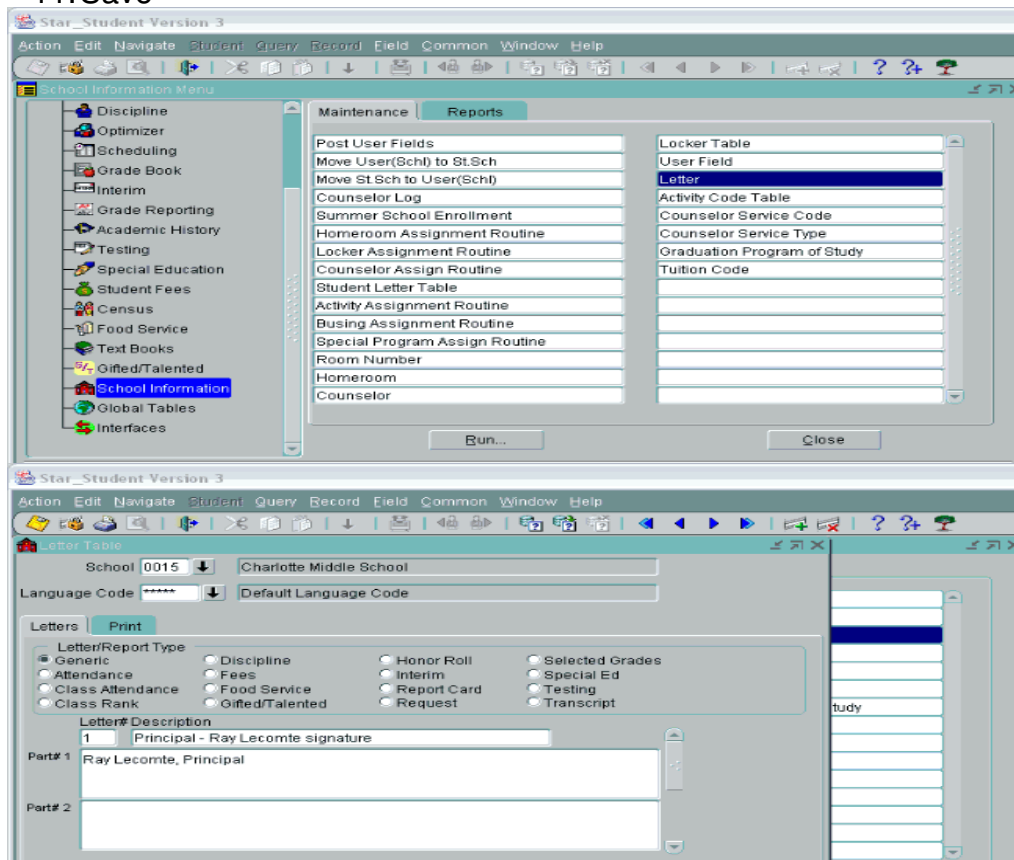


SSMS Star Student Instructions for Creating/Using Generic Letters

Creating Letters:

1. School Information Module
2. Maintenance
3. Letter → Run
4. Select Letter Type (**Generic**)
5. Click in Box Labeled Letter #
6. Arrow Down (keyboard) Until Letter # Box is Blank
7. Type a Number for the New Letter
8. Type a Description for the New Letter
9. Click in the Dialog Box (Part 1 or Part 2)
10. Type your Letter
11. Save



Creating List from Advanced Query

1. Student Information Module
2. Maintenance
3. Student Lookup → Run
4. Select "Action" Menu, Save Student List
5. Name List and Save
 - a. If Repetitive List – Give Description
 - b. Search is by Description, Not List Name

Running Generic Letters:

1. Student Information Module
2. Reports
3. Generic Letter
4. Select Letter Number
5. Select Recipient List
 - a. Individually Select Students
 - b. Select by Class
 - c. Select by Teacher
 - d. Select User Defined List
6. Run Letters

