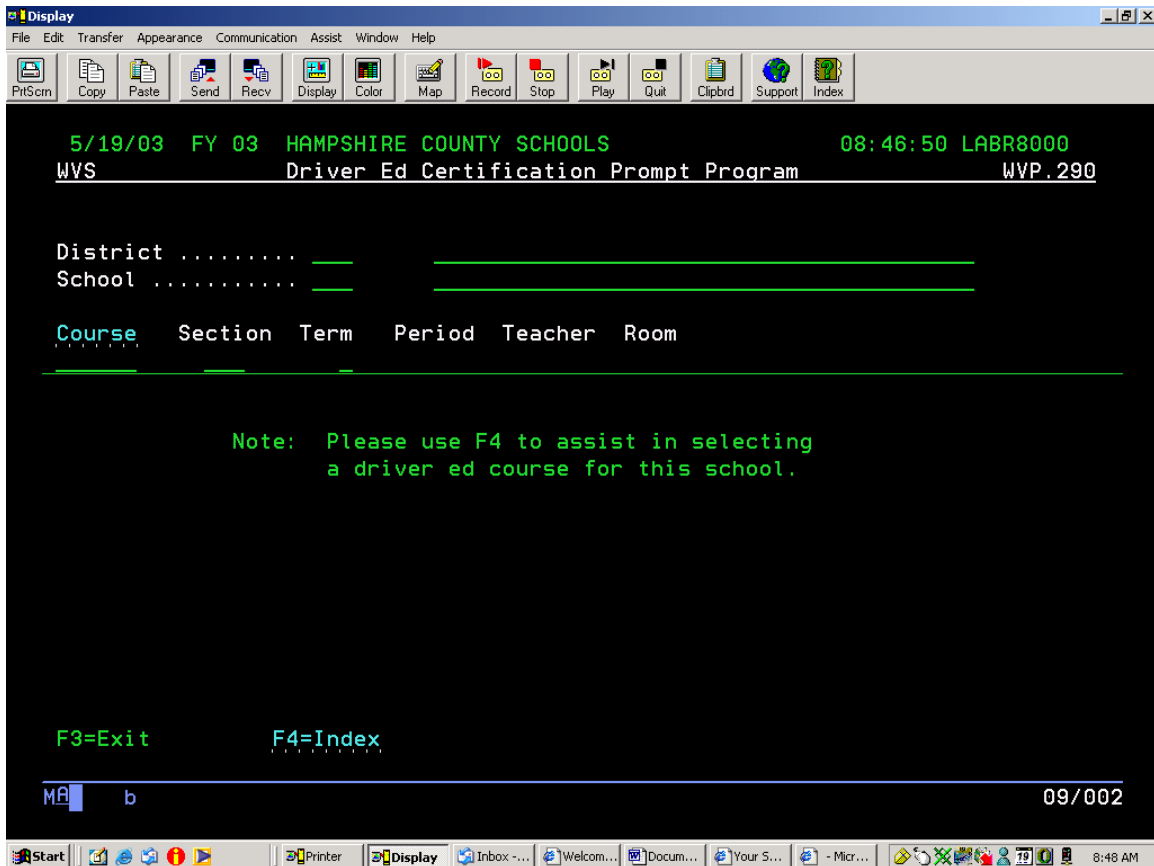


In order to print driver's education cards, you must be connected to a laser printer.
**Inkjet and Deskjet printers WILL NOT work.

There is some set up involved in order for the cards to print. Please contact the WVEIS Help Desk if this is your first time printing cards.

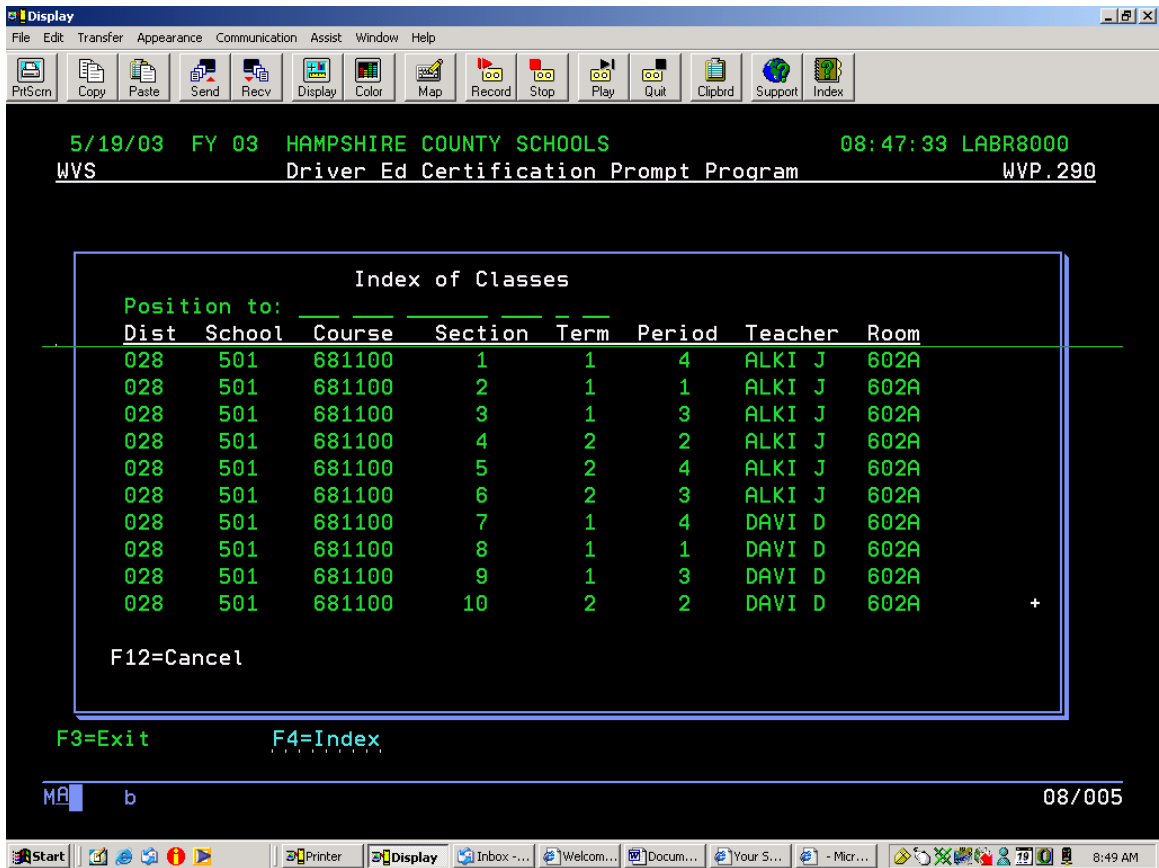
Signon to WVEIS and locate your Drivers Education Certification System menu (WVDE00).



Use Option #1 on the menu to certify your students.

Enter your district and school numbers in the appropriate fields.

Place your cursor on the Course field and press F4 to get a list of course and section numbers offered.



Place your cursor in front of the proper course, section and term line and press Enter.

Press Enter again to view the list of students enrolled in that course and section.

District 004 BERKELEY COUNTY SCHOOLS
 School 511 BERKELEY COUNTY SCHOOL

Course Section Period Teacher Room
 68113 12 02 [Teacher] RANGE

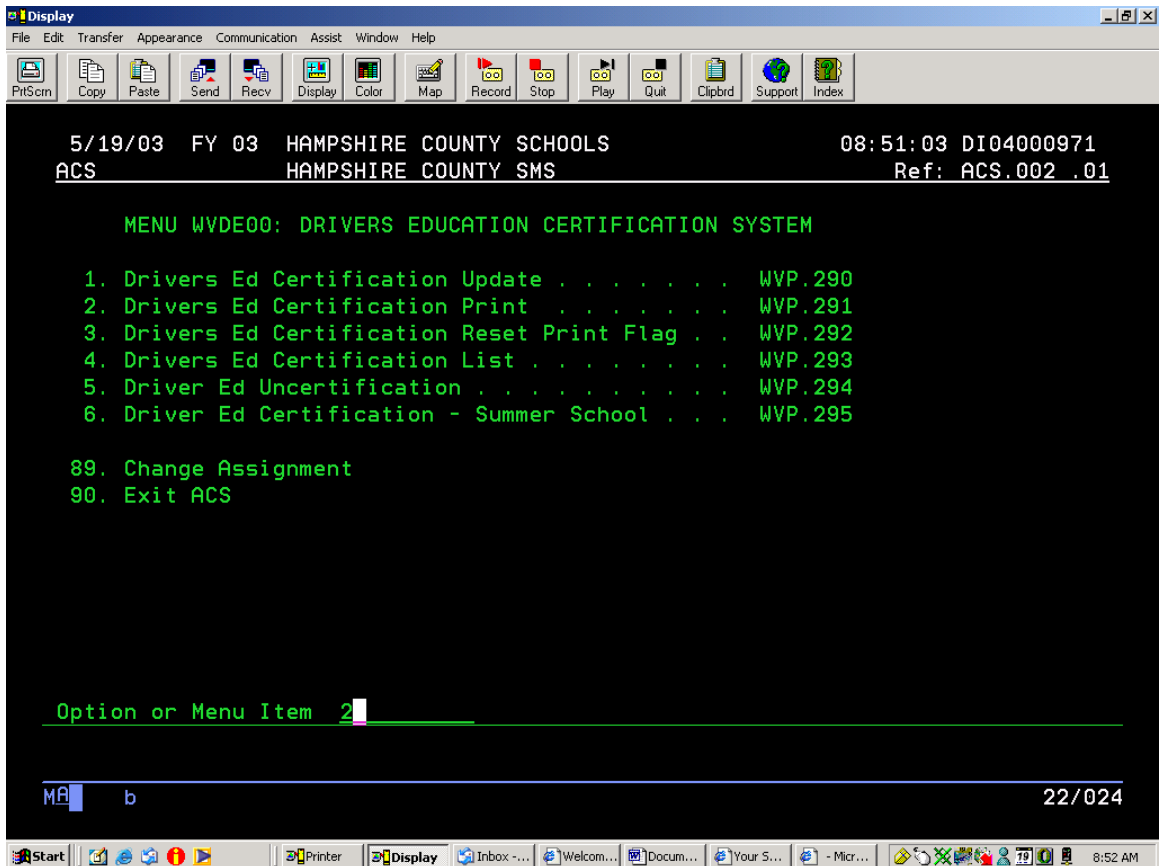
Certify Y/N	Student	Class	Certified
-	[Student Name]	12	
-	[Student Name]	10	
-	014 001 [Student Name]	11	
-	014 002 [Student Name]	11	
-	014 003 [Student Name]	10	
-	014 004 [Student Name]	10	
-	403 001 [Student Name]	10	
-	403 002 [Student Name]	10	
-	403 003 [Student Name]	10	
-	403 004 [Student Name]	10	
-	403 005 [Student Name]	10	

F3=Exit

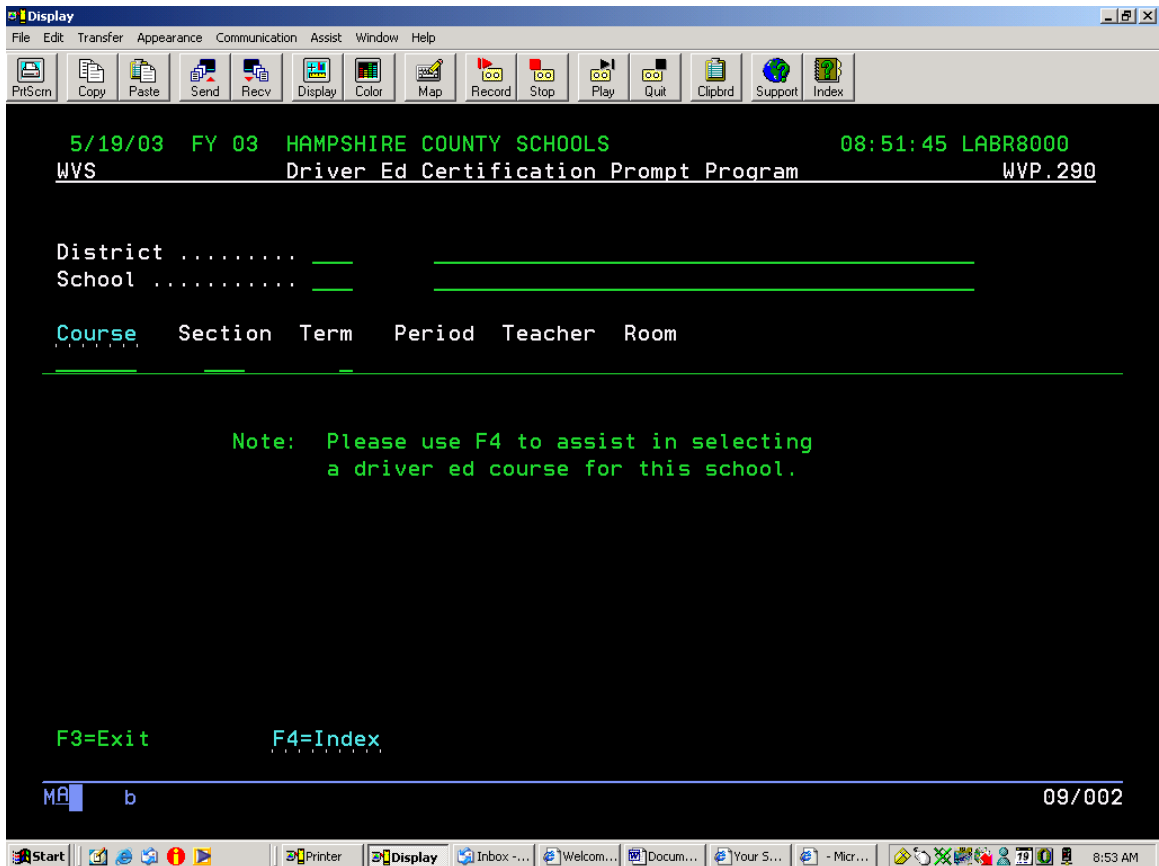
Place a Y in front of the students for whom you wish to print cards.

If a student did not pass the course, leave the Certify field blank.

When finished, press Enter.

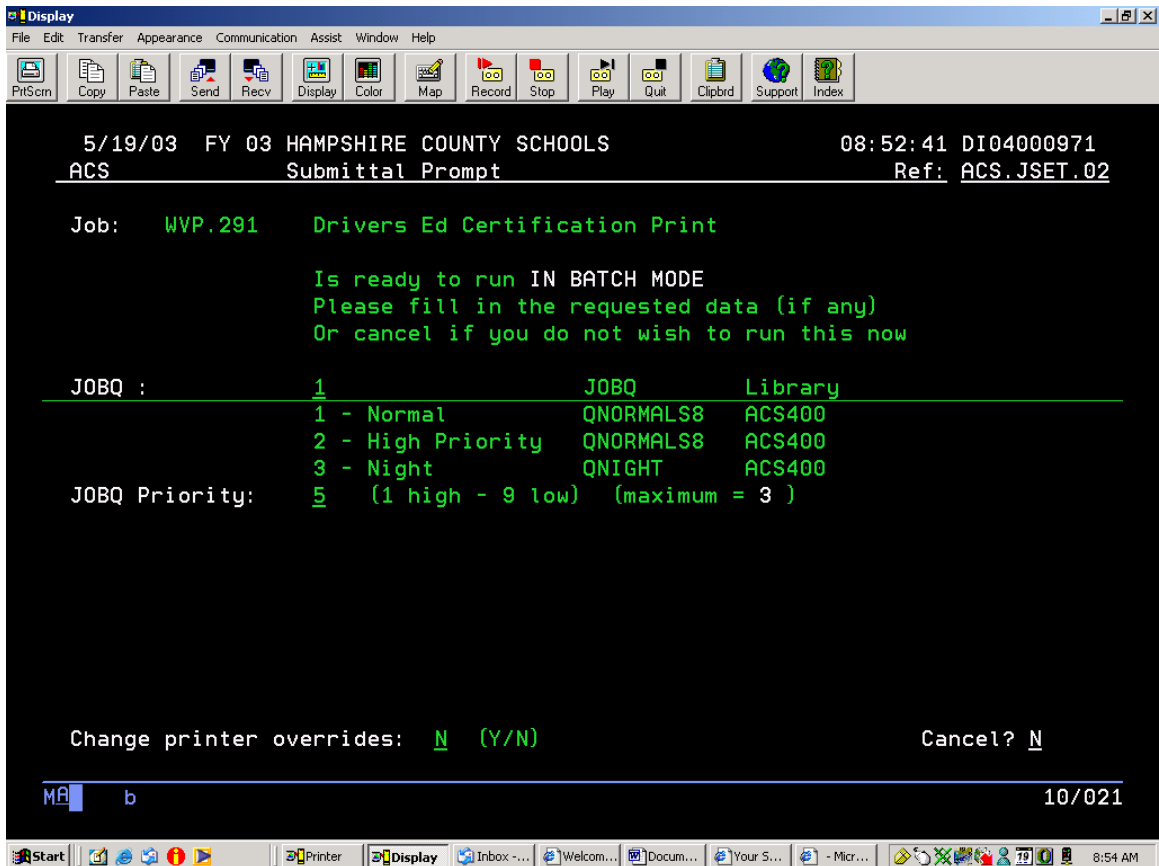


To spool the print file from which your cards are printed, use Option 2.



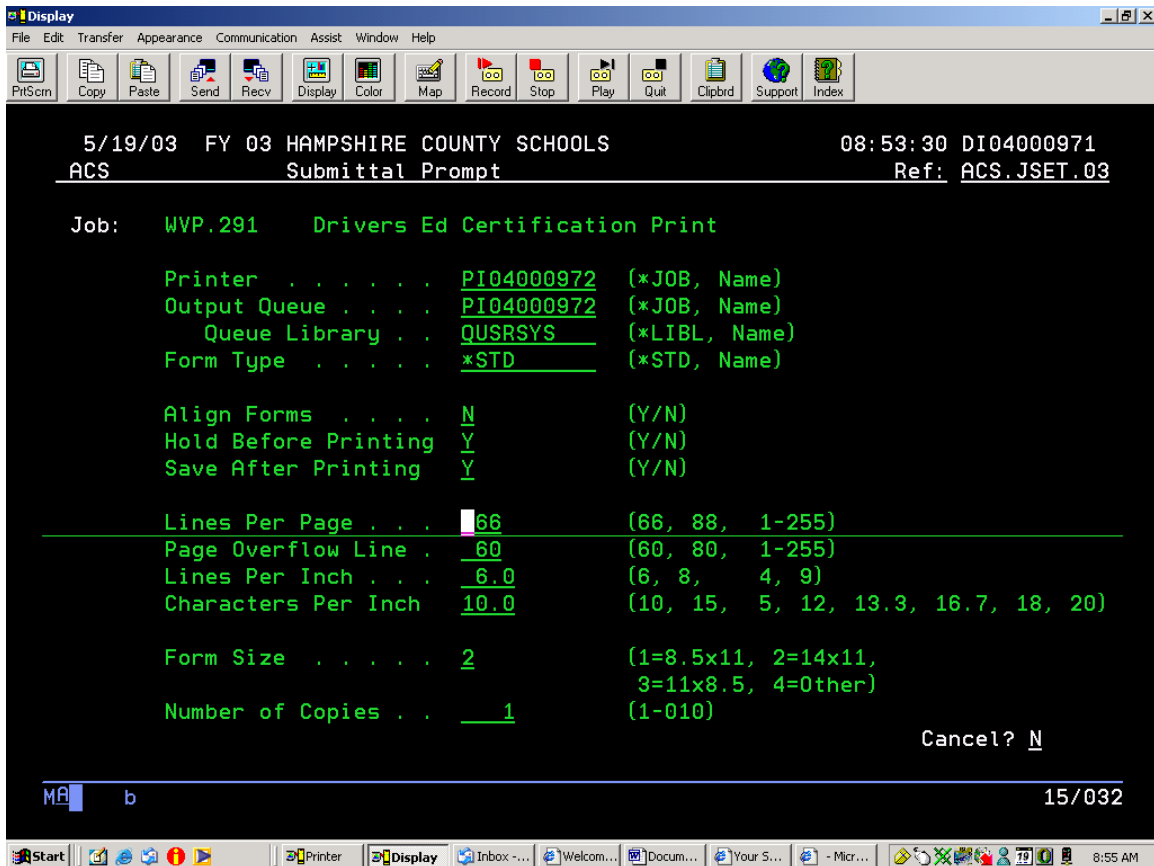
Enter your district, school and course information the same as when you marked the students for certification.

Press Enter.



Be certain to change the Change Printer Overrides field to Y.

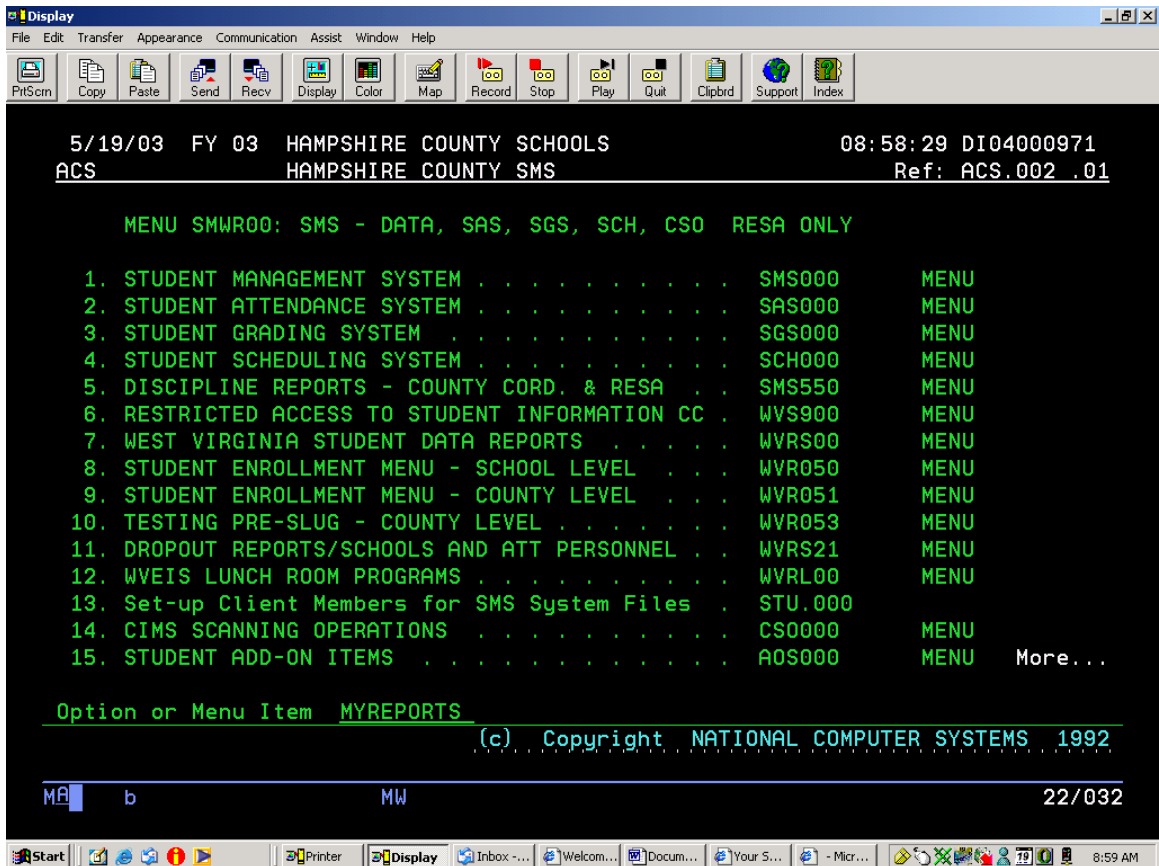
Press Enter.



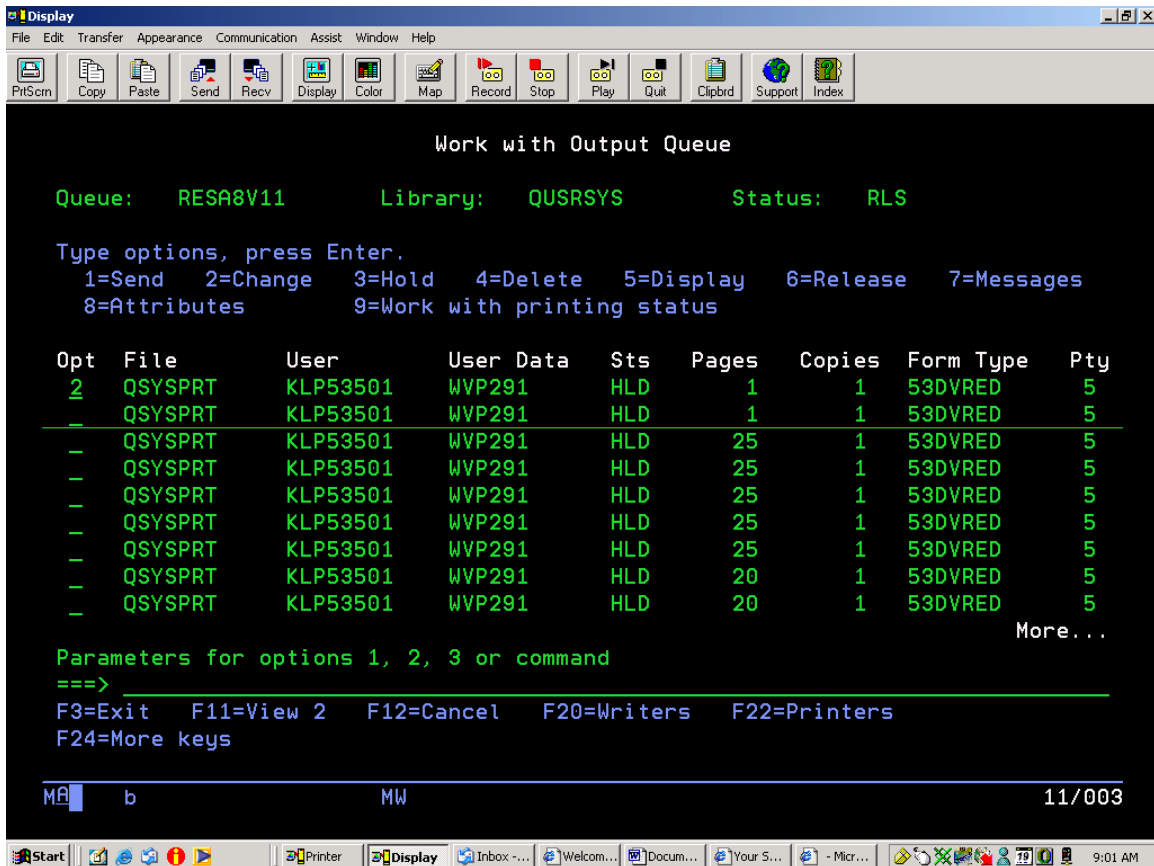
Change the Hold Before Printing Field to Y and the Save After Printing Field to Y.

Press Enter.

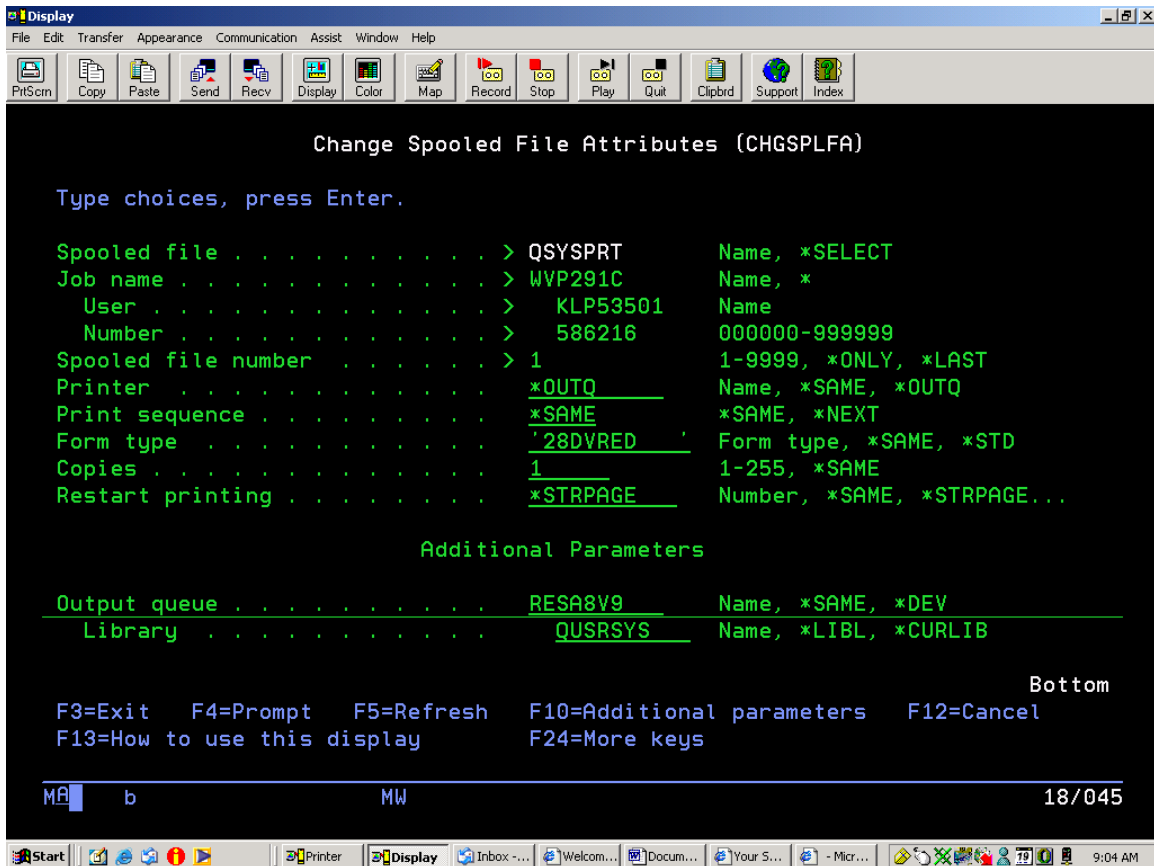
This will create the spooled file from which the cards will be printed.



Type MYREPORTS and press Enter.



Place a 2 on the Opt line in front of your report and press Enter.



The formtype will default to DRIVERED....do not change it.

Change the Output queue field to the outq number you were assigned. Press Enter. Go

back to MYREPORTS and place a 6 on the Opt line to release the cards.

Check for messages waiting on the MYREPORTS screen and answer accordingly.

The cards will now print in the correct format.