

Student Barcode Label Printing

OEAA Secure Site

1. If using a partially used sheet of labels, select the starting position that the label should be printed on.
 - a. Select the starting position that labels should begin printing on the label sheet. For example, if 3 labels have already been used, select 4 from the drop down.
 - i. Please note that each time to place a label sheet through the printer the labels can start to take on a grey color. If the sheet starts to get medium shade of grey, please discontinue using it for answer document purposes.
 - ii. The labels are numbered from the left column down to the right column.
2. Select the number of copies for the labels that you are printing. You will need one for each answer document for the student. If there is only one answer document, only one label will be needed. With M-STEP you may need 2 – 4 labels depending on the grade level.
3. After clicking on the Print Barcode Label(s) button, the barcodes should open as a pdf document. If they do not open, check for a popup blocker.
4. Click on the printer icon.
 - a. Make sure Shrink oversized pages, shrink to fit, Fit or Auto-rotate and center pages is not selected. (These options will be based on what you use to open and print pdf documents)
 - b. Make sure Actual size if available is selected.
 - c. Ensure the orientation is Auto portrait/landscape or Portrait is selected.
 - d. Make sure you have the correct labels loaded in the printer. They are 1" x 4", with two columns of 10 equaling 20 to a page. Avery 5161 or Avery 5961.
5. When you are ready to print, click the Print button.