

## Printing Section Rosters

1. On the *term* tab, make sure the correct school year/term is selected.  
(NOTE: If High School rosters are being printed for a one semester course, choose either S1 or S2).
2. Under **Functions** click **Reports** on the **Main Menu**.
3. At the **Reports** screen click **Run Reports**.
4. At the **Run Report** screen, scroll down to **Student Listings** and click **Class Rosters (PDF)**.
5. In the **Print Roster(s) for** drop-down box, choose the teacher(s) whose roster(s) you want to print. Hold the **Command (Apple)** key while clicking to choose more than one teacher. To choose all teachers – click the first name, hold the shift key down, then scroll down and click the last name in the list.
6. Click to check the box(es) for the correct period(s). Click only the **M** column for the HR period in K-8 or the **A** column for the HR period in 9-12. If no box is checked, you will get rosters for all classes taught by selected teachers.
7. Choose the following settings:

**Include student who – were enrolled on (date of first day of school)**  
(Before school starts or **are currently enrolled in class** (After school starts)

**Heading font** – Helvetica

**Size, line height, style** – 12, 14, Bold

**Heading text** – Copy the text below and paste it in the **Heading Text** box:

^(schoolname)

Teacher: ^(teachername)

Course Number: ^(course\_number) Section Number: ^(section\_number)

Course Name: ^(coursename)

Heading text (Fields)

Enter ^(teachername) to cause the teacher name to appear, and ^(class\_expression) for the expression

^(schoolname)

Teacher: -(teachername)

Course Number: -(course\_number) Section Number: -(

section\_number) Course Name: -(coursename)

**Column title font** – Helvetica

**Size, line height, style** – 8, 10, Bold

**Roster font** – Helvetica

**Size, line height, style** – 8, 10

**Roster columns (Fields)** - Copy the text below and paste it in the Roster Columns box. (other fields can be added by following the same pattern – check the **Fields** list)

lastfirst\Name\2

student\_number\Student Number\8\center

DOB\Birthdate\8\center

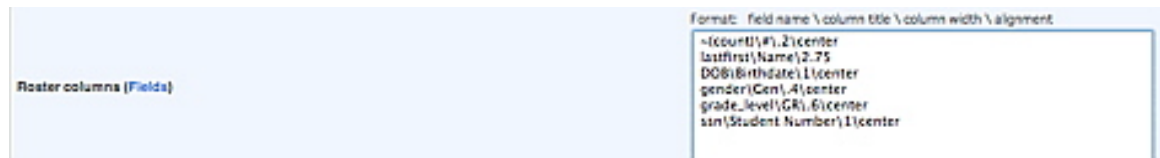
gender\Gen\4\center

home\_phone\Phone\1

street\Address\1.7

father\Parent\1.2

mother\Parent\1.2



If you choose to print several fields, choose Landscape for Orientation.

Leave other settings not listed in the default choice.

Your setting will be saved to be used over and over, but can be edited at any time.

8. Scroll down to the bottom of the page and click **Submit**
9. In the **Reports Queue – My Jobs** screen, the print job you just created will be at the top of the list. If you have a large job, you may see **Running** under **Status**. If it seems to be taking too long, try clicking **Refresh** beside the **Reports Queue – My Jobs** heading at the top of the page.
10. Click **Completed** to view the **PDF** document(s). From the **File menu**, choose **Print**.