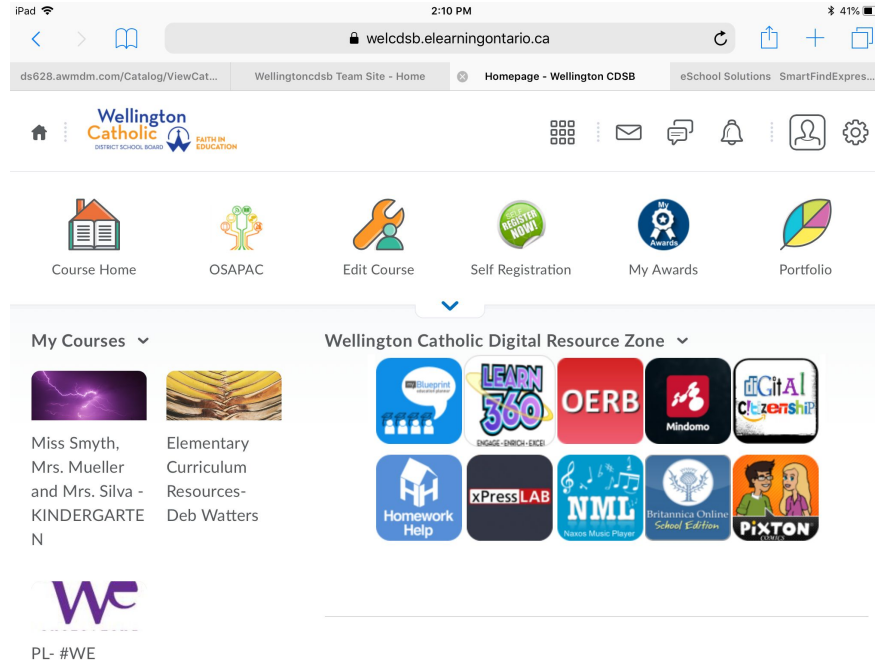# Printing Pass Cards

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How to Print Class Passcards

Step 1: Log into your D2L site
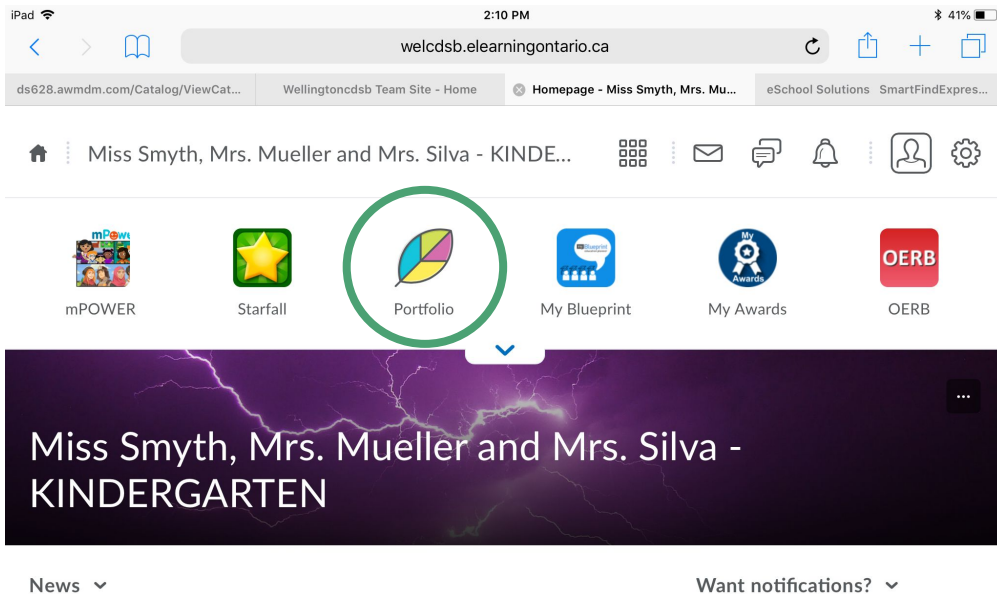

Click on your class icon

If this symbol appears on the top bar do not select it

Step 2: Click on the Portfolio icon within your class site

Step 3: Click on the "Print Class Passcards"

Step 4: Click Print

A class card will automatically be generated to print with all the students individual passcards
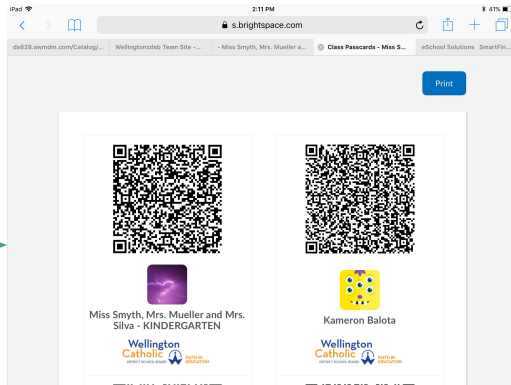
If you see this screen you are off and running