

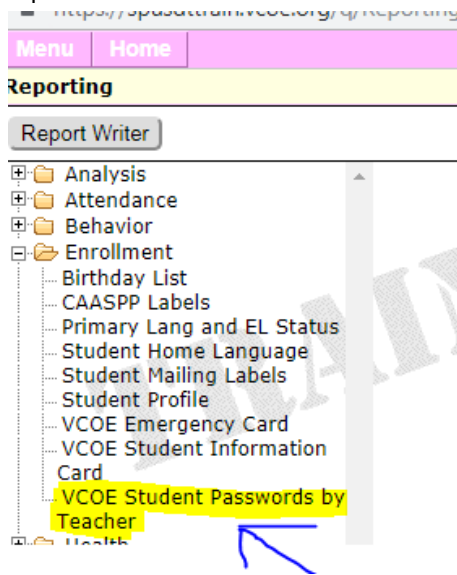


Instructions: Student Google Account Information Report

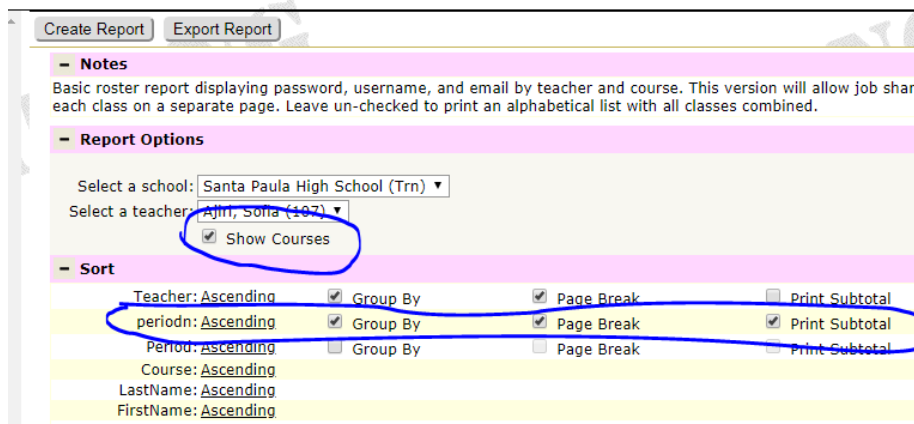
You will need to run the following report every time a new student enrolls to your classroom or if you lose any of the index cards containing their account information.

Login to Q:

1. Go to **Menu**
2. Then click **Enrollment**
3. Select **Reports**
4. From the report list select “VCOE Student Passwords by Teacher”



5. Under **Report Options** click box “Show Courses”
6. Under **Sort** options click box “group by, Page Break, & Print Subtotal”



7. Select **Create Report** to generate report

