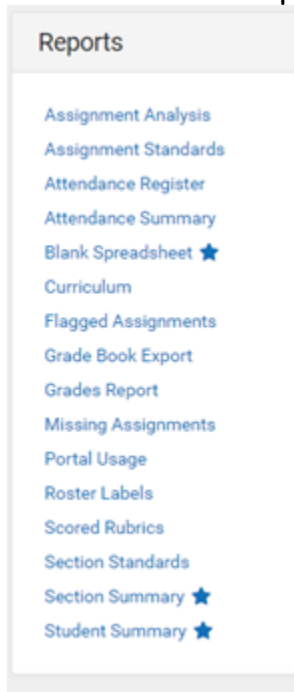


Creating a printable spreadsheet, with combined rosters if needed.

Have your left menu open and choose REPORTS

Place cursor over the words BLANK SPREADSHEET and click the ☆ to mark it as a FAVORITE

Then click Blank Spreadsheet to open



In the next window:

1. On Right, CONTENT, click in the section box and your drop down menu of sections appear.
2. Choose your section (or sections if you are grouping, don't mark group by section)
3. In SELECT STUDENTS section, it defaults to all students, but you can change it by unchecking names.
4. In REPORT OPTIONS Title your report
5. Decide how many columns you want (you can have many)
6. Once you have decided on number of columns, then choose the EDIT COLUMN HEADERS
7. In the new pop-up window you can title each column as you want.
 - a. You can delete a column if you don't need it
 - b. You can also add more columns from this window
8. Click the UPDATE button at the bottom of the page
9. At the bottom of the REPORT OPTIONS section you can choose a few other options, like shading alternate rows.

Instructions

This report creates an empty grid with the students you select on the vertical axis and the column headers on the horizontal axis.

Context

Term
1 - (08/15/19 - 01/03/20)

Section
 ☐ Group by Section

Section is required

Report Options

Title

Number of Columns
10 [Edit Column Headers](#)

Row Height (PDF Only)
Normal

Orientation
☒ Portrait ☐ Landscape

Styling Options
☐ Large Font
☒ Shade Alternate Rows
☐ Show Student Number

Select Students*

☐	Name ↑	Student #	Grade
No records available.			

Edit Column Headers

1)	No School	✗
2)	No School	✗
3)	No School	✗
4)	TH 8-15-2019	✗
5)	FR 8-16-2019	✗
6)	MO 8-19-2019	✗
7)	TU 8-20-2019	✗
8)	WE 8-21-2019	✗
9)	TH 8-22-2019	✗
10)	FR 8-23-2019	✗

[Add Column](#)

[Update](#) [Cancel](#)

[Generate PDF](#)
[Close](#)

Once you have made your choices, click the **Generate PDF** button. THERE IS NO SAVE OPTION, the next time you open the blank spreadsheet option, your most recent settings are there and you can change them. BEFORE YOU CLOSE THE WINDOW, if you need this for each of your classes you do not need to exit this window.

1. Delete the current sections that have listed
2. Choose the new section you want
3. Change the title of the report, if needed
4. **Generate PDF**