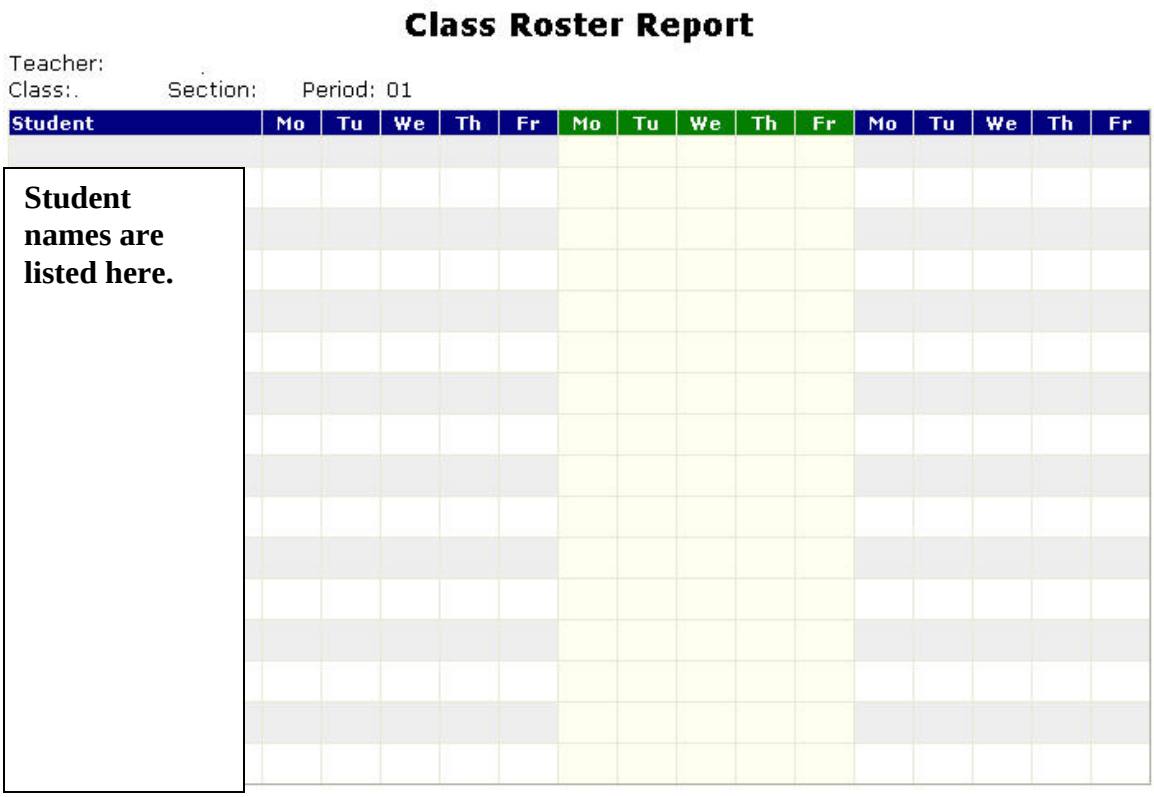
Printing a Class Roster

1. **Open the class period**
2. **Click on Reports**
3. **Select the type of report**
4. **Click the GENERATE button**
5. **Report should open**
6. **File Print.**

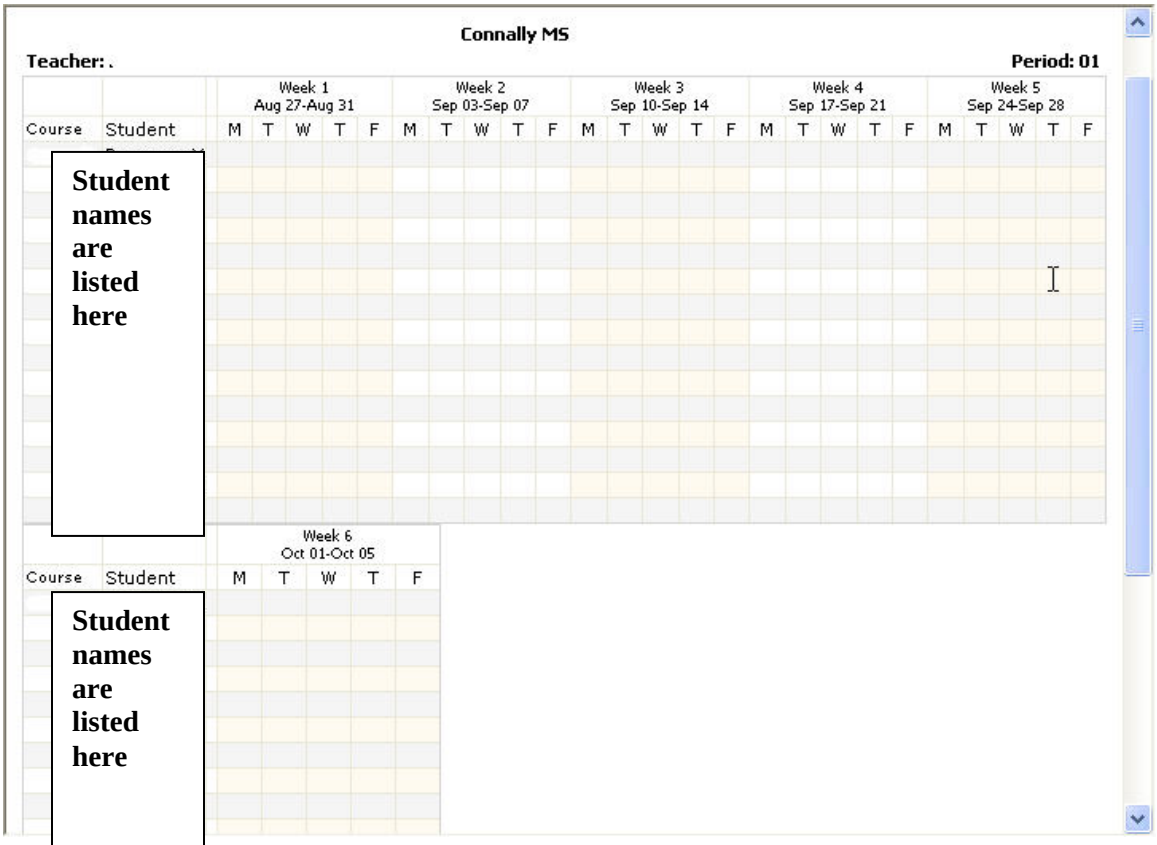
Example of Class Roster:



Class Roster Report

Teacher:
Class:. Section: Period: 01

Student	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr

Student names are listed here.

This report should be used to show all attendance codes entered daily. Great for end of six weeks recording in gradebook.