SGR0900 - Class Rolls (Student Grade Information)

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This report lists students by instructor with grades and absences. You must run the Compute Attendance in Course Records report (SGR1800) before absences will print on the Class Roles report (SGR0900).

Report fields

Sub Total	The total number of students enrolled in the course.
Transfer	The number of students coded as transfers into the course.
Total	The total number of students enrolled in the course with that instructor (subtracting the transfer from the **Sub Total**).

No Show and withdrawn students are indicated with an asterisk.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⁝ to select the campus.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3, Blank for All)	Type the one-digit cycle code. Valid cycle codes are 1, 2, or 3. Leave blank to include all cycles. Absences are only listed for the selected cycle. Leave blank to print cumulative absences for the selected semester. If a cycle is not selected, the student's citizenship and comments are not displayed.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Period (Blank for All)	Type the two-digit period, or leave blank to select all periods.
Include Non Graded Courses (Y, N)	Y - Include non-graded courses. N - Include only graded courses.
Course Nbrs (Blank for All)	Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click ⁝ to select the course(s). Leave blank to select all courses in the district.

Parameter	Description
Include Self Paced Courses (Y, N)	Y - Include self-paced courses. N - Do not include self-paced courses.
Control Nbrs (Blank for All)	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click ⋮ to select the instructor IDs. Leave blank to select all instructor IDs.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Include Withdrawn Courses (Y, N)	Y - Include withdrawn courses. N or blank - Do not include withdrawn courses. Self-paced courses are included even if this parameter is set to N.
Double-Space Landscape (Y, N)	Y - Use double-spacing and landscape orientation. N - Do not use double-spacing and landscape orientation.
Cumulative Course Grades (Y, N)	Y - Print cumulative course grades. N - Only print information for the selected semester.
Grade Level (Blank for All)	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Non-Campus Based Instruction Code (00-10, 99)	Type a two-digit non-campus-based instruction code (Code table: C182). If a code is entered, only students enrolled in course-sections coded with this code are included. Example: You can limit report data to display information for only those students who are enrolled in Texas Virtual School Network (TxVSN) courses by indicating the instruction code (i.e., 04 for TxVSN online school program, or 05 for TxVSN state-wide online course catalog.
Print Only Active Instructors (Y, N)	Y - Print only active instructors. N - Print both active and inactive instructors.
Print Signature Line (Y, N)	Y - Print an instructor signature and date line. N - Do not print a signature and date line.

Filter	Filter report data. **Filter** When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
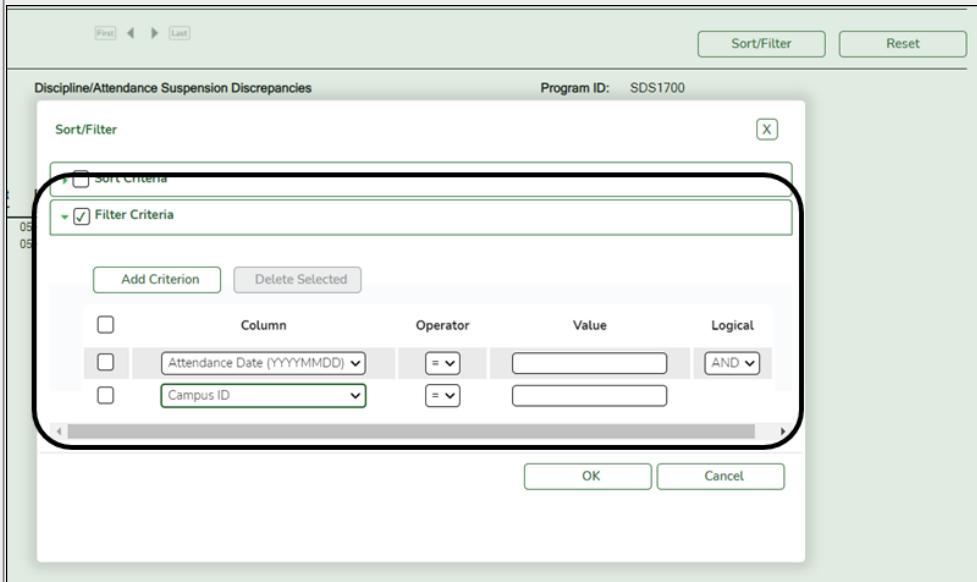
If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note:** When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

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