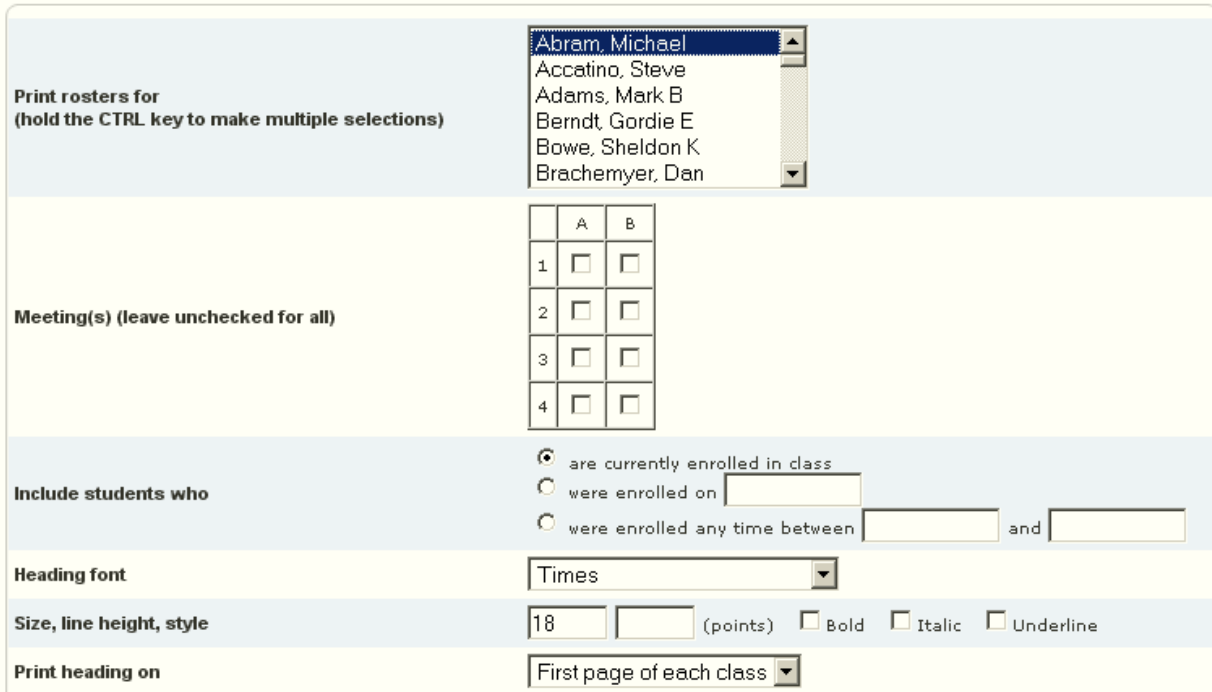


From the start page, on the left side click on System Reports, Scroll to the bottom, the third report from the bottom is Class Roster PDF click on that.

Start Page>System Reports>Class Roster PDF

Be sure to highlight at least one teacher

Class Rosters (PDF)



Print rosters for
(hold the CTRL key to make multiple selections)

Abram, Michael
Accatino, Steve
Adams, Mark B
Berndt, Gordie E
Bowe, Sheldon K
Brachemyer, Dan

	A	B
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Meeting(s) (leave unchecked for all)

Include students who

are currently enrolled in class
 were enrolled on
 were enrolled any time between and

Heading font: Times

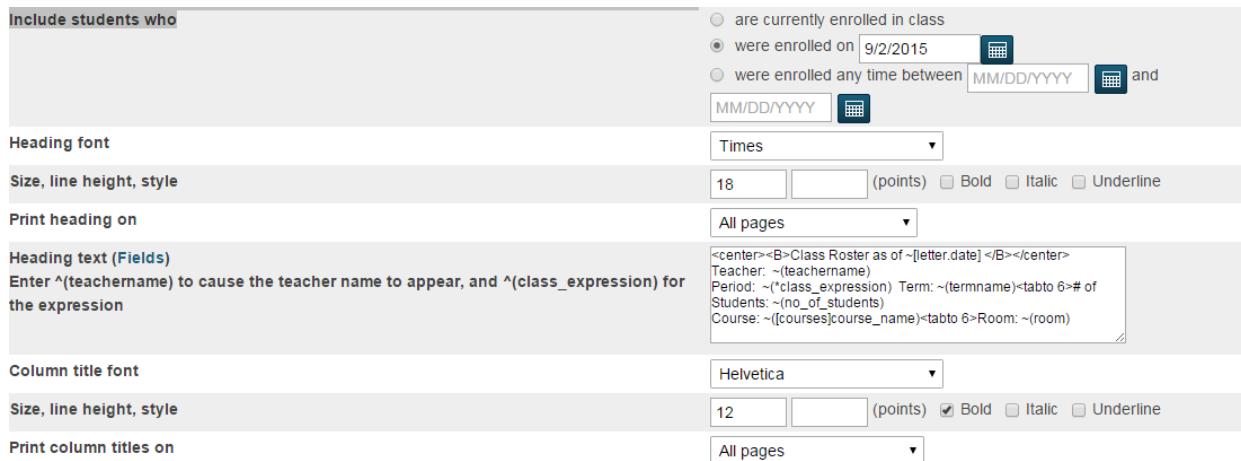
Size, line height, style: 18 (points) Bold Italic Underline

Print heading on: First page of each class

For Heading text Fields:

```
<center><B>Class Roster as of ~[letter.date] </B></center>
Teacher: ~(teachername)
Period: ~(*class_expression) Term: ~(termname)<tabto 6># of Students:
~(no_of_students)
Course: ~([courses]course_name)<tabto 6>Room: ~(room)
```

You can copy and paste these in to header text box so it looks like this:



Include students who

are currently enrolled in class
 were enrolled on 9/2/2015
 were enrolled any time between MM/DD/YYYY and MM/DD/YYYY

Heading font: Times

Size, line height, style: 18 (points) Bold Italic Underline

Print heading on: All pages

Heading text (Fields)
Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression

```
<center><B>Class Roster as of ~[letter.date] </B></center>
Teacher: ~(teachername)
Period: ~(*class_expression) Term: ~(termname)<tabto 6># of
Students: ~(no_of_students)
Course: ~([courses]course_name)<tabto 6>Room: ~(room)
```

Column title font: Helvetica

Size, line height, style: 12 (points) Bold Italic Underline

Print column titles on: All pages

For Roster Column Fields:

```
Count\#\4\C  
lastfirst\Name\2\L  
Student_number\ID\8\L  
Grade_level\Gr\5\C  
\.3\C  
\.3\C  
\.3\C  
\.3\C  
\.3\C  
\.3\C  
\.3\C
```

Roster Font	Times
Size, line height, style	10 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment Count#\4\C lastfirst\Name\2\L Student_number\ID\8\L Grade_level\Gr\5\C \.3\C \.3\C \.3\C \.3\C
Rule width (points)	Horizontal .5 Vertical .1
Cell padding (points)	Horizontal 4 Vertical 2
Page size	Letter (8 1/2" x 11") Custom size: Height Width
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5

End Result looks like this:

Class Roster as of August 24, 2015

Teacher: Albers, Cheryl

Period: 2(1-2) Term: 15-16 Term 1

of Students: 26

Course: EnglishLArts 10-1

Room: 10

#	Name	ID	Gr.						
1	Bachmier, Tyler Michael	450107106	10						
2	Bodnarchuk, Adrianna Leigh	450107109	10						
3	Broydell, Mackenzie Rae	450106475	10						
4	Canning, Kyla Iris	450100786	10						
5	Clarke, Haley Lorraine Greta	450105113	10						
6	Cram, Wayatt Cedric	450105981	10						
7	Danyluk, Tristen Trey	450105042	10						
8	Dunham, Taylor Brooke	450110118	10						
9	Edwards, Madison Mackenzie	450104966	10						
10	Eisenbarth, Ivan Jacob	450105138	10						

 I have enclosed some roster code that an admin can put in the roster report and run a 'fill in the code' for attendance that can be brought back down to the main office.

Heading:

~([schools]Name)
 ~(teachername) ~(*class_expression) Substitute Attendance Roster
 ~([courses]Course_Name) / ~(Course_Number).~(Section_Number)

~([terms]name) for full name

~([terms]abbreviation) for abbreviated name

Body:

^(count)\#\#.5\c
 lastfirst\Student Name\2\L
 Student_Number\Number\1\L
 Home_Phone\Phone\1\L
 \M\25\L
 \T\25\L
 \W\25\L

\TH\.25\L
\F\.25\L

Here are 2 different sets of columns that you could use to create teacher grade verification rosters, just replace the Q1 with the term that you are printing for.

lastfirst\Student Name\2\L
Student_Number\Number\1\L
^(pg.final.grade;Q1)\Q1 Gr\.75\C
^(pg.final.percent;Q1)\Q1 %\.75\R
^(pg.final.comment;Q1)\Comment\2\L

~(count)\#\5\r
Lastfirst\Name\1.5\l
Gender\Gender\.65\c
Ethnicity\Race\.5\c
~(pg.final.grade;q1)\Q1 Gr\.5\c
~(pg.final.percent;q1)\Q1 %\.5\r
~(pg.final.comment;q1)\Comment\2\l
~(att;abs;Q1)\Abs\.5\r

***** only period number *****

<center>Class Roster as of ~[letter.date] </center>
Teacher: ~(teachername)
Period: ~(*evaluate left("~(*class_expression)",1)) Term:
~(termname)<tabto 6># of Students: ~(no_of_students)
Course: ~([courses]course_name)<tabto 6>Room: ~(room)