

This document is intended to assist Affiliation Super Users in printing labels from ADLC's Student Information System (SIS).

### Shipping Labels

One label with the Student Name, Student ID Number, and Mailing Address.

1. Log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. In the menu on the left-side of the screen, click on the **Students** tab and select **Active Students**.
3. Click on the name of the student who you would like to print labels for.
4. From the menu on the left side, under the **Actions** heading, click **Print Shipping Label**. This will generate a PDF document.
5. Follow your computer prompts to complete printing to the appropriate printer.

### Lesson Labels

A complete set of labels to be applied to print assignment booklets. These labels include the Course Name, School Name, Student Name, Student ID Number, and Mailing Address.

1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.

2. Click the **Affiliations** tab and click on the name of your Affiliation.
3. In the menu on the left side, under the **Academic** heading, click **Current Enrollments**.
4. Scroll or use the search feature to find the student who you would like to print labels for.
5. Click the **Print** link in the **Lesson Labels** column and follow your computer prompts to complete printing.

Select	Actions	Section	LMS	Marker	Original Marker on Vacation	Affiliation	Start	End	Grade	Assignments	Weeks	School	Course Code	Lesson Labels	Last Activity	Delivery Method	Descriptors
<input type="checkbox"/>		Workplace Safety Systems [1 cr] - OL [2017] - Any - 147304 [147304]	MOODLE	Leonard Arden	No	St. Augustine School	02/02/2017	01/31/2018	79.03	3 of 5	52	ADLC	HCS3000	<a href="#">Print</a>	2/2/2017 12:00:00 AM	ONLINE	[1 cr]

## Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca)