

Printing 6-12 Section Rosters

1. On the *term* tab, make sure the correct school year/term is selected. (High School's will probably 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 chose 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). If no box is checked, you will get rosters for all classes taught by selected teachers.
7. Choose the following settings:

Include student who – are currently enrolled in class

Heading font – Helvetica

Size, line height, style – 14, 16, 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 – 10, 12, Bold

Roster font – Helvetica

Size, line height, style – 10, 12

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)

~(count)\#\2\center

lastfirst\Name\2.75

SSN\SSN\1\center

DOB\Birthdate\1\center

gender\Gen\4\center

home_phone\Phone\1

street\Address\3

Roster columns (Fields)	Format: field name \ column title \ column width \ alignment ~(count)\#\2\center lastfirst\Name\2.75 DOB\Birthdate\1\center gender\Gen\4\center grade_level\GR\6\center
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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**.