

Teacher Directions for Printing iRIPs from Illuminate DNA

1. Click on **iRIP Data Entry** Tile
2. Go to **County Summative Assessment for iRIPs (year) overview**
3. Click on **County Custom Reports for iRIPs 2018-19 (Fall) Report** near bottom.
4. Go to **Form Letter** and click **download**.
5. Go to **Scheduled Jobs**. - in blue in the yellow field near the top. The top job should be the one you just created.
6. Click **Download** in the last column.
7. The document with all the iRIPS for those kids should appear wherever your downloads usually show up. (bottom of the screen, maybe)
8. Click on the document. It will open and you will have all the iRIPs.
9. Click **Print - please print all iRIPs single-sided (NOT double sided)**.