



A guide to creating log-in cards for students



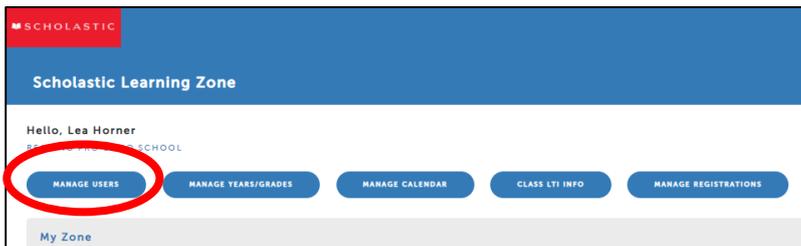
Use the document **“Student cards – for mailmerge”** as your starting document for the mail merge, which can be found here – <https://shop.scholastic.co.uk/Reading-Pro-Training>

Use your pupil register from the Scholastic Learning Zone (SLZ) as the list for your mail merge.

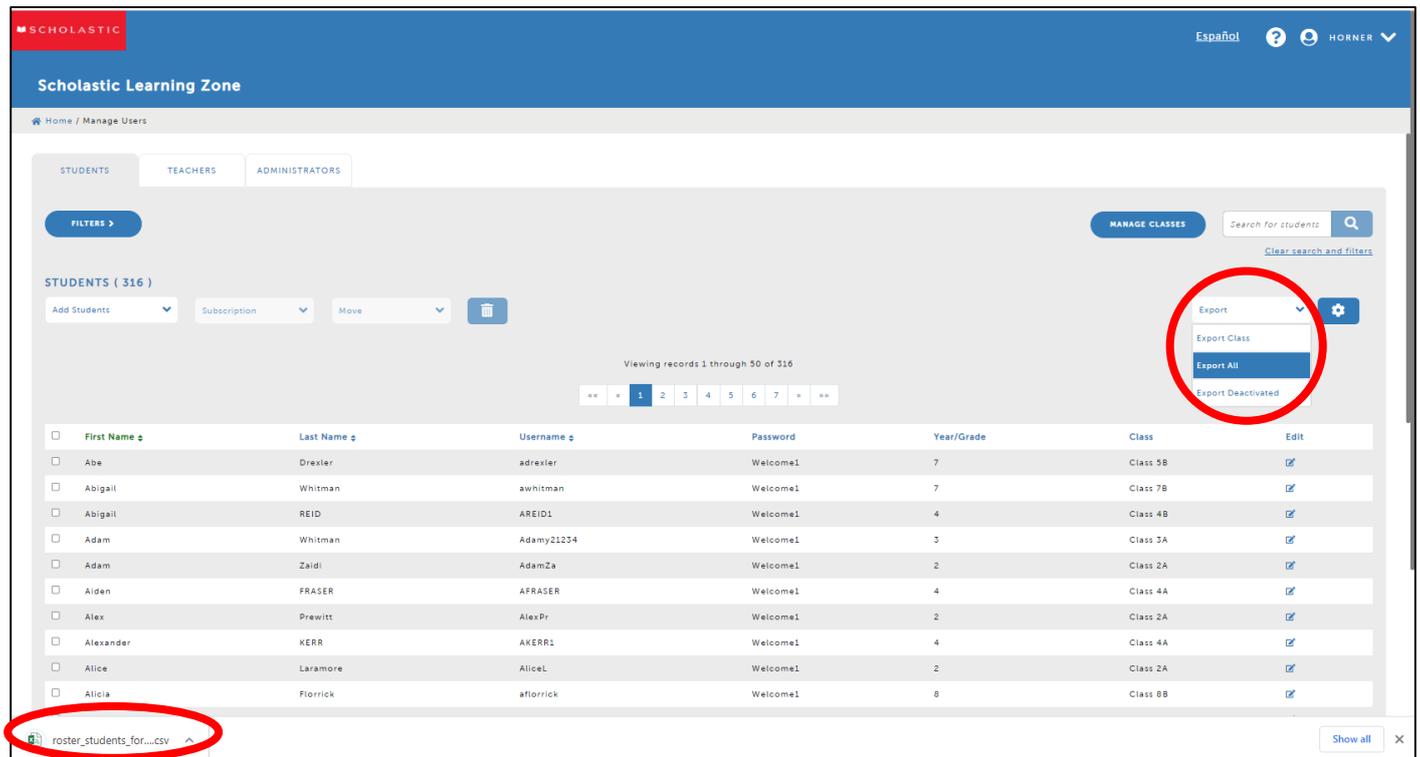
Please note, the screen shots below show Microsoft Word and Excel 2013, and the browser used was Chrome. If you have a different version of these programmes or use a different browser what you see and how you locate the menu items may look a little different.

Step 1 – getting your pupil register from the SLZ

Log into the SLZ and go to “manage users”



On the “Students” tab, Choose to “Export All”, a CSV file called student list will be downloaded.



Open the csv file “student_list” and save it as an excel file, somewhere easy for you to get to.

I suggest applying a filter across the top and using the filter to sort your list into the order you want it, this list is sorted by Year/Grade.

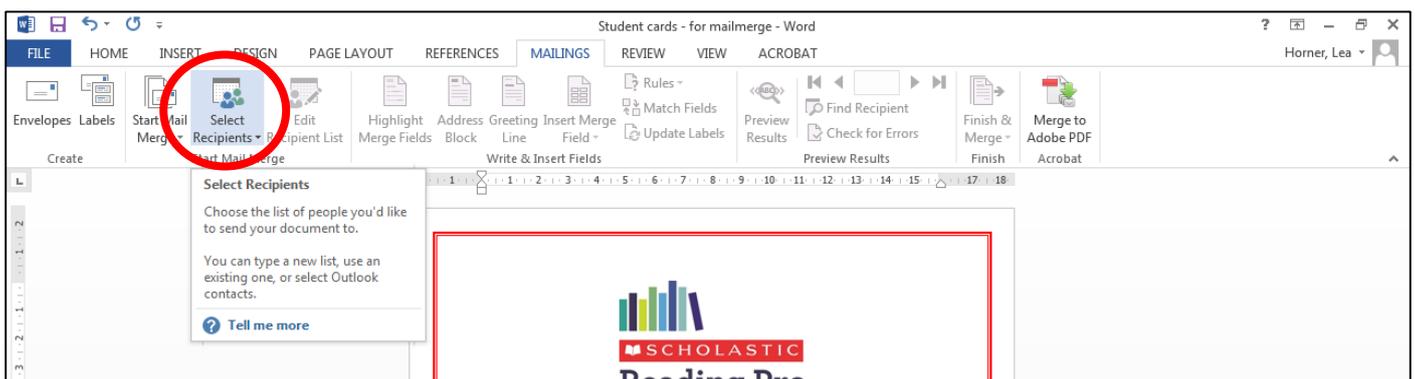
	A	B	C	D	E	F	G	H	I
1	FIRSTNAME	LASTNAME	USERNAME	PASSWORD	YEAR/GRADE	LEX	CLASS	CLASS	
2	Anna	Chang	AnnaCh	Welcome1	2		298 Class 2A		
3	Anika	Larsen	Anikay21234	Welcome1	3		178 Class 3A		
4	Brian	Mitchell	Briany21234	Welcome1	3		446 Class 3A		
5	Sarah	Greene	Sarahy21234	Welcome1	3		446 Class 3B		
6	Gail	Holloway	Gailly21234	Welcome1	3		482 Class 3A		
7	Celia	Keenan	Celiay21234	Welcome1	3		483 Class 3A		
8	Faye	Miller	Fayey21234	Welcome1	3		498 Class 3A		
9	Norbert	Leo	Norberty21234	Welcome1	3		526 Class 3B		
10	Mona	Sterling	Monay21234	Welcome1	3		568 Class 3B		
11	Greg	Harris	Gregy25678	Welcome1	3		612 Class 3A		
12	Laura	Osnes	Lauray21234	Welcome1	3		614 Class 3B		

Save the csv file somewhere easy for you to get to and close the file.

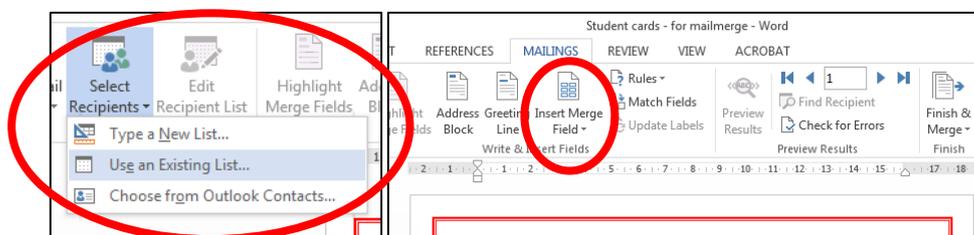
Please note csv files like to check you really do want to save them.

Step 2 – merging the student list with the log-in cards document

Open the “Student cards – for mailmerge” document, go to the mailings tab on the ribbon and then “select recipients”



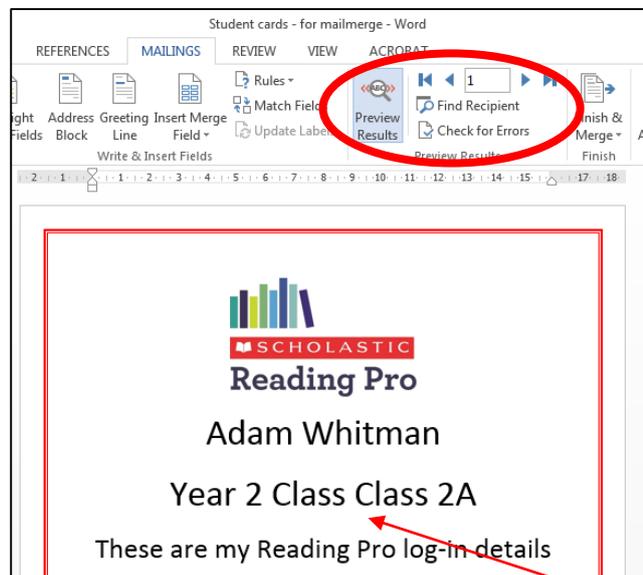
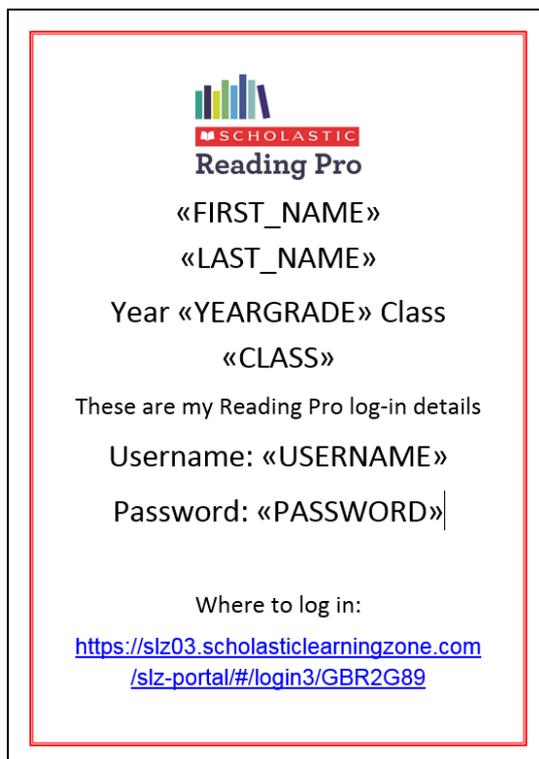
“Use an existing list” and then navigate to and open the Student_list you were working on in the previous step.



Click on “Insert Merge field” on the ribbon and choose the correct fields for each of the greyed out items in brackets.

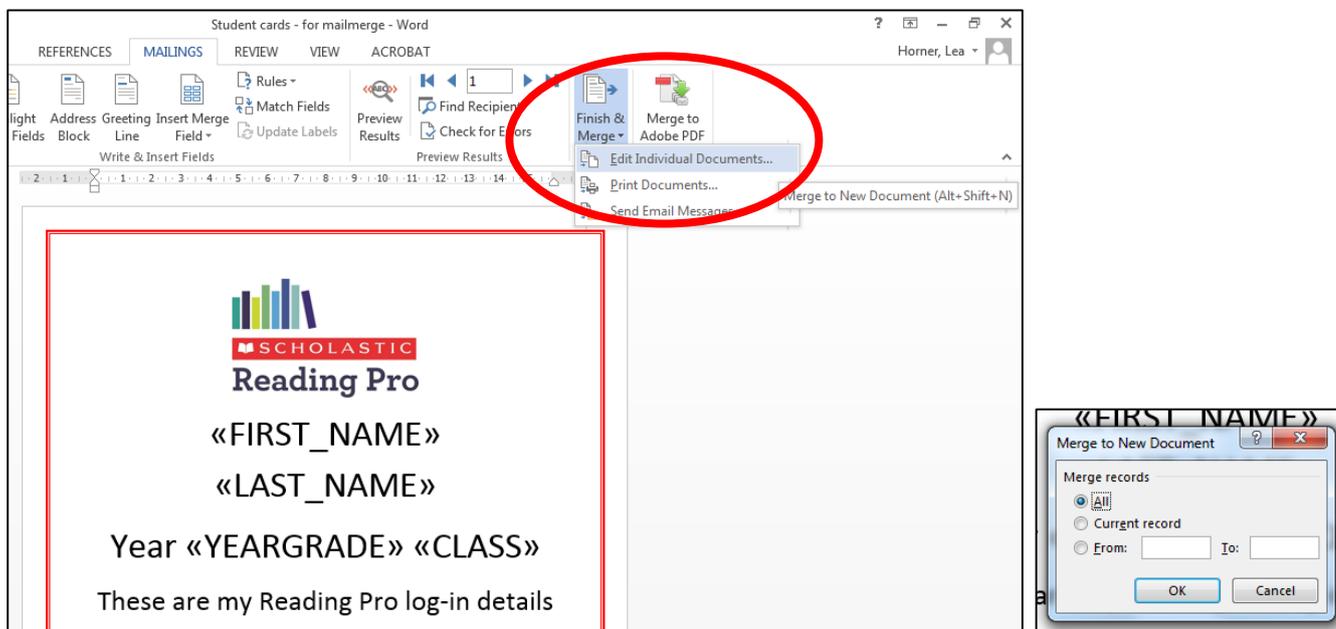
Don’t forget to remove the writing in brackets and change the font colour to whatever you would like. For the “Where to log in” URL, please make sure to change this to your schools own unique URL.

It should look something like this...



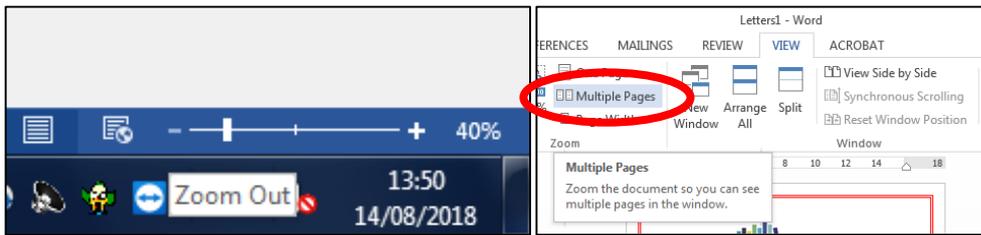
You can preview the results to check that all the information is in the right place. In this example the class names all have the word 'Class' in them, meaning you get a repeated word, so I will be deleting the duplicate word prior to merging the whole document.

Go to "Finish & Merge" on the ribbon and choose to "Edit Individual Documents" and choose all of the records.

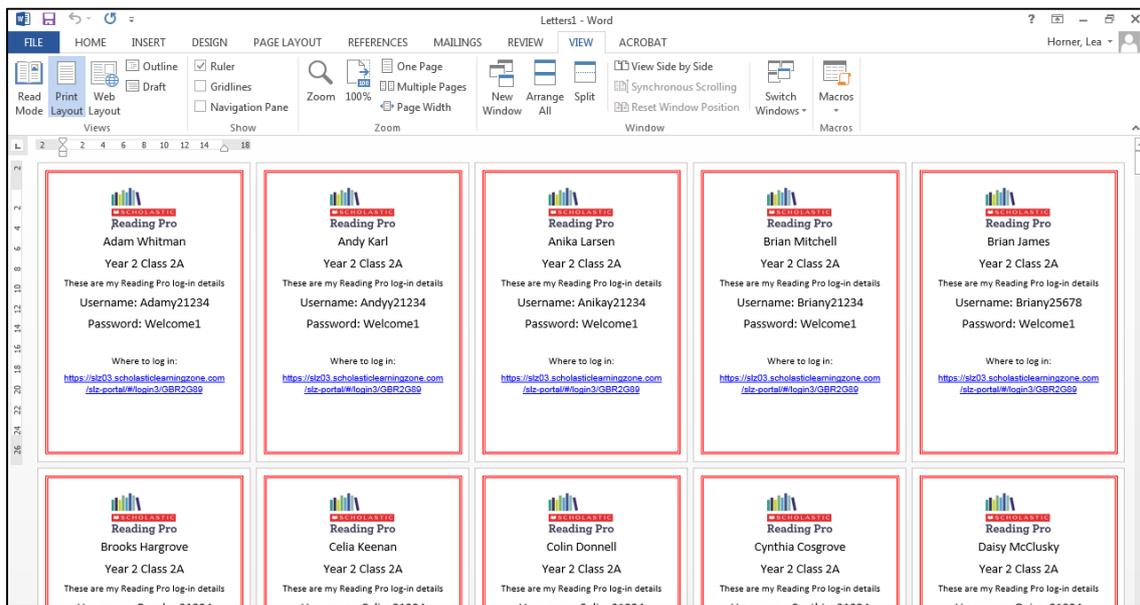


A new document called Letters 1 will open, check that all of the cards look correct before saving them (e.g. is the font size on the URL too big and the card is taking up two pages?)

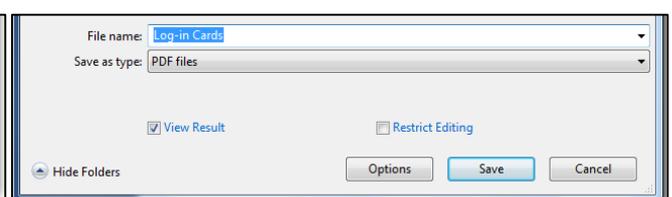
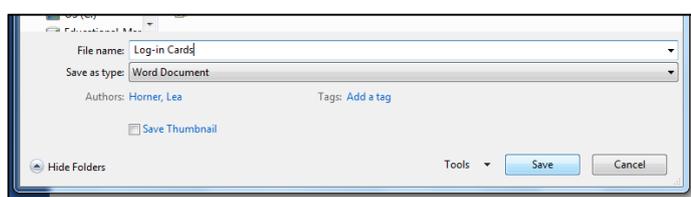
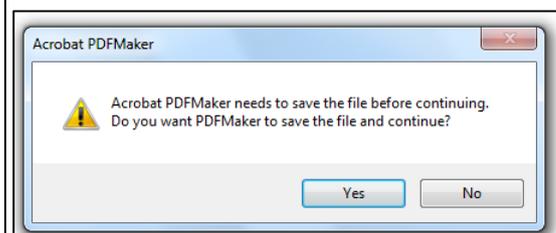
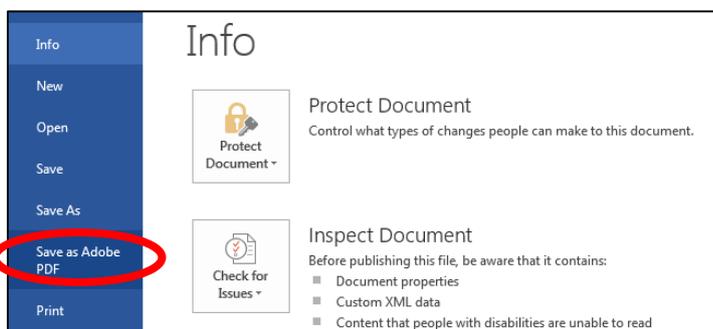
A quick way to check all the cards is to zoom out (the slider is located at the bottom right of the screen) and under “View” on the ribbon, click on “Multiple Pages”.



It should look something like this, making it easy to scroll through all of the records.

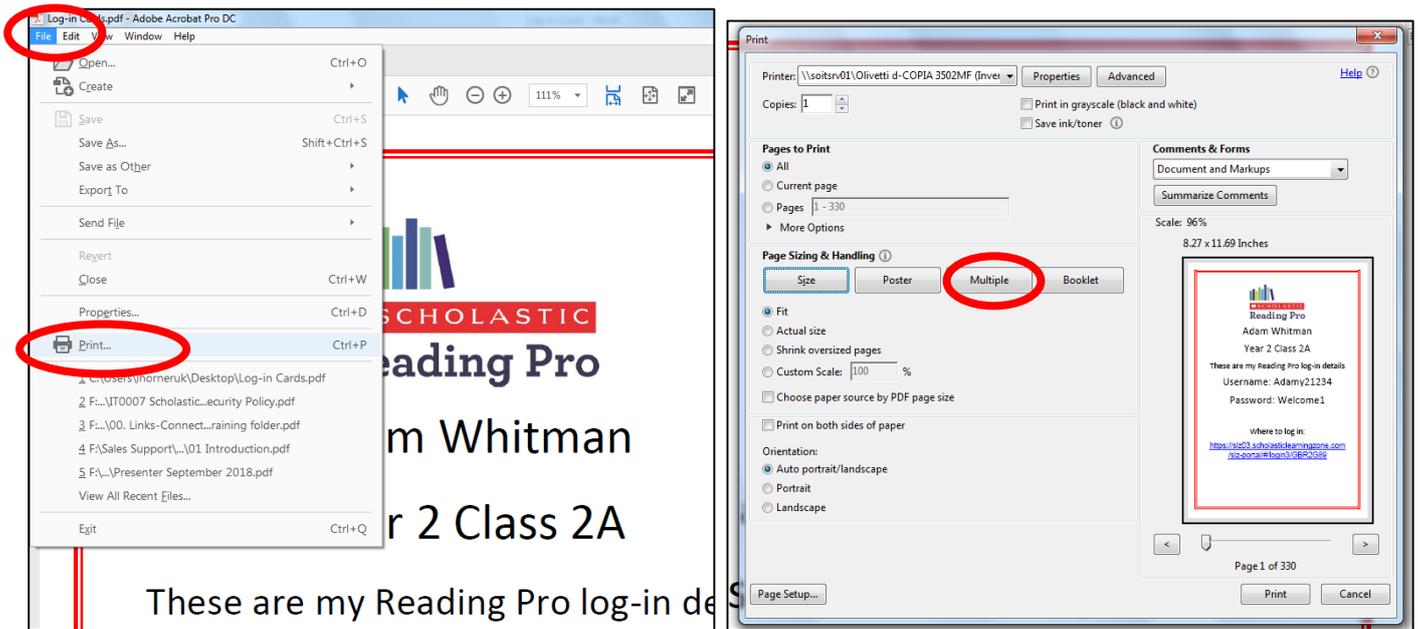


When you are happy with the way all of your records look, “Save as Adobe PDF”. Or go to “Save As” and select PDF from the dropdown menu.

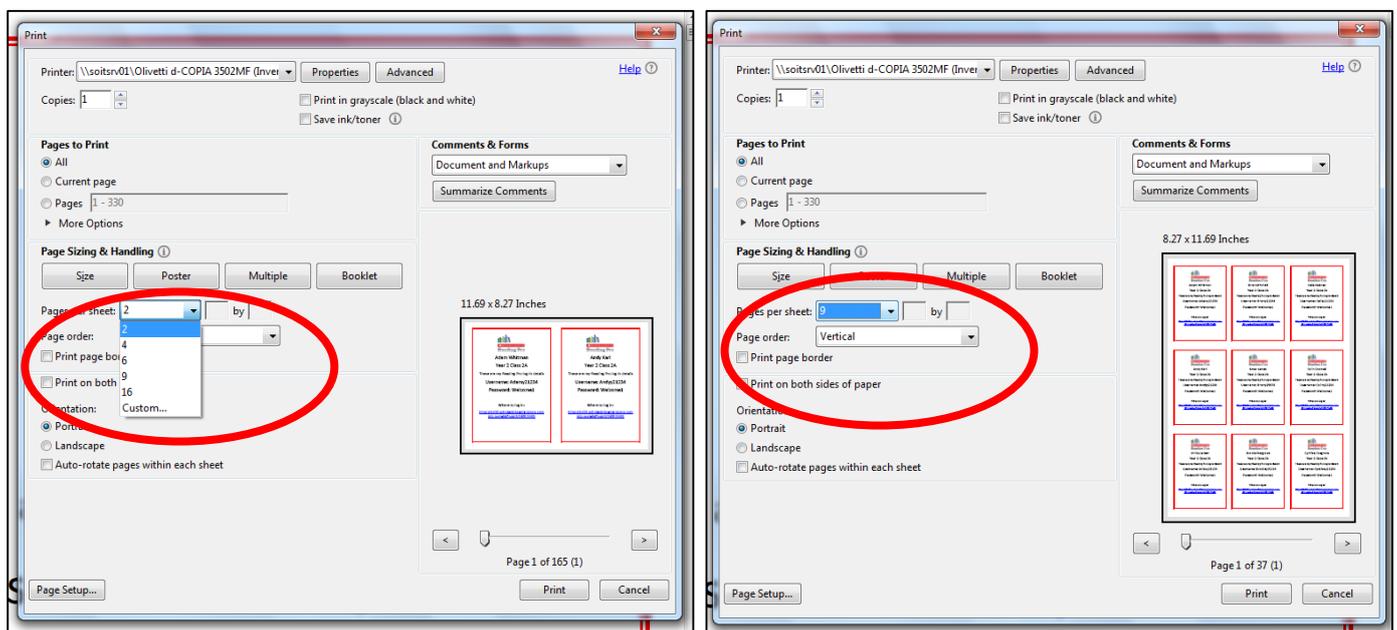


Step 3 – printing the log-in cards pdf

Open the PDF and go to “file” and choose “Print”



This is an A4 size document so I recommend printing multiple pages per sheet. 2 pages per sheet will give you A5 size cards, or 9 pages per sheet will give you credit card sized cards. Once you have decided on the most suitable size, press “Print”.



Please visit <https://shop.scholastic.co.uk/Reading-Pro-Training> for further guides and training videos, and for any queries please contact readingpro@scholastic.co.uk