Bulk Print

Documents can be printed in bulk (up to 50 at a time) on a document list page such as the All page, your Caseload, or a student's Documents tab.

Bulk print

Steps *To preview or print documents in bulk:*

1. Navigate to a document list page.
2. Select all documents you wish to print.
    - Use filters as necessary.
3. Click on the **Printer icon** in the top right of the screen.
4. If all selected documents are the same form type, you may select a specific print view to print. Otherwise select **Full documents**.
5. You'll see **Print**, **Download**, and **Download Zip** options in the top right next to the **Exit Preview** button.

Additional views

When you are selecting documents to bulk print, if you select all of the same form type, you can print any of the available additional views for that form type in bulk as well. For example, if you want to print the IEP at a Glance view for multiple IEPs at once, you may do so.

Steps *To bulk print additional views:*

1. Navigate to a document list page.
2. Use the form filter to only show documents of one form type.
    - This step isn't required, but keep in mind that if you include any other form types in your selection, you will not be able to bulk print any of the additional views - all documents must be the same form type.
3. Select the documents you wish to print an additional view for.
4. Click on the printer icon in the top right.
5. Choose the additional view you would like to bulk print.