

## **Teacher Information Available From a Class Roster in WebGradeBook**

1. Demographic page: Page with phone numbers, addresses, emergency contact, comments.
  - Highlight student Gear / Student / Student Demographics
2. Enter Parent Contact Information: Teacher can record instances of communicating to parent
  - Highlight student / Gear Icon / Communication / Parent Contact Log
  - Click “New” button to enter details.
3. Attendance Log: Simple report to mark absences
  - Reports / Attendance / Print Attendance Log
4. Roster Report: Simple listing of students in a class
  - Reports / Rosters / Roster Report
4. Homeroom Report: Simple listing of students in a homeroom
  - Reports / Rosters / Homeroom Report
6. Grade Log: Simple report to enter grades
  - Reports / Rosters / Grade Log
7. Student Permissions: See information from Student Permissions screen of student master.
  - Reports / Rosters / Student Permissions
8. Email Report: See email addresses associated with student. Select, then create an email to these addresses.
  - Reports / Rosters / Email Report
9. Phone Contact Report: See all phone numbers and contacts associated with students in the class.
  - Reports / Rosters / Phone Contact Report
10. Test Scores by Roster: See test scores for a roster of students
  - Reports / Rosters / Test Scores by Roster
11. Show students who are special ed:
  - Click “Show Me” button, then select “Special Ed”. Students in pink are special ed. Deselect to remove.
  - To see some special ed details on a student: Highlight student / Gear icon / Student / Special ed information
12. Show students who are 504
  - Click “Show Me” button, then select “504”. Students in pink are 504. Deselect to remove highlighting.
13. Show students who are Limited English Proficient
  - Click “Show Me” button, then select “LEP”. Students in blue are LEP. Deselect to remove highlighting.
14. Show students who have Health Information
  - Click “Show Me” button, then select “Health Information”. Students in pink have Health information. Deselect to remove highlighting.
  - To see Health Information details: Highlight student / Gear icon / Student / Health information.