Print a Class Roster with Grade and Attendance
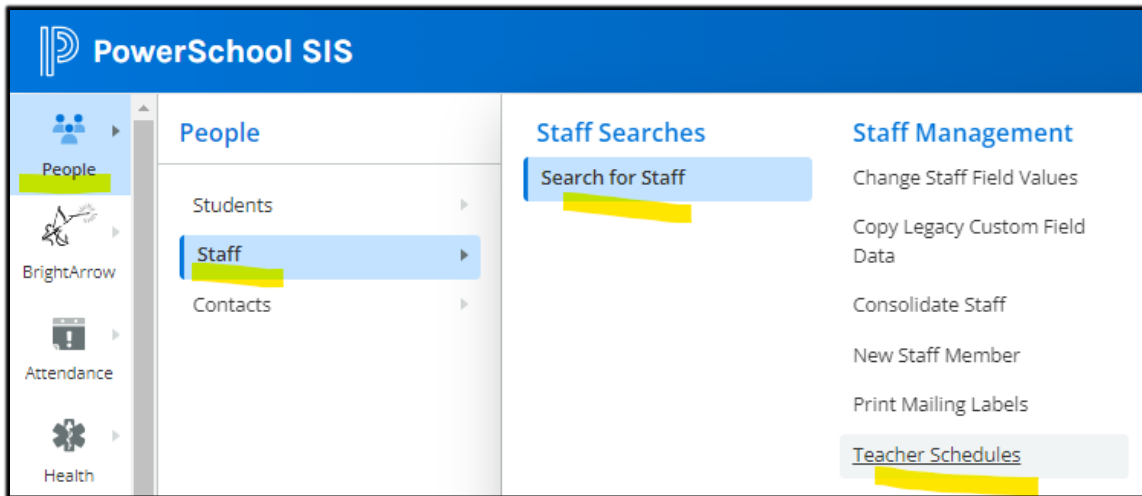
Overview
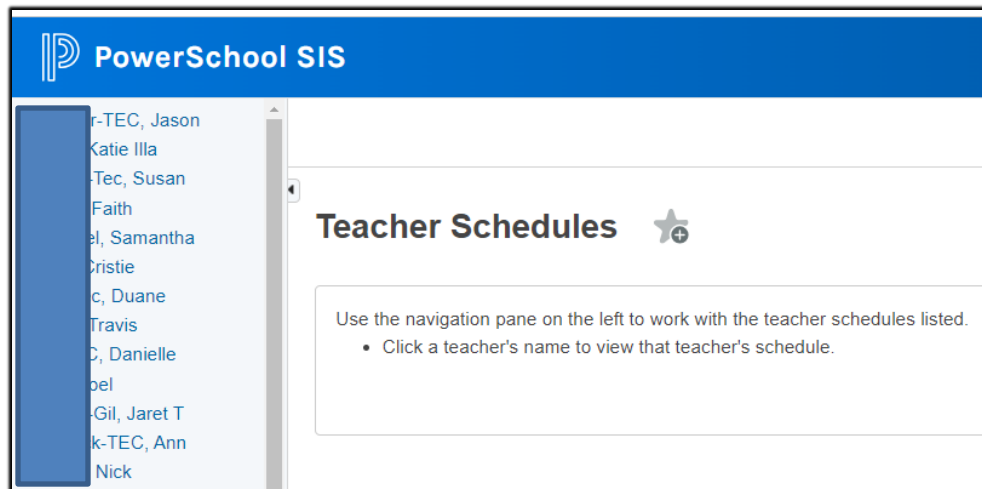**This document will cover the following process:**
1. Selecting Teacher Schedule
2. Select the desired course
3. Print the desired course with grades and attendance

Selecting Teacher Schedule:

1. **Go to People Icon > Staff > Teacher Schedule**

2. From the left side menu select the desired teacher

3. Click on the button to go to PowerTeacher Pro

4. At the top of the page select desired course from drop down menu, from left side menu select A+ Grading, under Grades select Traditional

5. Right click on the screen, select Print to send data to the printer.

Grades: Traditional - Q4
1(A) Algebra I Core (i)

⚠ Read Only View

| Class Grade: Q4 | | Calculation: Category Weighting | | Show M |
| Grade Scale Type: (A+ - E) | | | Grade: C- \| 71.71% \| -- | |

| STUDENT (28) | Q4 ⌄ | | ATTENDANCE | | ASSIGNMENTS | | |
			ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1.	C-	71.71%	2	--	--	--	--
2.	A	95.593%	1	--	--	--	--
3.	E	56.645%	4	--	2	--	--
4.	E	49.145%	1	--	--	--	--
5.	E	37.5%	1	--	--	--	--
6.	C+	78.028%	3	--	--	--	--
7.	E	50.988%	2	--	--	--	--
8.	C	76.118%	1	--	1	--	--
9.	A	94.935%	2	--	--	--	--
10.	D-	62.105%	1	--	1	--	--
11.	A	93.028%	--	--	--	--	--