



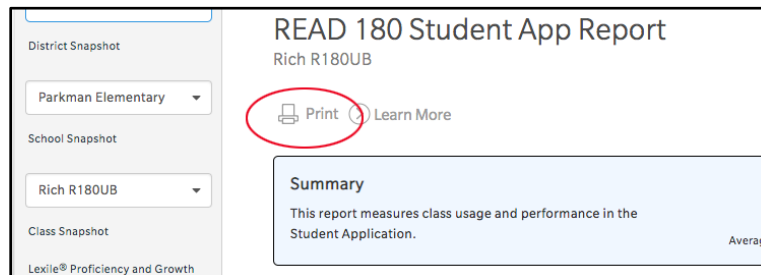
## Batch Printing in HMH Teacher Central and HMH Leader Central

HMH Teacher Central and HMH Leader Central now features batch printing.

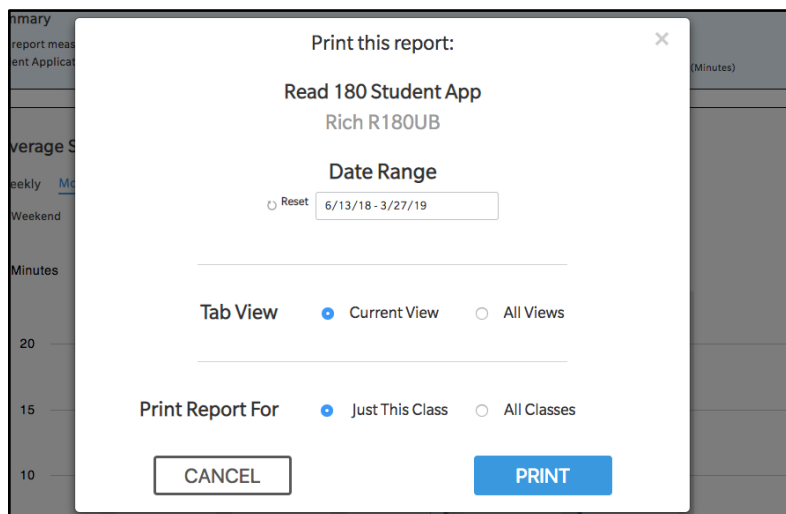
Batch printing allows teacher and administrators to batch print student reports for all students in the class with a single command. Teachers may also batch print class reports for all their classes.

To batch print a report:

1. Click **Print** from any report in HMH Teacher Central or HMH Leader Central.



2. Select the print options on the print window. Customize a date range if necessary. For multi-tab reports such as the Student App Report or Diagnostic Skills Report, teachers may select **All Views** to have the report show data from all report tabs, and may select **All Classes** to have the report print class data across all their classes. In Class-level reports, select **All Classes** to have the report print class data across classes. In Student-level reports, select **All Students** to have the report print student data across all students in the selected class.
3. Click **Print** to print the report with the selected options.

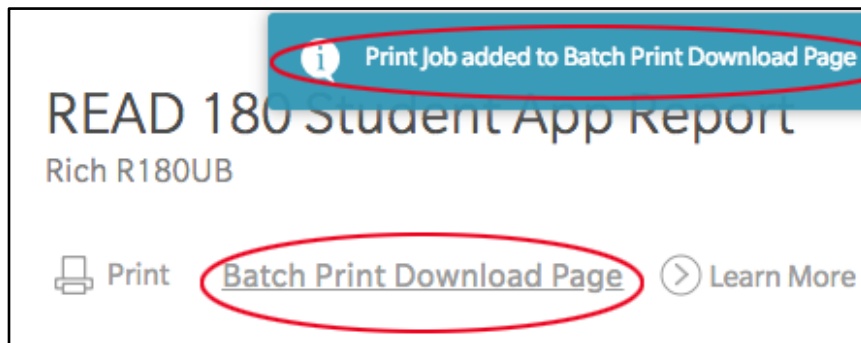




4. Batched reports are added to the Batch Print Downloads page, where they may be downloaded. The link remains active for seven days.

Report	Requested On	Status
R 180U Student App Report (Class)	May 22, 2019 2:48:45 PM	Download
R 180U Student App Report (Class)	May 22, 2019 2:09:44 PM	Download
Lexile Proficiency and Growth Class Report	May 22, 2019 2:07:52 PM	Download
Workshop Assessment Student Report	May 20, 2019 2:40:16 PM	Download
R 180U Student App Report (Student)	May 20, 2019 2:38:55 PM	Download
Observer Report	May 20, 2019 2:37:42 PM	Download
Independent Reading Student Report	May 20, 2019 2:36:39 PM	Download
Diagnostic Skills Student Report	May 20, 2019 2:35:39 PM	Download
Phonics Proficiency and Growth Student Report	May 20, 2019 2:34:50 PM	Download
Lexile Proficiency and Growth Student Report	May 20, 2019 2:34:06 PM	Download
English 3D Issues Report	May 20, 2019 2:33:06 PM	Download
Workshop Assessment Class Report	May 20, 2019 2:32:22 PM	Download
R 180U Student App Report (Class)	May 20, 2019 2:31:43 PM	Download

5. To view the list of reports, along with their print status, click **Batch Print Downloads Page** link in the report or in the navigation bar. .



6. Non-batched reports show a **Download PDF** link and a message will inform users that the report is ready to be downloaded. Click the link to download the report. When the report is downloaded, it may be printed as a PDF.

