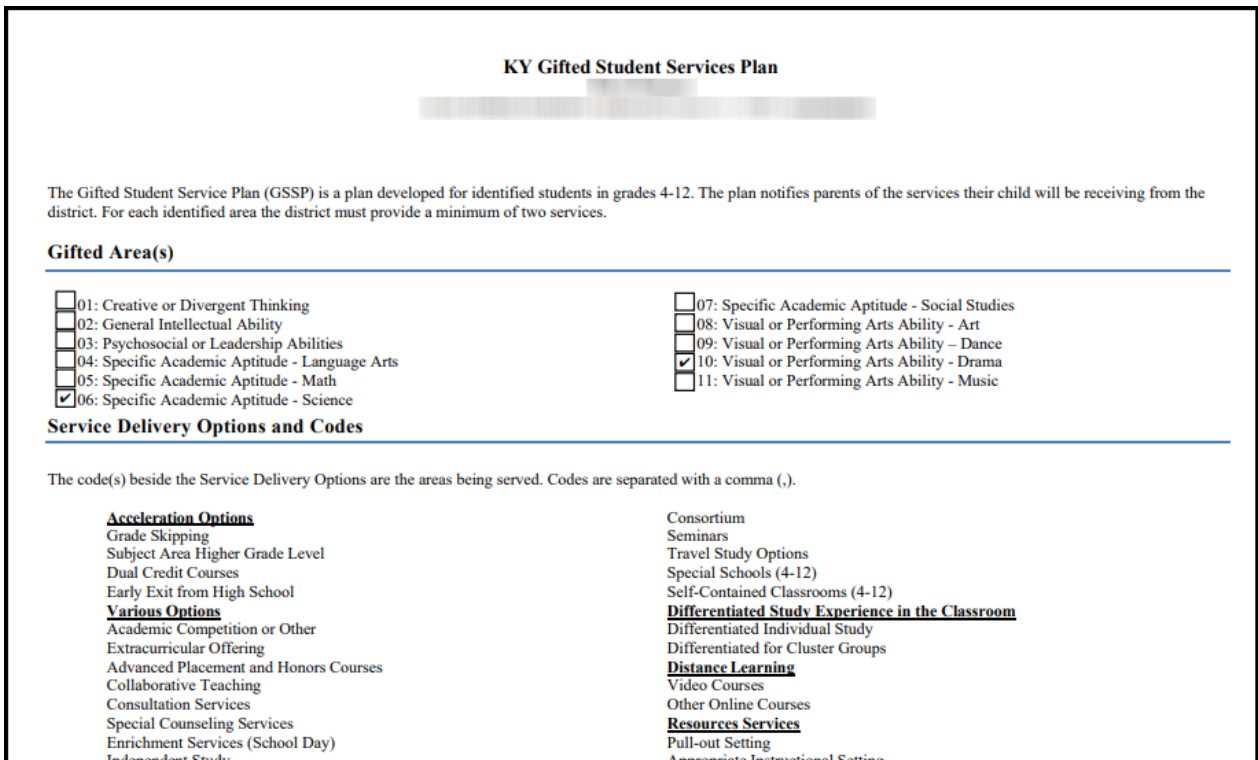

Image 3: Example of a Custom Gifted Form Print

Where are Custom Gifted Form Documents Created?

PATH: *System Administration > Gifted and Talented > Custom Forms*

Districts can create and upload custom Gifted and Talented forms using the Custom Forms tool within the Gifted and Talented folder of System Administration. See the Custom Forms (Gifted and Talented) article for more information about this process.
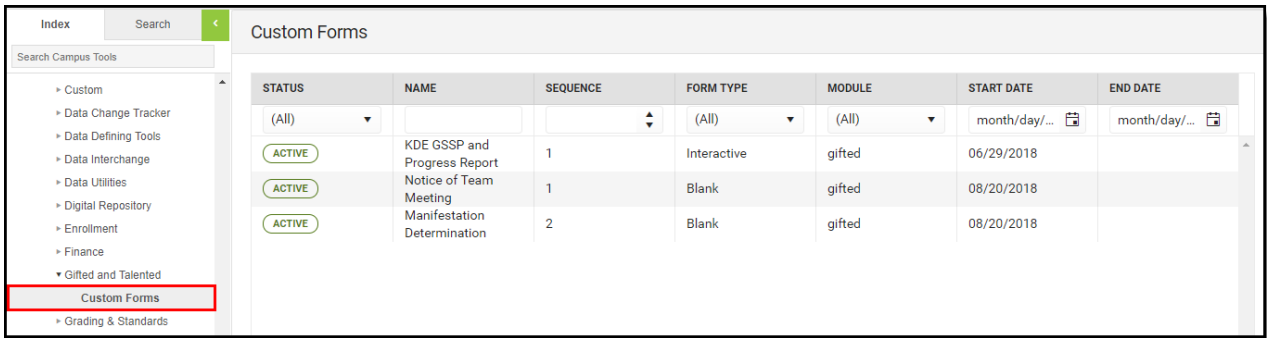
Image 4: Creating and Uploading New District Gifted Custom Forms

How Do I Create a Gifted Form Document for a Student?

PATH: *Student Information > Program Participation > Gifted and Talented > Documents*

You can create a custom Gifted and Talented form for a student by using the Documents tab found in the Gifted and Talented area of Program Participation. See the Documents (Gifted and Talented) article for more information about this process.
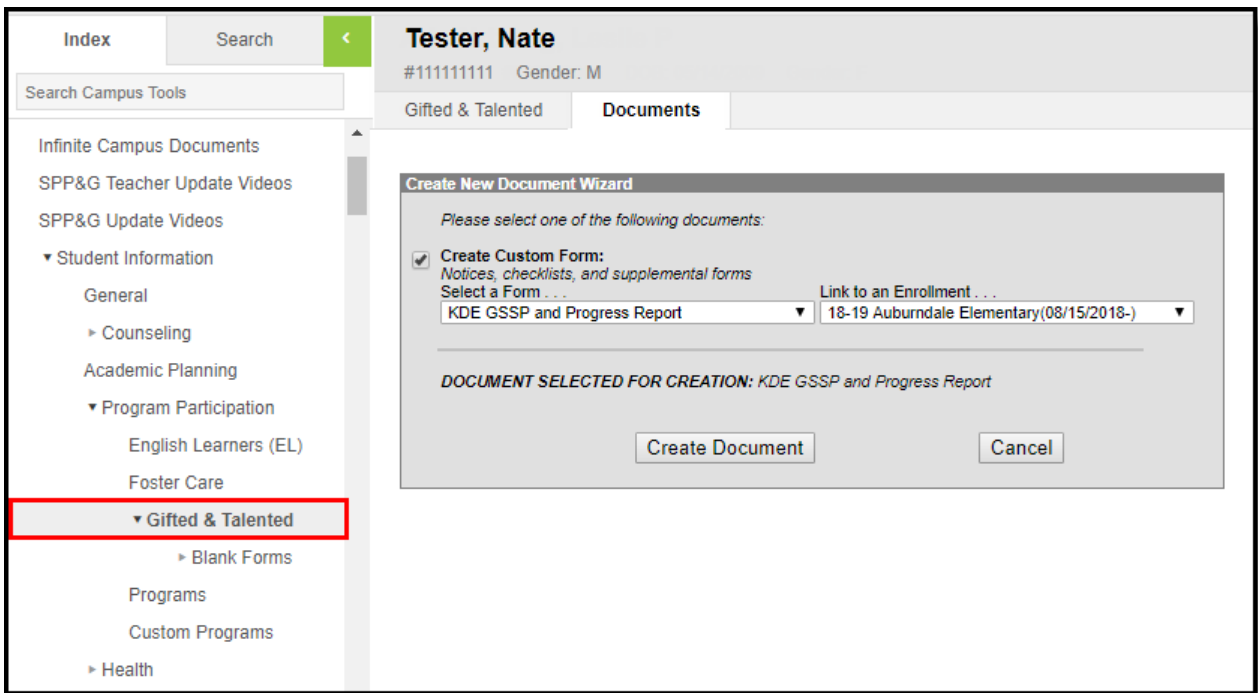

Image 5: Creating a Custom Gifted Form for a Student