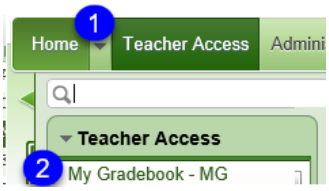
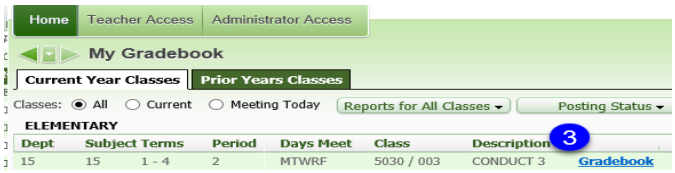
Class Roster with Student Login/Password Information - Elementary

1. Teacher Access
2. My Gradebook

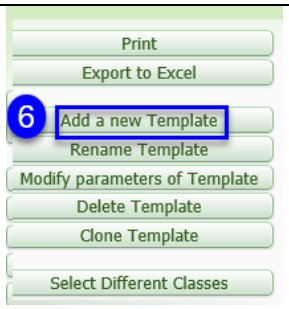


3. Select Conduct Gradebook

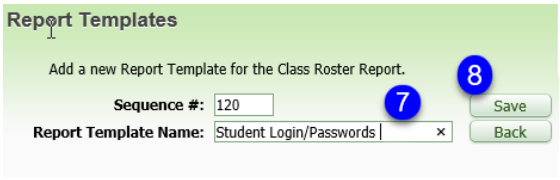


4. Choose Reports dropdown menu
5. Select Class Roster

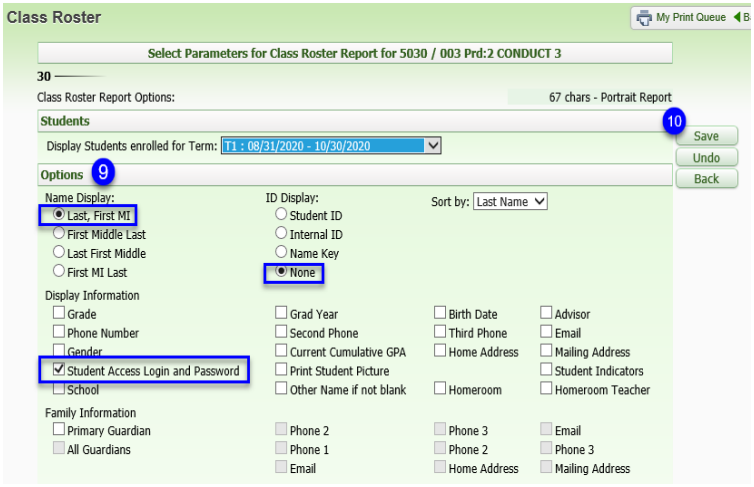
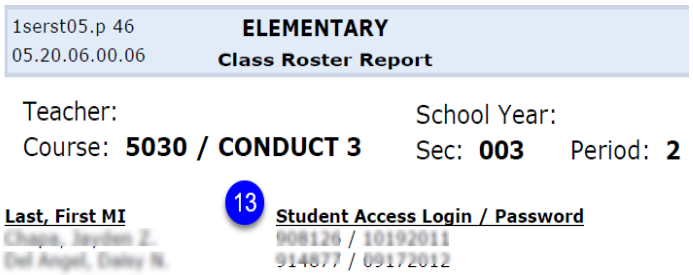
6. Add a new Template



7. Name as Student Login/Passwords
8. Save



9. Choose the following Options
   (a) Student Name
   (b) No Student ID Displayed
   (c) Student Access Login and Password
10. Save



11. Highlight the Student Login/Password Template 12. Choose Print for a PDF file or Export to Excel	
13. Sample of PDF file