

## **Printing Instructions for Class Lists and Family Section of the Directory :**

From your desktop go to the Directory Spot website :

<http://www.directoryspot.net/>

In the upper right hand corner, click the purple login button.

Enter your username and password - the same one you use for the mobile app. If you haven't already done so, you will need to download the app and login for the first time. If it is your first time, you will be prompted to set up your password at that time. (Refer to instructions for downloading the app)

Things brings you automatically to the Family Search tab.

A Family Section - A alphabetical listing by family name with student names, teachers and address and contact information.

A Class List - A list by teacher of students in that class and a contact number

**To Print the Family Section : Please note the family section will include all 3 schools. It will not be school specific.**

Select **Download Pdfs** at the bottom of the gray box on the left hand side.

The **Single Column Family** closely resembles the family section in the previous paper directory.

Select download pdf, the file will appear in the lower left corner of your screen. Click on the file to open it and select the print icon in the upper right hand corner.

**To Print Class Lists :**

There are 2 options :

- 1) Select **Download Pdfs** on the left hand side, at the bottom of the gray box. Under Class List select download pdf. The file will appear in the lower left hand corner of your screen. Click on the file to open it and select the print icon in the upper right hand corner. **This option lists the teacher and student name only.**
- 2) Select **Class Search** from the gray box on the left hand side. This will bring you to a list of staff. Click on the teacher you would like to see a class list for. **This option will provide a class list with teacher info, room parents, student name and a contact**

**email and phone number.** Right click and select print and you have a class list that contains more information than the class list in the previous paper directory.

**To Print a list of students for a specific school :**

- 3) Select **Class Search** from the gray box on the left hand side. This will bring you to a list of staff. Click on the school (CI, GR or HW) you would like to see a student list for. The school will appear alphabetically in the list of teachers. **This option will provide a class list with teacher info, room parents, student name and a contact email and phone number.** Right click and select print and you have a school list.