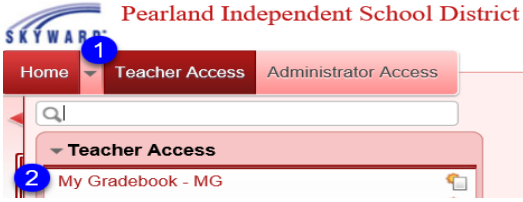
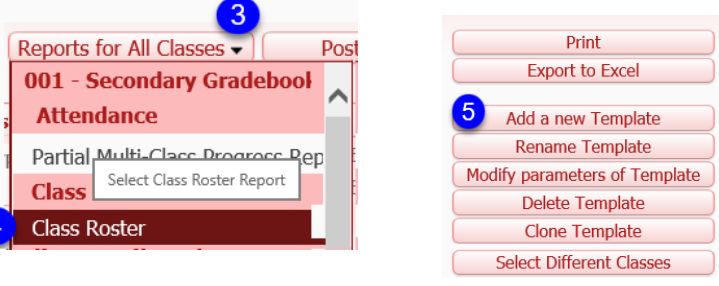
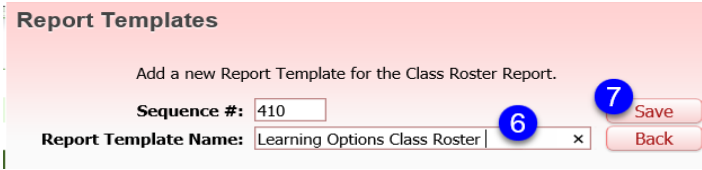
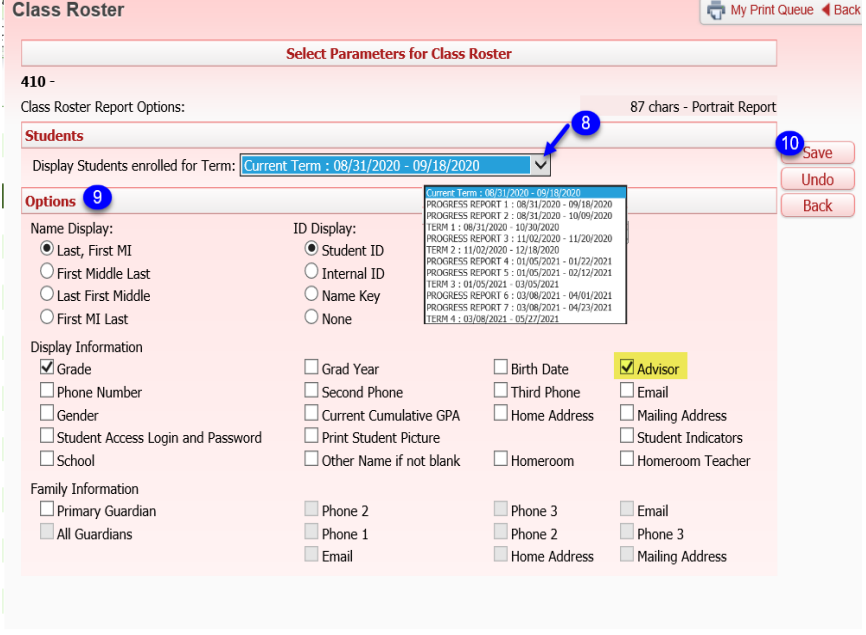
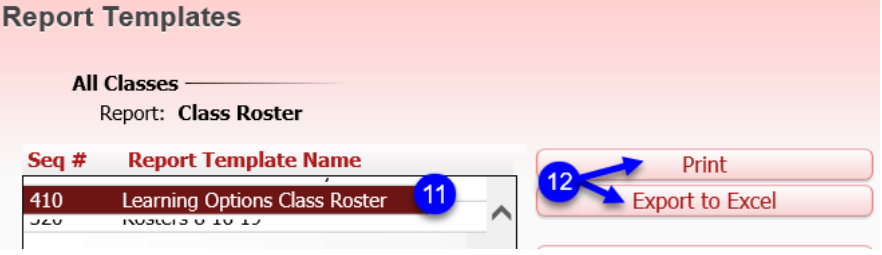


GRADEBOOK – Class Roster for Learning Options

<ol style="list-style-type: none"> 1. Teacher Access 2. My Gradebook 	
<ol style="list-style-type: none"> 3. Select Reports for All Class dropdown menu 4. Choose Class Roster 5. Add a New Template 	
<ol style="list-style-type: none"> 6. Name the Report Template 7. Save 	
<ol style="list-style-type: none"> 8. Choose from the dropdown menu the Term needed for the report 9. Under Options – Select the various options needed for the report and include Advisor to show the student’s Learning Options 10. Save 	
<ol style="list-style-type: none"> 11. Highlight the template created and either Print file as pdf or select Export to Excel 	

Example of Excel Report:

1serst06.p		HIGH SCHOOL		Date: 08/18/2020
05.20.06.00.05		Class Roster Report		Time: 4:56 PM
Teacher:			School Year:	
Course:		Sec: 001	Period: 2	Room #:
Last, First MI	Student ID	Grade	Advisor	
		12	REMOTE	
		12	REMOTE	
		12	ON-CAMPUS	
		12	REMOTE	
		12	ON-CAMPUS	
		12	REMOTE	

Example of PDF Report:

Teacher:	School Year:		
Course:	Sec:	Period: 2	Room #:
<u>Last, First MI</u>	<u>Student ID</u>	<u>Advisor</u>	
		PHS, REMOTE	
		PHS, REMOTE	
		PHS, ON-CAMPUS	
		PHS, REMOTE	
		PHS, ON-CAMPUS	
		PHS, REMOTE	
		PHS, REMOTE	
		PHS, REMOTE	
Number of Students: 8		(1=M 7=F)	