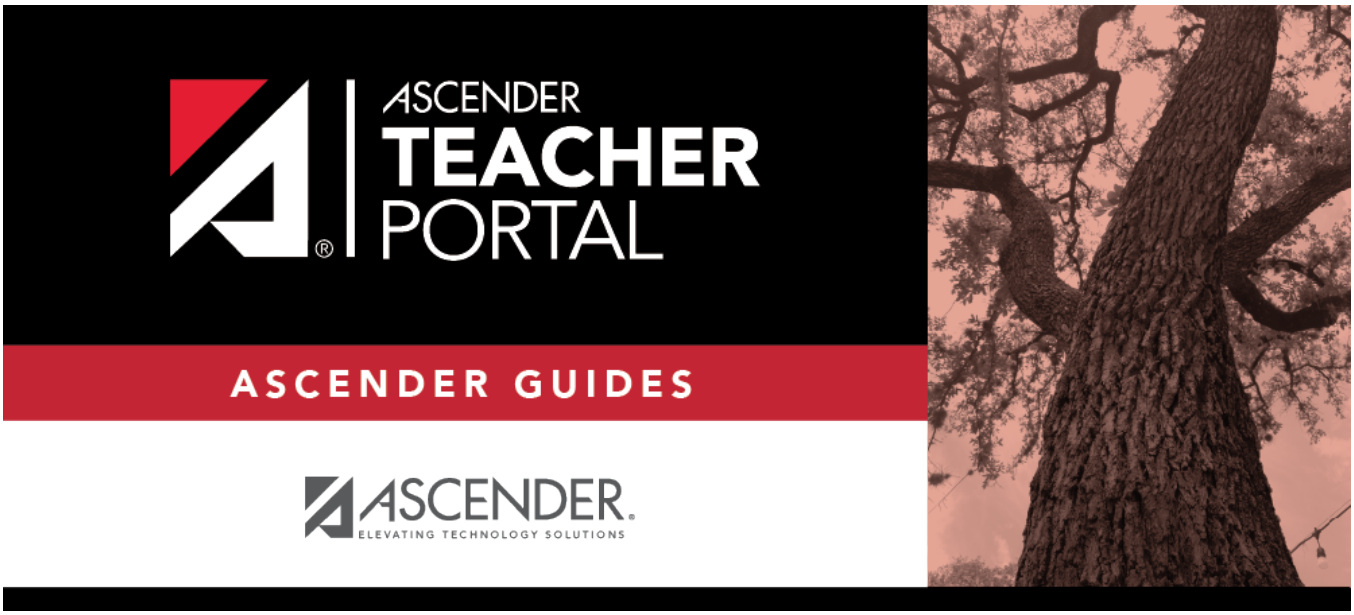

Class Roster

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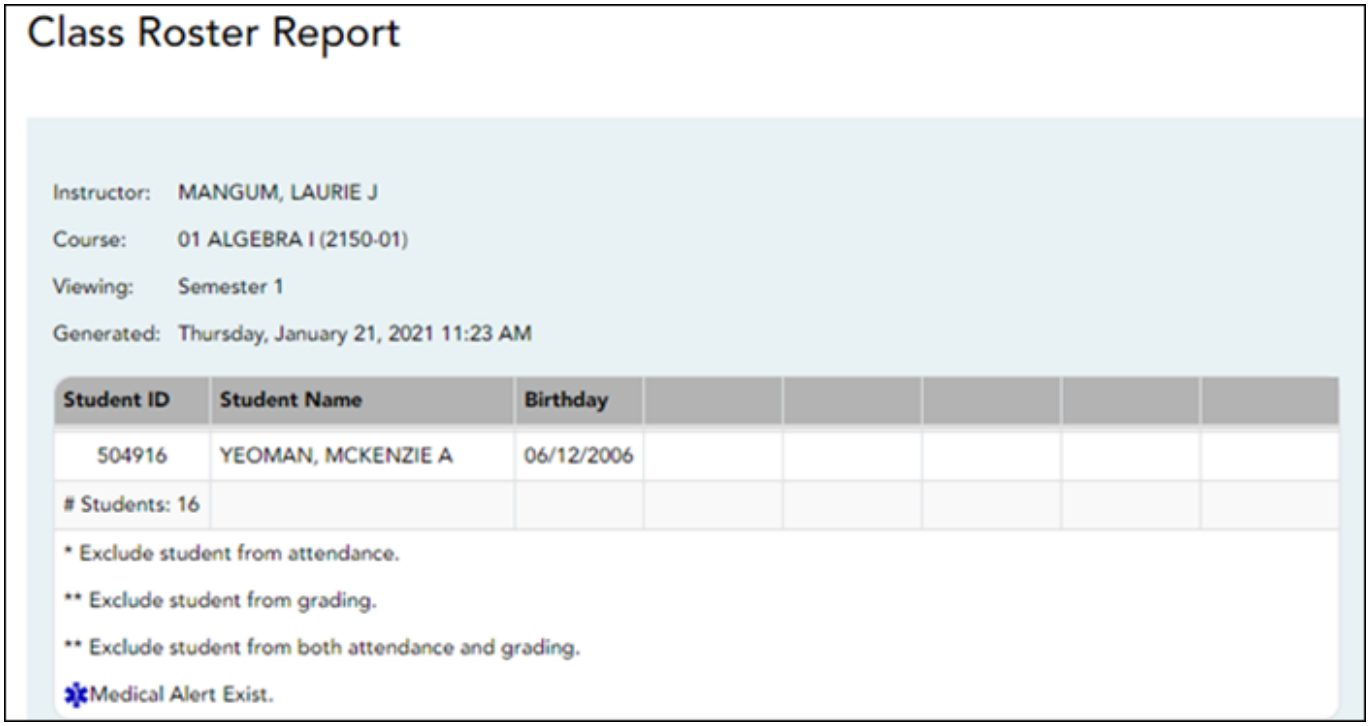
Class Roster Report 1

Class Roster Report

Reports > Class Roster

This report provides a blank class roster by semester and course, including a list of students enrolled in the course and up to 50 blank columns. You can choose the sort order and whether to include the student's birth date and contact information. The report can be exported in CSV format.

If you print the report for a course group, the **Course Section** column is included allowing you to identify the course-section in which the student is enrolled.


Class Roster Report

Instructor: MANGUM, LAURIE J
Course: 01 ALGEBRA I (2150-01)
Viewing: Semester 1
Generated: Thursday, January 21, 2021 11:23 AM

Student ID	Student Name	Birthday					
504916	YEOMAN, MCKENZIE A	06/12/2006					
# Students: 16							

* Exclude student from attendance.
** Exclude student from grading.
** Exclude student from both attendance and grading.
Medical Alert Exist.

Generate the report:

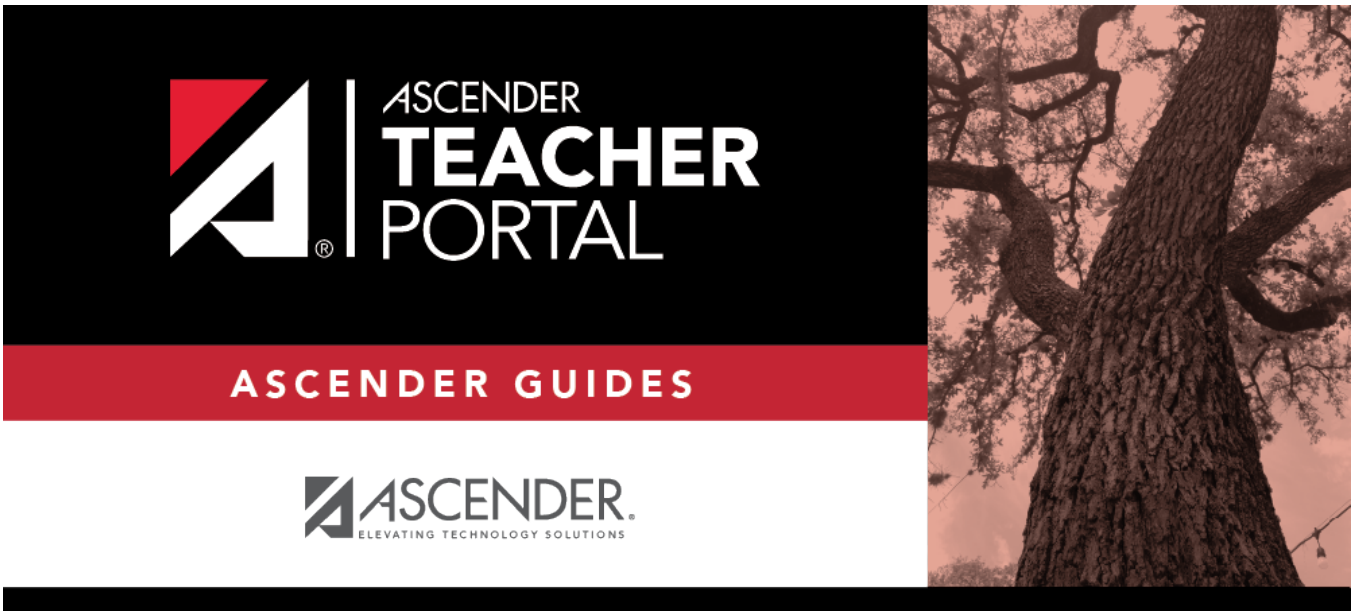
❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Course Section	
Columns	

Display Options	**Birthday**	Select to include the student's birth date. The **Birthday** column will be included in the report.
	Student Email	Select to include the student’s email address.
	Contact Information	Select to include the student's contact information. The **Contact Information** columns will be included in the report, and all of the student's contacts are listed. The contact's name, relationship, cell phone, home phone, business phone, other phone, mailing address, and e-mail address are listed.
	Guardian Last Viewed IPR/Report Card Date	Select to include the date on which a parent/guardian last viewed the student's interim progress report (IPR) or report card online.
Sorting Options		

❑ 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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