

How to Save PALS Class and/or Student Reports as a .PDF File

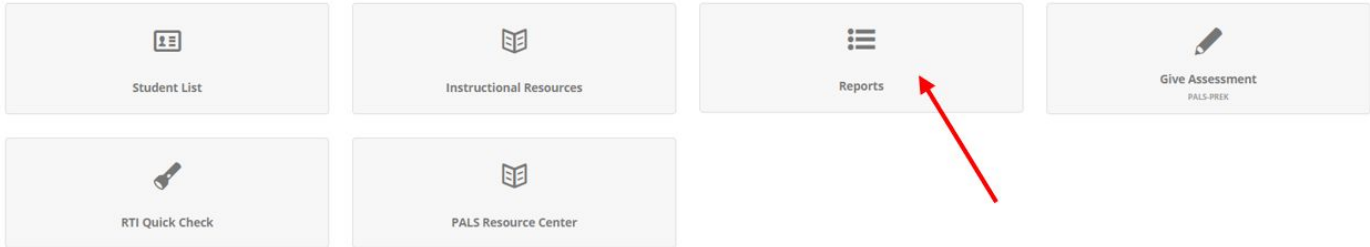
From the Teacher Home Page

*Showing steps for Google Chrome browser in these instructions.

1. Select **Reports**.

Teacher Home Page

Choose State > Choose Division > PALS Professional Development > School List > Demo Training School > Classes > PreK Demo Teacher - PreK



2. Select the report you need to save, and open it.

STUDENT SUMMARY - FALL 2018



This report lists all scores entered for the student and PreK developmental ranges. Spring developmental ranges reflect appropriate literacy expectations for four-year-old students who are preparing to start kindergarten.

Student: Alan PreK Demo Student

Grade: Pre-Kindergarten

Teacher: PreK Demo Teacher

School: Demo Training School

Assessment Date: August 6, 2018

PALS TASK	FALL	SPRING DEVELOPMENTAL RANGES
Name Writing	2	5-7
Uppercase Alphabet	0	12-21
Lowercase Alphabet	0	9-17
Letter Sounds	0	4-8
Beginning Sound Awareness	3	5-8
Print and Word Awareness	0	7-9
Rhyme Awareness	1	5-7
Nursery Rhyme Awareness	0	6-10

3. Right-click with your mouse to see options, and then select **Print**.

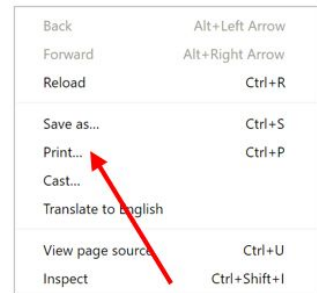
STUDENT SUMMARY - FALL 2018



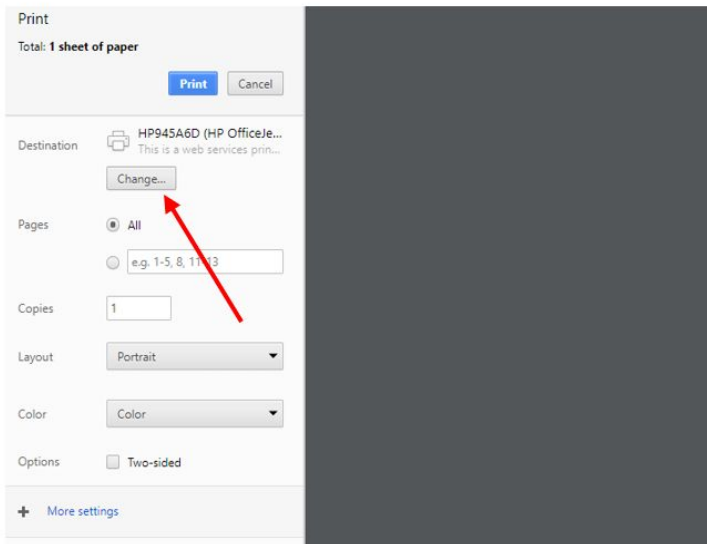
This report lists all scores entered for the student and PreK developmental ranges. Spring developmental ranges reflect appropriate literacy expectations for four-year-old students who are preparing to start kindergarten.

Student: Alan PreKDemoStudent **Grade:** Pre-Kindergarten **Teacher:** PreKDemo Teacher
School: Demo Training School **Assessment Date:** August 6, 2018

PALS TASK	FALL	SPRING DEVELOPMENTAL RANGES
Name Writing	2	5-7
Uppercase Alphabet	0	12-21
Lowercase Alphabet	0	9-17
Letter Sounds	0	4-8
Beginning Sound Awareness	3	5-8
Print and Word Awareness	0	7-9
Rhyme Awareness	1	5-7
Nursery Rhyme Awareness	0	6-10



4. When you select **Print**, the print preview should open up, showing what is printing and to which destination. You should have an option to change the destination of the printer. Select **Change** to view the other printer options. *Note: Your print dialog box may appear different depending on your computer operating system.*



11/19/2018

<https://palsk8.com/index.cfm/classReports/showStudentSummary?language=en&classid=316292&studentid=2071352>

STUDENT SUMMARY - FALL 2018

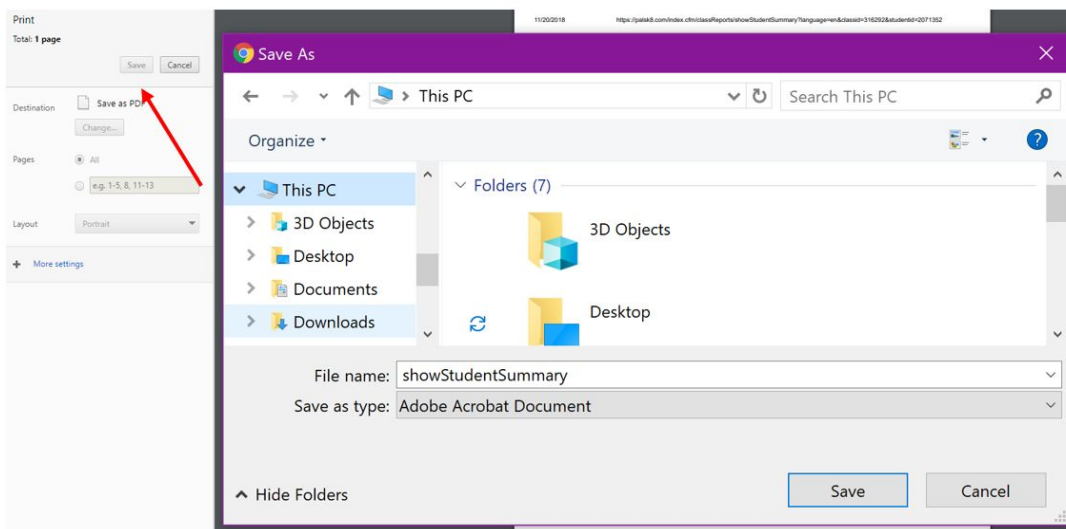
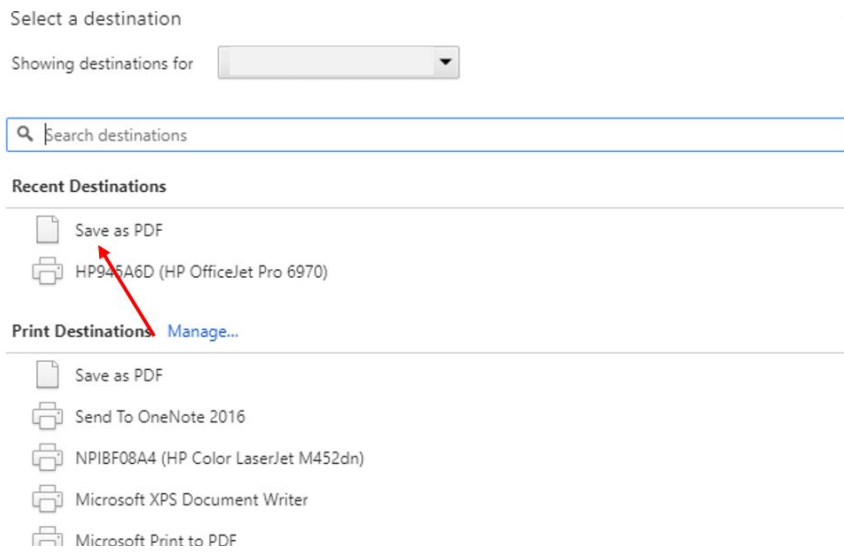


This report lists all scores entered for the student and PreK developmental ranges. Spring developmental ranges reflect appropriate literacy expectations for four-year-old students who are preparing to start kindergarten.

Student: Alan PreKDemoStudent **Grade:** Pre-Kindergarten **Teacher:** PreKDemo Teacher
School: Demo Training School **Assessment Date:** August 6, 2018

PALS TASK	FALL	SPRING DEVELOPMENTAL RANGES
Name Writing	2	5-7
Uppercase Alphabet	0	12-21
Lowercase Alphabet	0	9-17
Letter Sounds	0	4-8
Beginning Sound Awareness	3	5-8
Print and Word Awareness	0	7-9
Rhyme Awareness	1	5-7
Nursery Rhyme Awareness	0	6-10

5. Select **Save as PDF**. Click **Save** to name the document and select the location in which to save it.

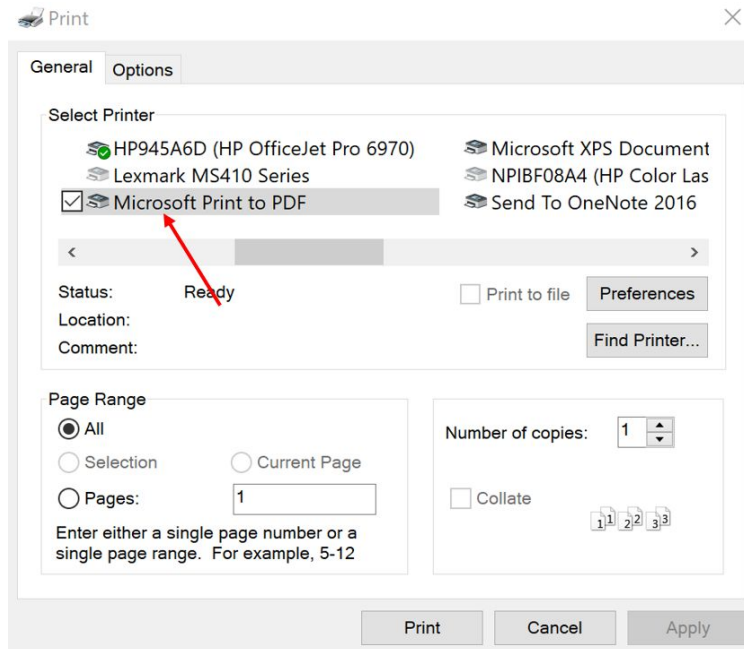


6. The report will then be saved as a pdf file for you to view later and keep.

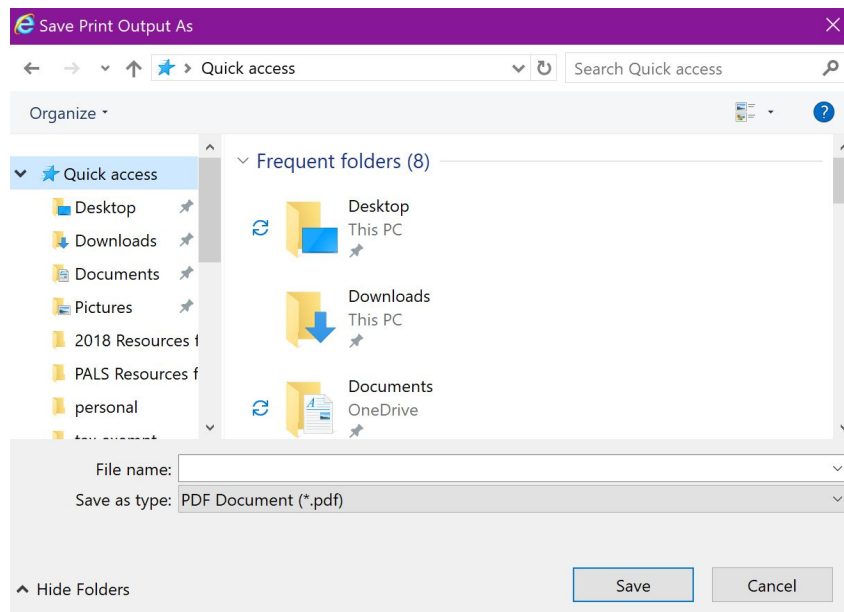
From Teacher Home Page

*using Internet Explorer

1. Follow steps 1, 2, and 3 from above.
2. When you select Print, the printer options will open up, allowing you to select the printer destination. Select Microsoft Print to PDF and then the Print button.



3. Next, name the document and click Save to save it to a particular place on your computer.



From Teacher Home Page

*using Firefox

1. Follow Steps 1 and 2 from above.
2. Select the three lines in the upper righthand corner to open the menu, and select Print.

The screenshot shows a Firefox browser window with the address bar displaying <https://palsk8.com/index.cfm/studentreports/portfolio?language=en&studentid=2188132>. The page content includes student information: Student: Albert Demostudent, Grade: Kindergarten, Teacher: KDemo 2 Teacher, School: Demo Training School, School Year: 2018 - 2019. The main heading is "STUDENT SUMMARY". Below this is a table of scores for various PALS tasks.

PALS TASK	FALL	MAX
Group Rhyme Awareness	1 0	
Group Beginning Sound Awareness	0 0	
Individual Rhyme Awareness	0 0	
Individual Beginning Sound Awareness	0 0	
Lowercase Alphabet	3 0	
Letter Sounds	0 0	
Spelling	0 0	
Concept of Word - Pointing	0 0	
Concept of Word - Word ID	0 0	
Concept of Word - Word List	0 0	
SUMMED SCORE	3 0	0

3. Once you select Print, the print preview will open. Select Print from the top left corner to choose the printer name. Scroll down to the Microsoft Print to PDF option and hit Ok.

The screenshot shows a print preview dialog box in Firefox. The 'Print...' button in the browser's toolbar is circled in red. The print dialog shows 'Microsoft Print to PDF' selected as the printer. The 'OK' button is also circled in red.

4. Next, name the document and click Save to save it to a particular place on your computer.

