

Student Barcodes – for all students

Purpose:

- Create barcodes for all students in the beginning of the year.
- Print on labels to use for making ID cards.
- Print on paper and save to use when Offline Circ is needed.

Location:

INFOhio tab > LBL: User Labels

Setup options:

- a. Basic tab – rename report
- b. User Selection tab
 - i. Library
 - ii. Grade(s) or user profile for your building
- c. Sorting tab
 - i. For class groups – library/teacher/name
 - ii. For alphabetical list – library/name/barcode
- d. Label Options
 - i. Verify Patron Barcode Labels is bulleted
 - ii. Uncheck District and School/Library if you don't want them to display.
 - iii. Check Page Breaks if doing by class. Do not check Page Breaks if you just want them in alphabetical order.
 - iv. Optional text will appear on all barcodes. You could select to run this for just one grade at a time and enter that grade here.



Result:

Sort by teacher and Page Breaks were selected.

- Notice the first label is just the teacher's name.
- There may be some blank labels at the end of a sheet, since the next class will start on a new sheet.

