

How to Print Class Rosters

1. Choose System Reports
2. Scroll down & choose Class Rosters (PDF)
3. Select your teachers from the list next to Print rosters for: (make sure to hold your CTRL for PC and Command for Mac key to select multiple teachers)
4. Uncheck all boxes next to Meetings
5. Select the radio button to Include students who “are currently enrolled in class” if running this during the school year. **If running BEFORE school starts select “were enrolled any time between” and give the dates of the first day of school and the last day of school.**
6. Copy & paste the following into the Heading text box:
 - Teacher: ~(teachername)
 - Period: ~(Expression), ~(termabbr)
 - Course Title: ~(coursename)
 - Course Section: ~(Course_Number).~(Section_Number)
 - Total: ~(No_of_students)
7. Copy & paste the following into the Roster columns box:
 - LastFirst\Name\2\1
 - Grade_Level\Grade\.75\c
8. Click the Submit button at the bottom of the screen.
9. This creates a PDF in the report queue.