



## **teacher-attendance-roster-report**



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## Attendance > Attendance Rosters

This page allows you to print attendance rosters for one course or all of your courses at one time. A signature line is provided at the bottom of each period-course.

<b>Date</b>	Type a date in the MMDDYYYY format, or click  to <a href="#">select a date from the calendar</a> .
<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Period</b>	Select the period-course for which you want to print the roster. Or, select <i>ALL CLASSES</i> to print rosters for all periods.
<b>Sorting Options</b>	Indicate if you want to sort the rosters by student ID, last name, first name, or course-section.

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.