

# Printing Teacher Rosters



These instructions will show you how to print rosters for one or more teachers (and one or more classes for each of those teachers).

1. From the START/HOME page, choose *Reports* from the side bar menu.
2. When the Report page opens, select the link *Run Reports*
3. From the report list, scroll all the way to the bottom to the section titled Student Listings and click on the report titled *Class Rosters (PDF)*
4. The Class Rosters set up page will open and you will have the option of making the selections you desire.
  - Select one teacher or hold the CMD key to select multiple teachers
  - Check the boxes for the days/periods you want to print (If you have the same daily schedule, just select one day of the week.)
  - Include the students who are currently enrolled in the class (or other settings as need dictates)
  - You may select the font and size if you wish, but the defaults work just fine
  - Select the fields you want to appear in the heading (Use the examples at the left for basic name and expression.)
  - For the roster fields, you may select what you want to appear on the roster by choosing from the field name list. Example: If you wanted just the student name and grade level for a substitute teacher roster, you would enter LastFirst on one line and grade\_level right below it. You may choose any fields you need for your particular purpose.
  - If you wish to use a watermark or overlay, you may choose from the drop down list or you may choose "custom" and enter your own text.
  - When you have made all your selection, choose Submit and your report will be sent to your report que.

