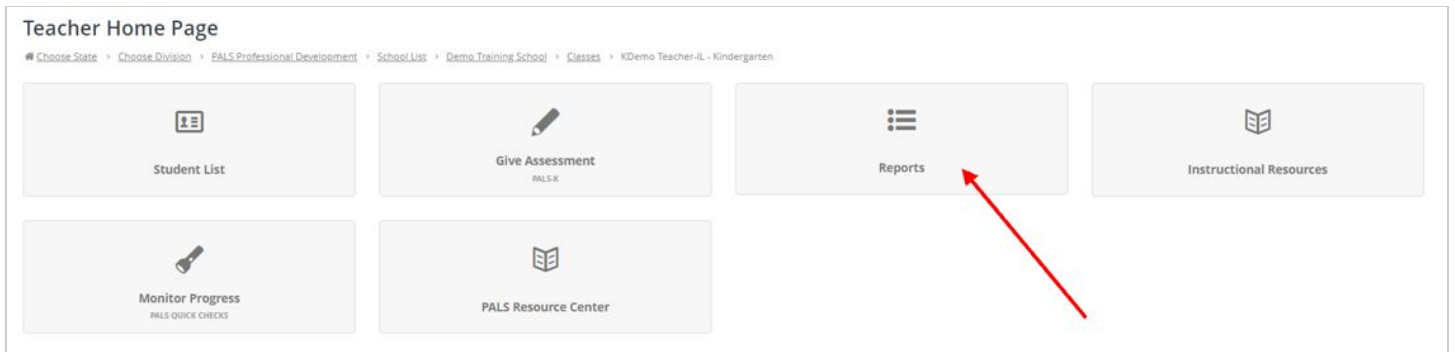


How to Save PALS Class and Student Reports as a .PDF File

From the Teacher Home Page


*Showing steps for Google Chrome browser in these instructions.

1. Select *Reports*.



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 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

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

Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... Ctrl+S
Print... Ctrl+P
Cast...
Translate to English
View page source Ctrl+U
Inspect Ctrl+Shift+I

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.*

Print
Total: 1 sheet of paper
Print Cancel

Destination  HP945A6D (HP OfficeJe...
This is a web services prin...
Change...

Pages
 All
 e.g. 1-5, 8, 11, 13

Copies

Layout


Color

Options Two-sided

+ More settings

11/19/2018 <https://palsk8.com/index.cfm/classReports/showStudentSummary?language=en&classid=316292&studentid=2071352>

STUDENT SUMMARY - FALL 2018

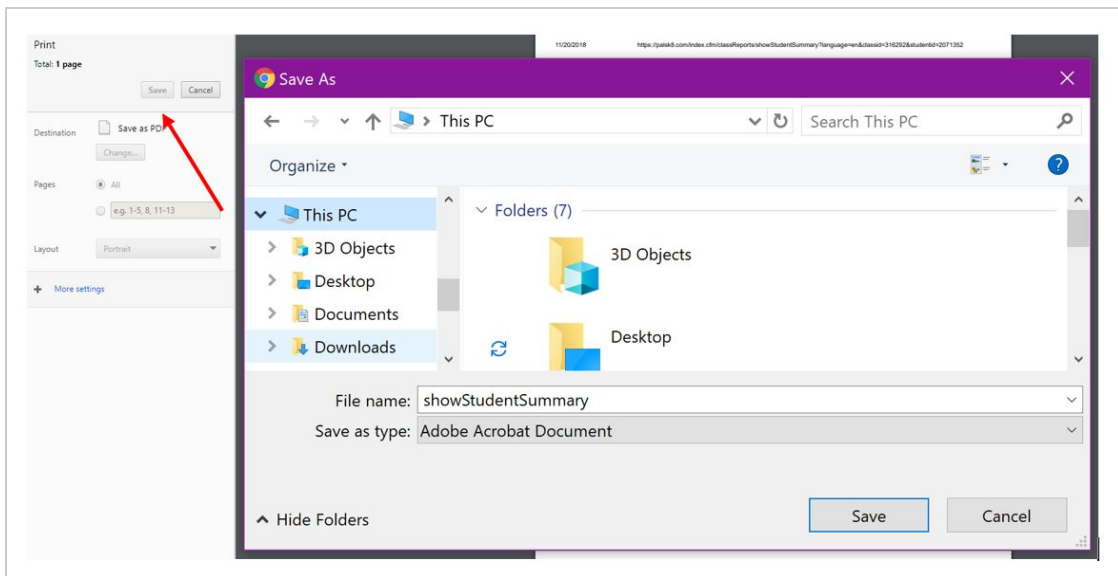
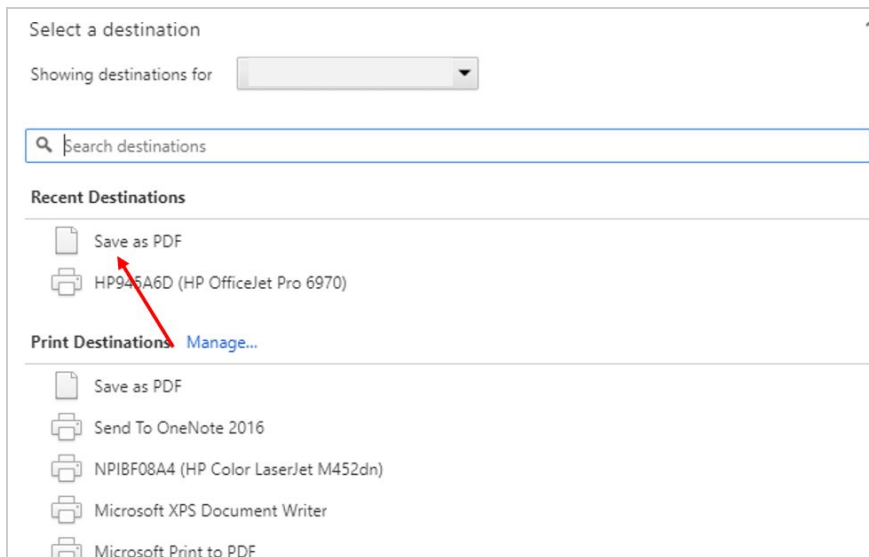


This report lists all scores entered for the student and PreK developmental ranges. Spring developmental ranges reflect appropriate literacy expectations for four-year-old students who are preparing to start kindergarten.

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.

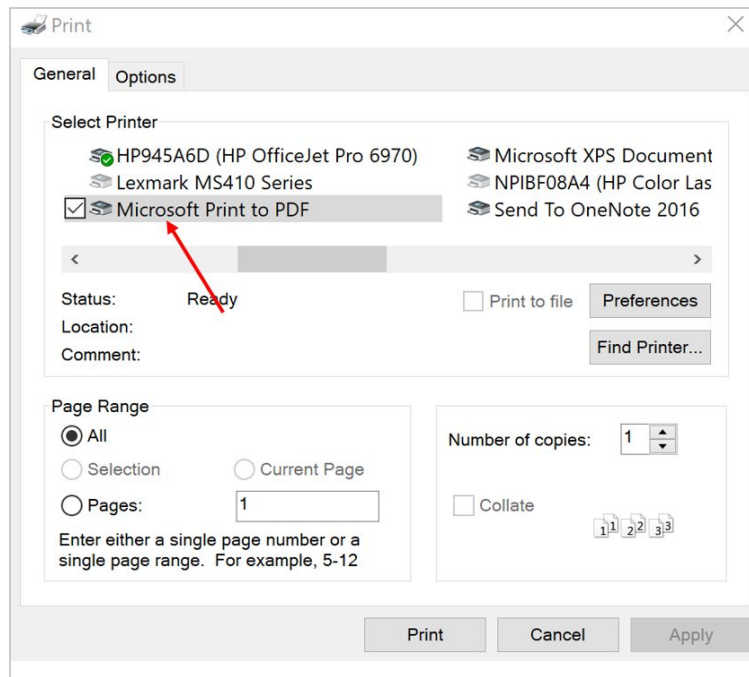


6. The report will then be saved as a pdf file.

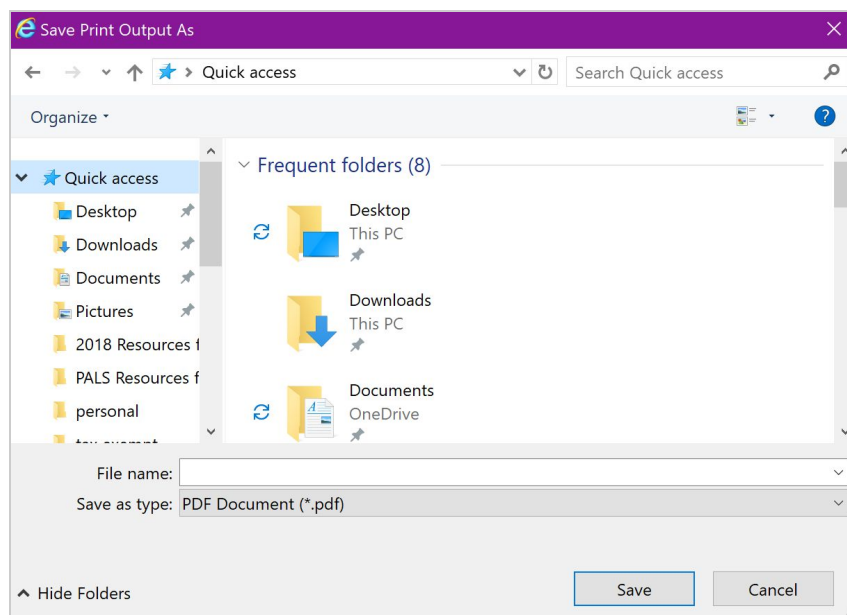
From the Teacher Home Page

*Showing steps for Internet Explorer browser in these instructions.

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 the Teacher Home Page

*Showing steps for Firefox browser in these instructions

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*.

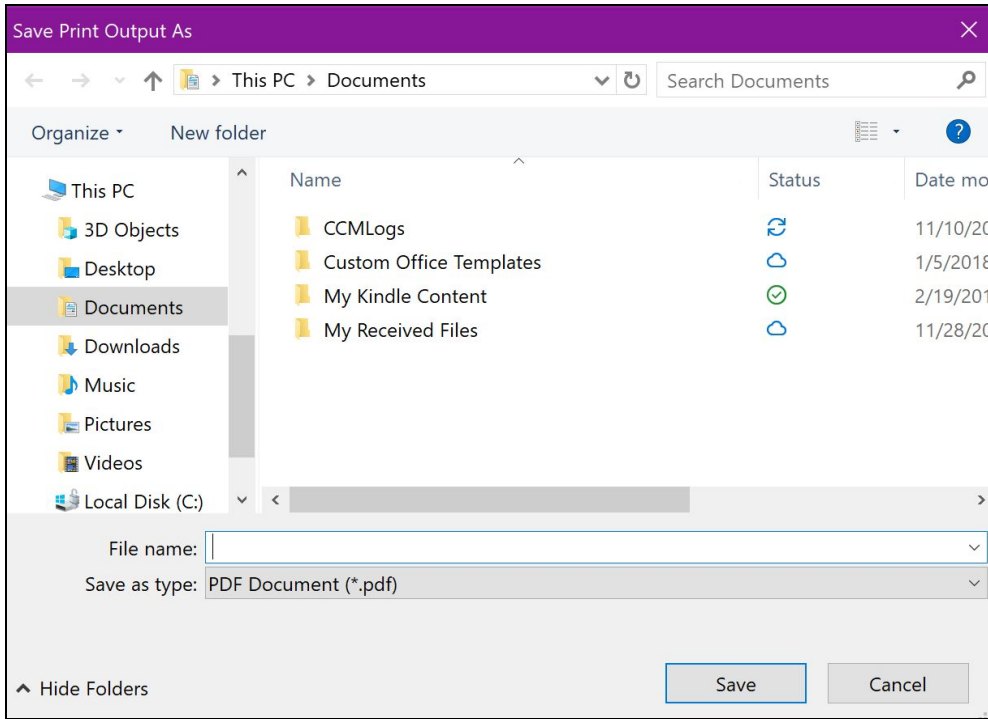
The screenshot shows a Firefox browser window displaying the PALS Student Summary page. The browser's menu is open, and the 'Print...' option is highlighted with a red arrow. The page content includes student information and a table of scores for various PALS tasks.

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 the Firefox print preview dialog. The 'Print...' button is circled in red. The printer selection dropdown is open, showing 'Microsoft Print to PDF' selected. 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.



5. If you are having issues printing, please make sure the following options are selected:

