

How to Print Class Rosters

Follow the steps below to print class rosters

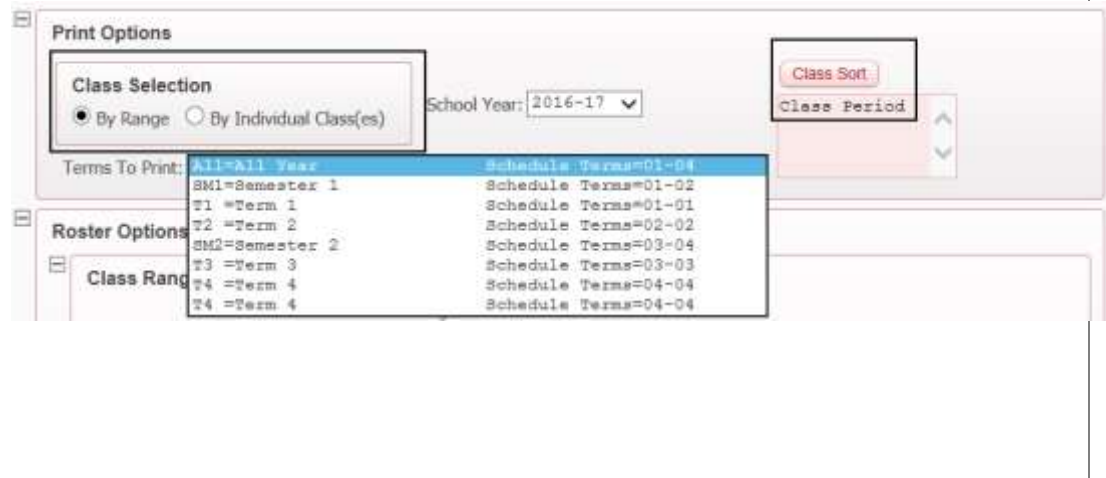
Begin in **Student Management**
Click: Office (OF)
Click: Current Scheduling (CS)
Click: Reports (RE)
Click: Class Roster Report (CR)



Click: Class Roster Report
Click: Add to create a new template
 Name template in Template Description.



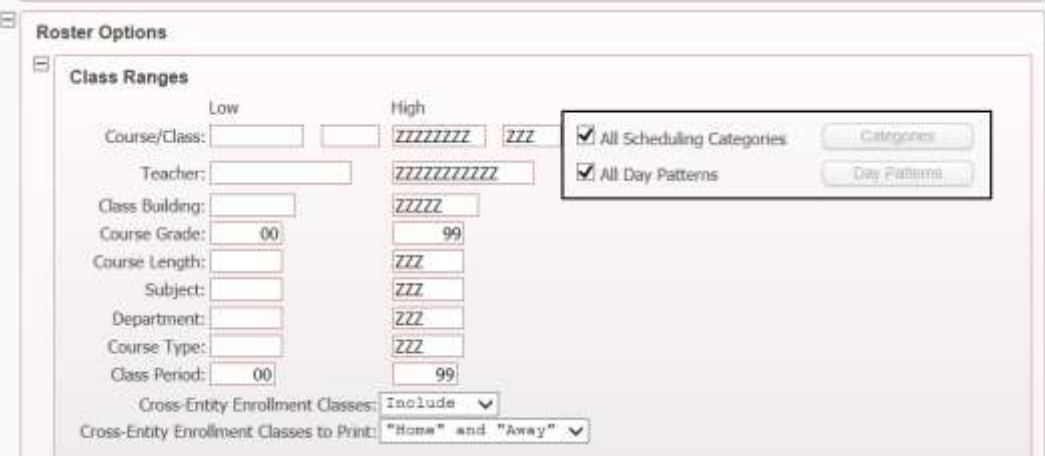
Print Options
 Select Class Selection:
By Range: Allows you to print all classes, subject, class period, etc.
By Individual Class(es): Allows you to print by specific class or teacher.
 Terms to Print: Select term you wish to print.
Class Sort: Allows you to choose sort option.



How to Print Class Rosters

Class Ranges: In most cases leave Class Ranges according to defaults unless you need to print rosters for a specific grade, period, subject or department.

All Day Patters: If campus has rotating day, select Day Patterns if you need to print for just A or B days.



Roster Options

Class Ranges

Low High

Course/Class: [] [] ZZZZZZZZ ZZZ

Teacher: [] ZZZZZZZZZZ

Class Building: [] ZZZZZ

Course Grade: 00 99

Course Length: [] ZZZ

Subject: [] ZZZ

Department: [] ZZZ

Course Type: [] ZZZ

Class Period: 00 99

Cross-Entity Enrollment Classes: Include

Cross-Entity Enrollment Classes to Print: "Home" and "Away"

All Scheduling Categories Categories

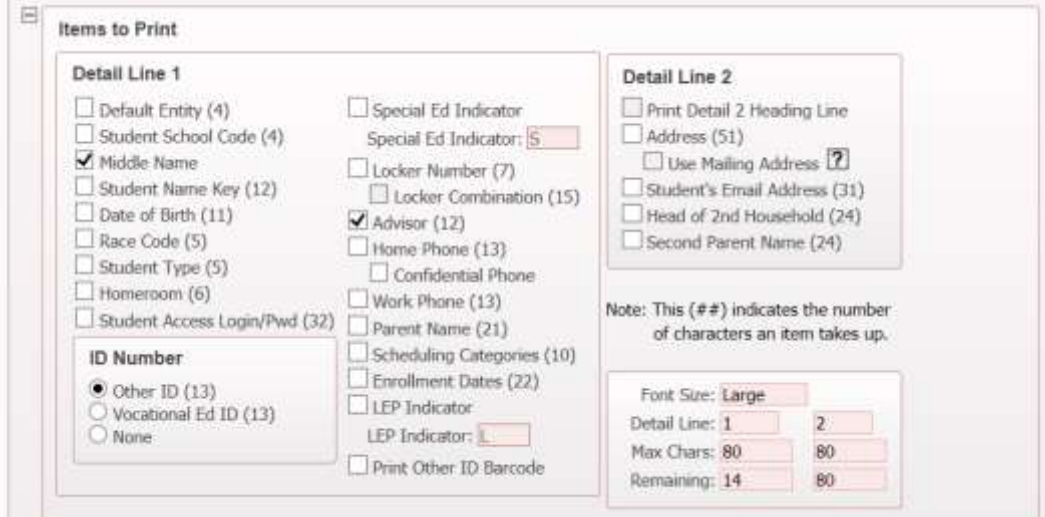
All Day Patterns Day Patterns

Items to Print:

Select items to print on the Class Roster.

Items to Consider: Middle Name, Other ID and Advisor.

NOTE: Follow FERPA guidelines and remember confidentiality when selecting items to print on class rosters. For daily attendance rosters or substitute rosters, do not print Special Programs Indicator.



Items to Print

Detail Line 1

Default Entity (4)

Student School Code (4)

Middle Name

Student Name Key (12)

Date of Birth (11)

Race Code (5)

Student Type (5)

Homeroom (6)

Student Access Login/Pwd (32)

ID Number

Other ID (13)

Vocational Ed ID (13)

None

Special Ed Indicator

Special Ed Indicator: S

Locker Number (7)

Locker Combination (15)

Advisor (12)

Home Phone (13)

Confidential Phone

Work Phone (13)

Parent Name (21)

Scheduling Categories (10)

Enrollment Dates (22)

LEP Indicator

LEP Indicator: L

Print Other ID Barcode

Detail Line 2

Print Detail 2 Heading Line

Address (51)

Use Mailing Address (7)

Student's Email Address (31)

Head of 2nd Household (24)

Second Parent Name (24)

Note: This (##) indicates the number of characters an item takes up.

Font Size: Large

Detail Line: 1 2

Max Chars: 80 80

Remaining: 14 80

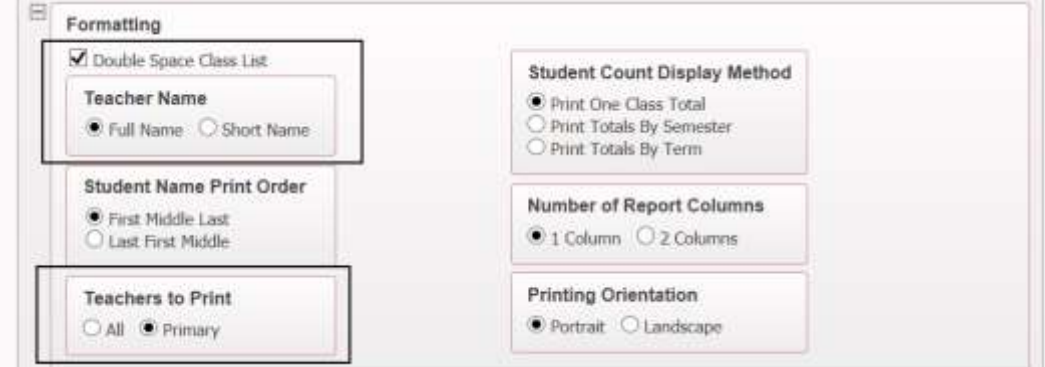
Formatting:

Click: Double Space Class List (this is a preference but the rosters are easier to read)

Teacher Name: Select Full or Short.

Student Name Print Order: First Middle Last or Last First Middle

Teachers to Print: Select Primary



Formatting

Double Space Class List

Teacher Name

Full Name Short Name

Student Name Print Order

First Middle Last Last First Middle

Teachers to Print

All Primary

Student Count Display Method

Print One Class Total

Print Totals By Semester

Print Totals By Term

Number of Report Columns

1 Column 2 Columns

Printing Orientation

Portrait Landscape

How to Print Class Rosters

Student Ranges:

If selecting all students leave ranges set to defaults.

Student Current Year Status:

Active Only

Student Class Record Types:

Enrolled Only

Student Sort: Allows you to print by grade, student type. If not selected, the students will print alphabetically.

After Template has been set according to preferences

Click: Save and Print Request is sent to the Print Queue



Click: View Report or

Click: Print Queue at a later time to view rosters.



Template Type	Description	Created By
1) User	Name Your Template	Anderson, Michelle A.
4) Skyward	Class Roster Report Open Ranges	Anderson, Michelle A.