

Class Roster Report

1. Teacher Access
2. My Gradebook
3. Reports for All Classes Dropdown
4. Class Roster

Home **1** Teacher Access Administrator Access

2 My Gradebook - MG

Current Year Classes | **Prior Years Classes**

Classes: All Current Meeting Today [Show Grades Posted Message](#) **3** Reports for All Classes

Dept	Subject	Terms	Period	Days Meet	Class	De
01	01	1 - 2	2	MTWRF	01200A / 001	ES
01	01	3 - 4	2	MTWRF	01200B / 001	ES
01	01	1 - 2	3	MTWRF	01200A / N02	ES
01	01	3 - 4	3	MTWRF	01200B / N02	ES

- 001 - Secondary Gradebook Attendance
- Summary Report by Class
- Gradebook
- Grade Sheet Report
- Assignment Listing - By S
- Missing Assignments
- Email Progress Report
- View Emailed Reports
- Progress Reports
- Progress Detail
- Enhanced Multi-Class Pro
- Progress Summary
- Partial Progress Report
- Partial Progress Detail
- Partial Progress Summary
- Partial Multi-Class Progre
- Class Information
- 4** Class Roster

5. Add or Modify a Template

Report Templates My Print Queue Back

All Classes -
Report: **Class Roster**

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

- Print
- Export to Excel
- 5** Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Classes

6. Name your report
7. Save

Report Templates

Add a new Report Template for the Class Roster Report.

6 Sequence #: **7** Save

Report Template Name: Back

- Select the Parameters for Class Roster.
8. Save

Select Parameters for Class Roster

190 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students
Display Students enrolled for Term: **8** Save

Options

Name Display: Last, First MI First Middle Last Last First Middle First MI Last

ID Display: Student ID Internal ID Name Key None

Sort by:

Display Information

- Grade
- Phone Number
- Gender
- Student Access Login and Password
- School
- Grad Year
- Second Phone
- Current Cumulative GPA
- Print Student Picture
- Other Name if not blank
- Birth Date
- Third Phone
- Home Address
- Student Indicators
- Advisor
- Email
- Mailing Address

Family Information

- Primary Guardian
- All Guardians
- Phone 2
- Phone 1
- Email
- Phone 3
- Phone 2
- Home Address
- Mailing Address

Undo Back

9. Highlight Report

10. Select the classes for the Report

11. Print or

12. Export to Excel

All Classes -
Report: **Class Roster**

Seq #	Report Template Name
190	Class Roster 9
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

11 Print

12 Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

10 Select Different Classes