Directions for Printing iRIPs from Illuminate DNA: Literacy Coach

1. Go to **County Summative Assessment for iRIPs (year) overview**

2. Click on **County Custom Reports for iRIPs (year) Report** near bottom.

3. Go to **Advanced** and choose **"New" Students**.

4. You should be at a place where you can **Find Students.**

5. You can sort however you like**.**

6. To print by class put in names of students in the class you want to print where it says **Students.**

7. Go to top **Form Letter** and drop down and click **Layout**

8. Go to **Form Letter** and click **download.**

9. Go to **Scheduled Jobs. -** in blue in the yellow field near the top. The top job should be the one you just created.

10. Click **Download** in the last column.

11. The document with all the iRIPs for those kids should appear wherever your downloads usually show up. (bottom of the screen, maybe)

12. Click on the document. It will open and you will have all the iRIPs.

13. Click **Print.**