

Online Tutorial: Printing Class Rosters

At the beginning of each semester, you should print class rosters.

Step 1: From the start page, click on “Term” at the top of the screen.

School: Oscar De la Hoya Animo CHS
Term: 08-09 Year

Term

Current 08-09 Year

Change to 08-09 2008-2009

Verify # 05-06 Summer School 2

- 06-07 2006-2007
- 06-07 Semester 1
- 06-07 Semester 2

Step 2: Select the current semester.

Step 3: In the left navigation bar, click on “Reports” under the “Functions” heading.

Step 4: In the middle of your screen, click “Run Reports.”

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.

- Functions
- Absentee Report
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - PowerLunch
 - Reports
 - Special Functions
 - Teacher Schedules

Step 5: Scroll to the bottom of your screen and click “Class Rosters (PDF)” under the “Student Listings” heading.

Student Listings	Description
At Risk	New Report! - A listing of courses,
Class Rosters (PDF)	Class information and roll sheets.

Step 6: Select the teachers for which you’d like to print rosters.

- Aguayo, Sandra
- Carpenter, Megan
- Cassidy, Kevin
- Corpus, Richard
- Druyon, Shaela
- Garcia, Denise

Hold down the Ctrl key to select multiple teachers.

To select all teachers, hold down the Shift key, click on the first teacher name, scroll down to the bottom and click on the last teacher name.

Step 7: In the “Include students who” section, click on the “were enrolled on” button. Enter the date of the first day of class in the “were enrolled on” text box.

Step 8: Select “Helvetica” as your heading font.

Step 9: Click the checkbox for “Bold.”

Step 10: Select “First page of each class” in the “Print heading on” drop-down box.

Step 11: Copy and paste the following into the Heading Text box:

Teacher: ~(teachername)

Period ~(period)

Course # ~(Course_Number), Section ~(Section_Number)

Step 12: Select “Helvetica” as your column title font.

Step 13: Click the checkbox for “Bold.”

Step 14: Copy and paste the following into the Roster Columns box:

LastFirst\ Name\2"\left

dob\ Birth Date\1"\left

grade_level\Gr\.5"\left

home_phone\Home Phone\1.5"\left

Step 15: Enter .5” (one-half inch) for each margin.

Left Top Right Bottom
Portrait (vertical)

Step 16: Leave “Orientation, Scale” as “Portrait (vertical).”

Step 17: Click the “Submit” button.



Step 18: Click on “View” next to “Completed” to retrieve your report.

Status	
Completed	View

Step 19: You may now save or print your class rosters.