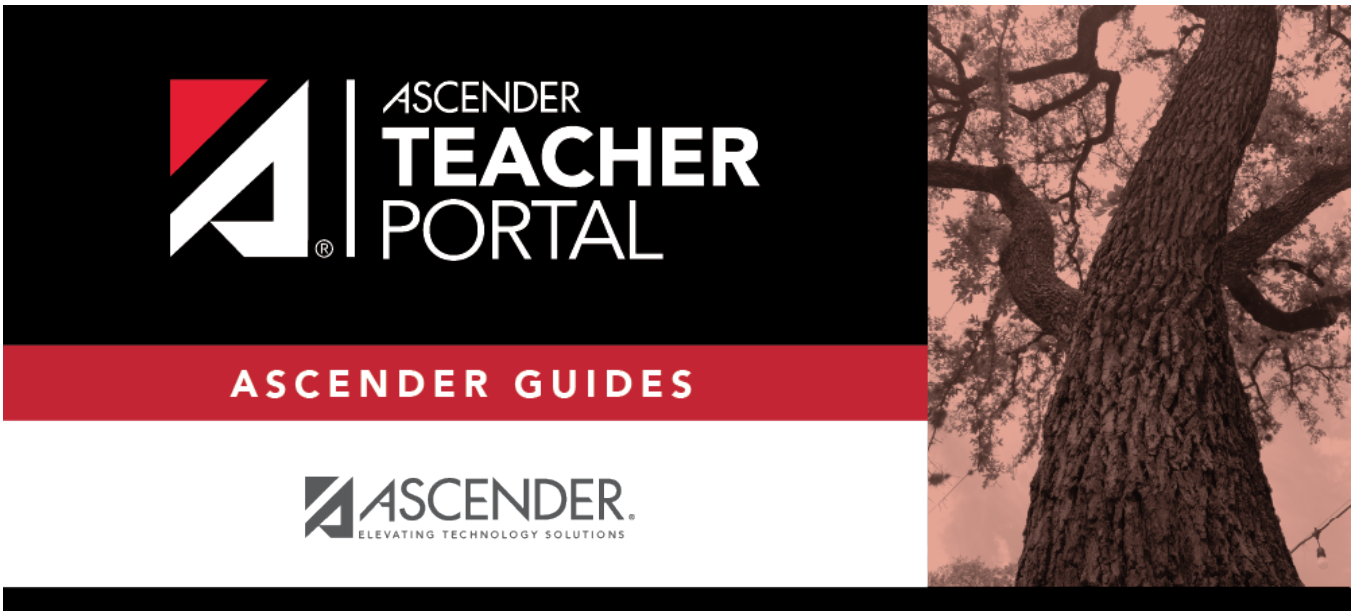

Attendance Rosters

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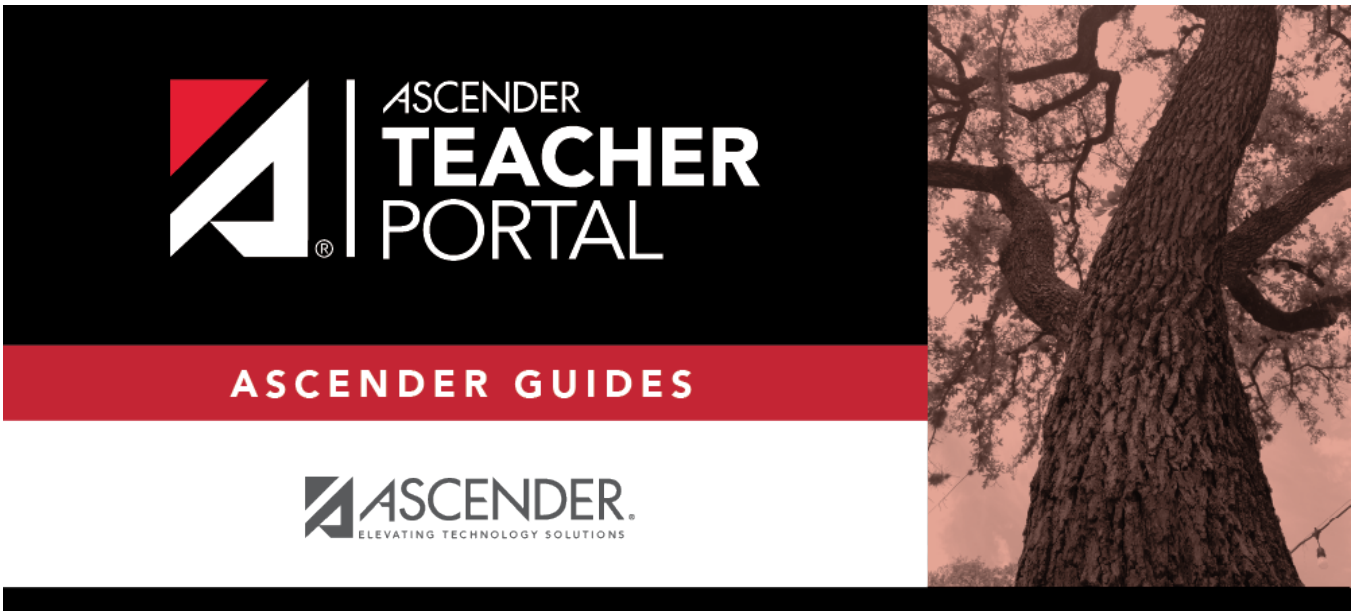
This page allows you to print attendance rosters for one course or all of your courses at one time. A signature line is provided at the bottom of each period-course.

Generate the report:

Date	Type a date in the MMDDYYYY format, or click  to select a date from the calendar.
Semester	The current semester is displayed by default. You can select another semester.
Period	Select the period-course for which you want to print the roster. Or, select *ALL CLASSES* to print rosters for all periods.
Sorting Options	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.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