

Generate and Print IA Labels

Use these instructions to retrieve the data, format, generate and print IA Labels.



Download Files Before Starting Process

Before beginning the process, please ensure you have the following file downloaded.

- [16-MergedClass.docx](#)

Retrieving Label Data from SEQTA

1. In SEQTA navigate to the 'Teaching Workspace', select 'Academic Reports' and click 'Reporting'



- # Reporting - Academic reports
- PRINT
- Select student ▼

Select staff ▼

...

...
- QC

QCAA Barcode Data Report
ANALYSE USER REPORT

☆

PRINT

Select student

Select staff


...

...

QC

QCAA Barcode Data Report

ANALYSE USER REPORT



- [illegible]

4. The window shown below will pop up, *click* the search bar to change the data to your required class.

Input Controls

code

2020.12EE4 ▼

Apply

OK

Reset

Cancel

Save

5. Type the class code (e.g. 2020.12EN1) and *click* on the required class.

code

2020.12EE4

2020.12EN

2020.12EN1

2020.12EN2

2020.12EN3

2020.12EN4

2020.12EN5

6. Click 'Apply' to change the data to the new class.

Input Controls

code

2020.12EN1 ▼

Apply

OK

Reset

Cancel

Save



7. Once the new data loads *click* 'OK' to close the pop up window.

Input Controls

code

2020.12EN1 ▼

Apply

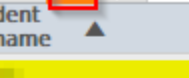
OK

Reset

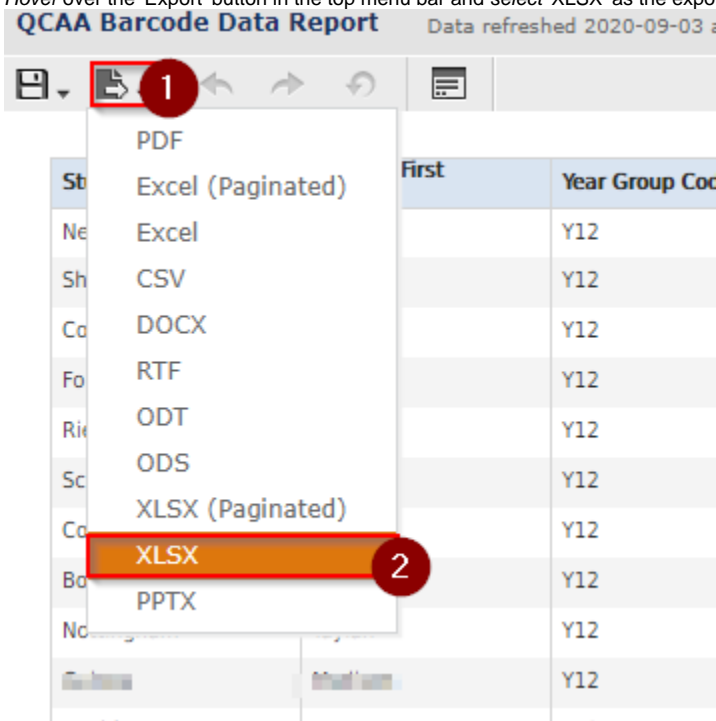
Cancel

Save

8. Click on the 'Student Surname' column to bring up the order by options (little icon menu above column), click on the up arrow to sort by ascending alphabetical order.
Once the order is applied the column name will have a '^' symbol next to it.



9. Hover over the 'Export' button in the top menu bar and select 'XLSX' as the export type.



Formatting the Label Data (in Excel)

1. Open the downloaded excel file.
2. Type 'IA' in the column next to 'Department', press 'Enter' apply the same formatting.

Department	IA
English	
English	
English	
English	
English	

5. Type 'Barcode' in the column next to 'IA' and then press 'Enter' to apply the same formatting as 'IA'.

IA	Barcode
IA2	
IA2	
IA2	

6. Select the code below by double clicking the field, then 'ctrl + c' to copy it.

```
=B2&"|"&A2&"|"&D2&"|"&F2&"|"&G2&"|"&H2
```

7. Paste the contents in the first row of the 'Barcode' column by pressing 'ctrl + v'.

IA	Barcode				
IA2	=B2&" "&A2&" "&D2&" "&F2&" "&G2&" "&H2				
IA2					

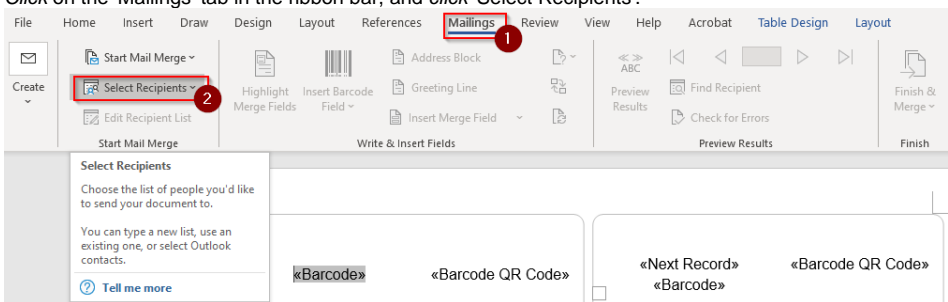
8. With the cell selected, click at the bottom right of the cell (indicated by the black plus sign).

	H	I	J	K	L	M
IA		Barcode				
IA2						
IA2						
IA2						
IA2						

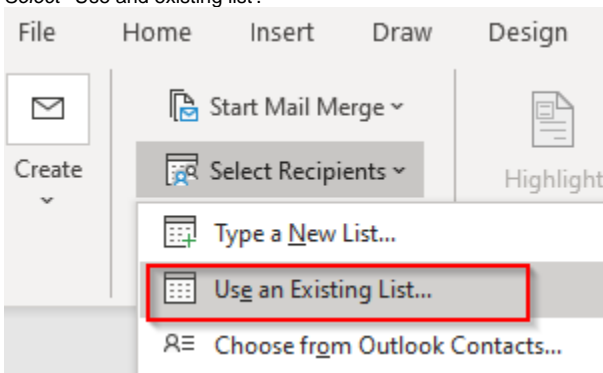
9. Save the excel file as the ClassName_IANumber (e.g. Business5_IA1), its recommended to save all the excel label files in the same folder.

Generating and Printing the labels

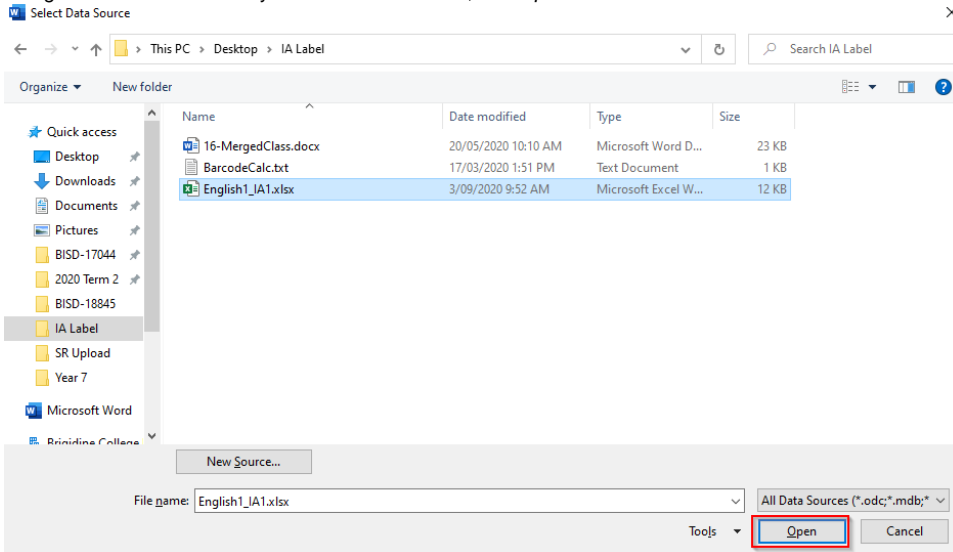
1. Open the '16-MergedClass.docx' document (link to download at top of article).
2. Click on the 'Mailings' tab in the ribbon bar, and click 'Select Recipients'.



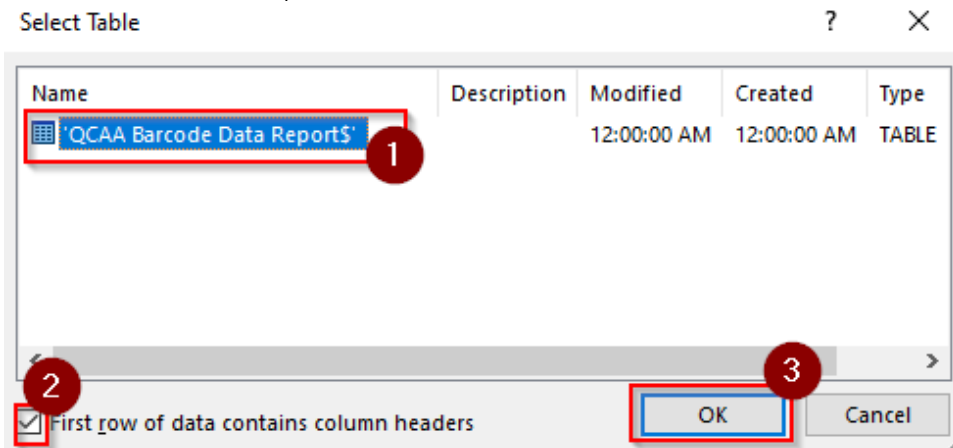
3. Select 'Use and existing list'.



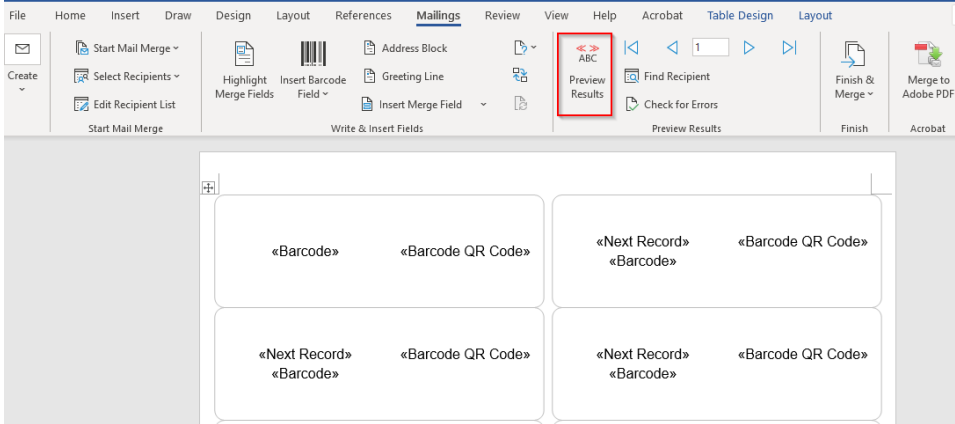
4. Navigate to the folder where you saved the excel file, then open the excel file.



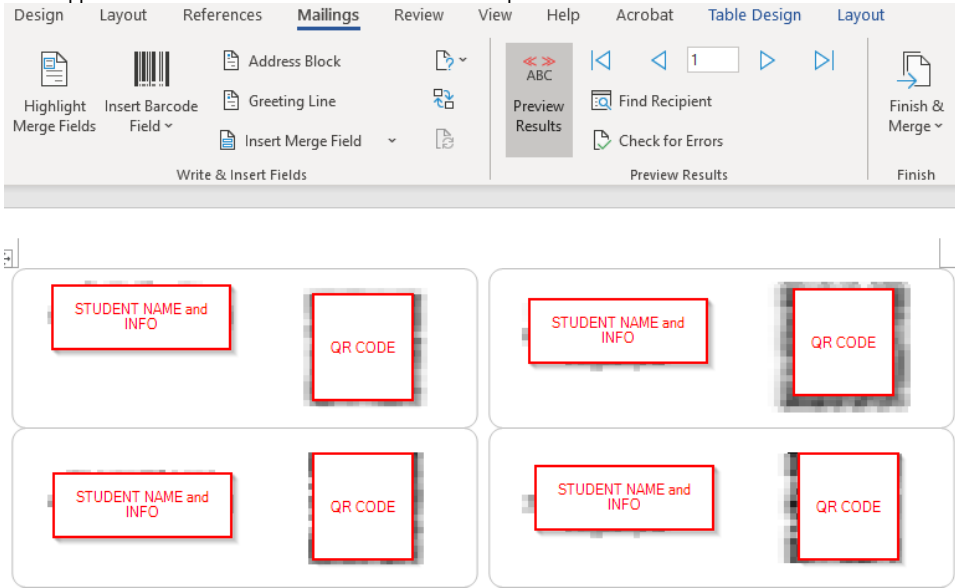
5. Select 'QCAA Barcode Data Reports' from the list, ensure the 'First row of data contains column headers' is ticked and then click 'OK'.



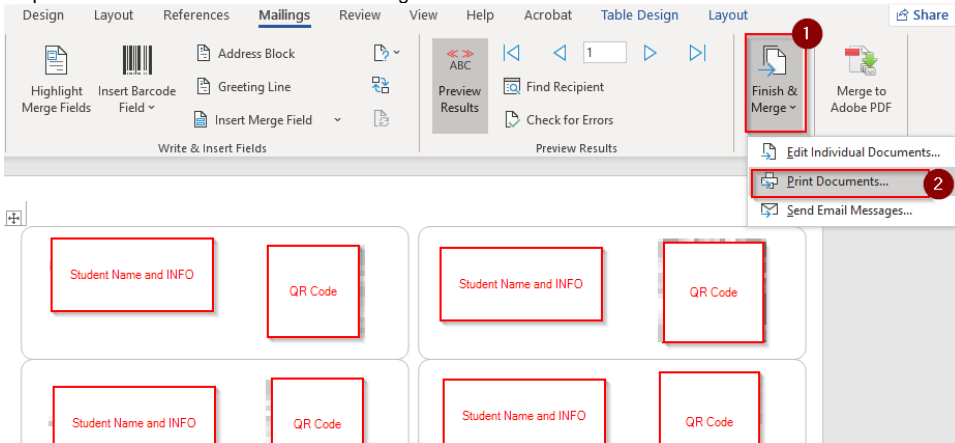
6. The entries will not be shown visually automatically, click the 'Preview results' to see the entries visually.



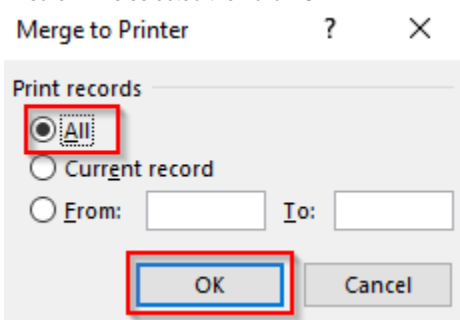
Once applied the entries will be shown as below and the preview results button will be coloured in.



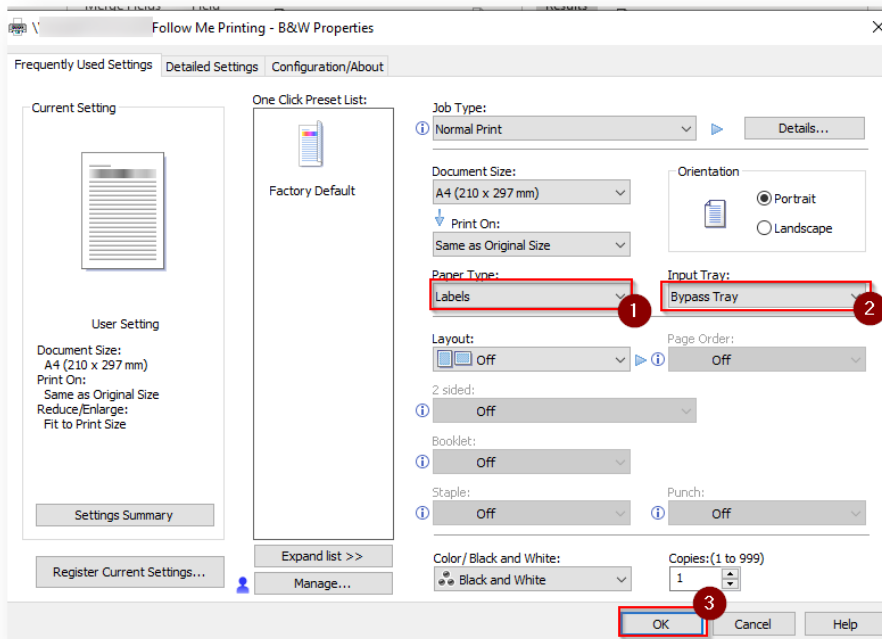
7. To print the document select 'Finish and Merge' then select 'Print document'



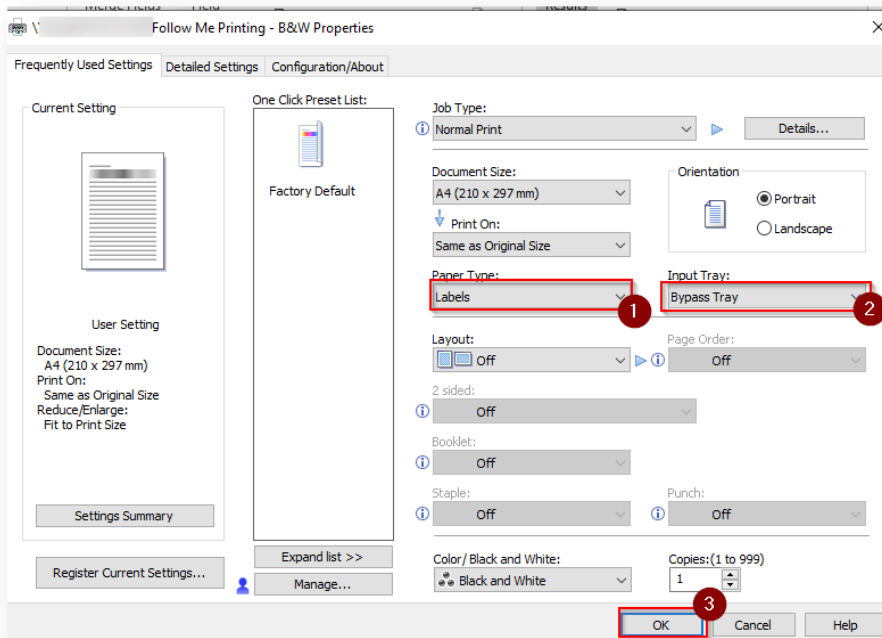
8. Ensure 'All' is selected then click 'OK'



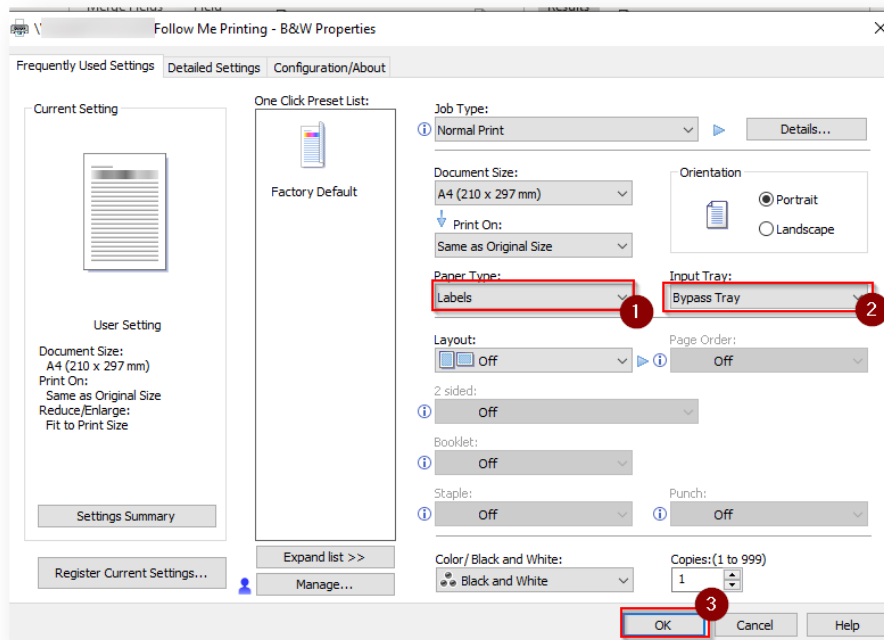
9. Select 'Follow me Printing - BW' from the drop down list.



10. Click 'Properties'



11. Change 'Paper Type' to 'Labels' and 'Input Tray' to 'Bypass Tray', then click 'OK'



12. Click 'Print' and release the document as normal (note down the number of pages so you know how many to load), then load the label paper in the bypass and print from your desired printer.

! Do not save the word document, just overwrite the data by selecting another recipient list when the data needs to be changed

Related articles

- [Generate and Print IA Labels](#)