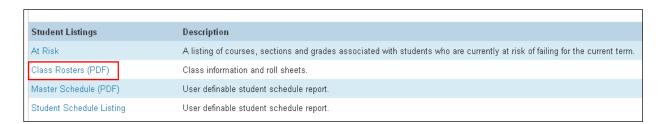# Printing Class Lists

This document provides instructions on creating class rosters for teachers within the school.

> **Navigation:**   Start Page > Reports > System Reports > Student Listings > Class Roster (PDF)

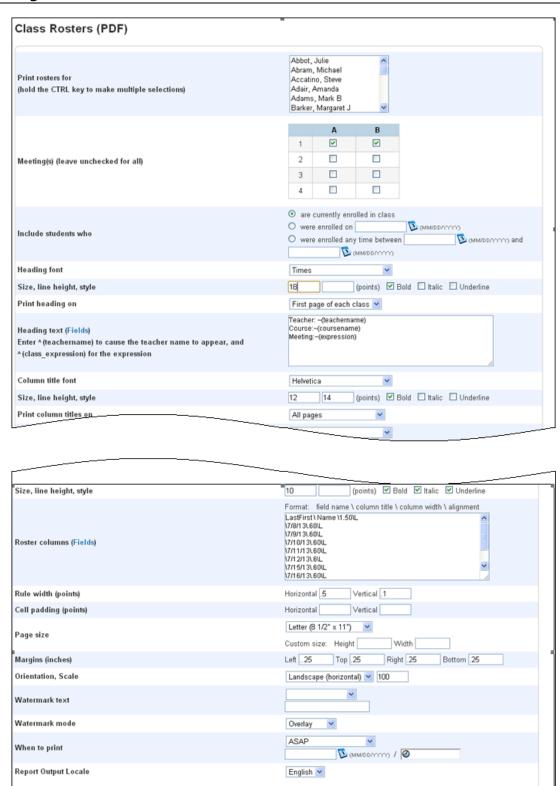1.   From the `Reports` section on the `Main Menu`, click `System Reports.`

2.   `Navigate to System` > `Student Listings` section and click `Class Rosters (PDF).`

3. Select the appropriate criteria for printing:

      a. `Print rosters for` = select desired teacher(s)

      b. `Meeting(s)` = select desired expression

      c. `Include students who` = select desired radio button for appropriate enrollment information

      d. `Heading font` = select style of lettering

      e. `Size, line height, style` = set desired criteria for Heading information

      f. `Print heading on` = allows you to determine where and when to print heading

      g. `Heading Text (Fields)` = used to select information to print on heading (This is done by selecting data fields and data tags.)

      h. `Column title font` = select style of lettering

      i. `Size, line height, style` = set desired criteria for Column information

      j. `Print column titles on` = determine when column titles will be printed

      k. `Roster Font` = select style of lettering for information inside columns

      l. `Size, line height, style` = set desired criteria for roster information

      m. `Roster Columns (Fields)` = used to select information to be printed on heading (This is done by selecting data fields and data tags.)

Note: Remainder of the information is printing options and should be determined by each user.

Class Rosters (PDF)

		A	B
Print rosters for (hold the CTRL key to make multiple selections)	Abbot, Julie / Abram, Michael / Accatino, Steve / Adair, Amanda / Adams, Mark B / Barker, Margaret J		

Meeting(s) (leave unchecked for all)		A	B
	1	☑	☑
	2	☐	☐
	3	☐	☐
	4	☐	☐

Include students who
- ⦿ are currently enrolled in class
- ○ were enrolled on [_____] (MM/DD/YYYY)
- ○ were enrolled any time between [_____] (MM/DD/YYYY) and [_____] (MM/DD/YYYY)

Heading font — Times

Size, line height, style — 18 [____] (points) ☑ Bold ☐ Italic ☐ Underline

Print heading on — First page of each class

Heading text (Fields)
Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression
```
Teacher: ~(teachername)
Course:~(coursename)
Meeting:~(expression)
```

Column title font — Helvetica

Size, line height, style — 12 14 (points) ☑ Bold ☐ Italic ☐ Underline

Print column titles on — All pages

Size, line height, style — 10 [____] (points) ☑ Bold ☑ Italic ☑ Underline

Roster columns (Fields)
Format: field name \ column title \ column width \ alignment
```
LastFirst \ Name \1.50\L
\7/8/13\.60\L
\7/9/13\.60\L
\7/10/13\.60\L
\7/11/13\.60\L
\7/12/13\.6\L
\7/15/13\.60\L
\7/16/13\.60\L
```

Rule width (points) — Horizontal .5 Vertical .1

Cell padding (points) — Horizontal [____] Vertical [____]

Page size — Letter (8 1/2" x 11")
Custom size: Height [____] Width [____]

Margins (inches) — Left .25 Top .25 Right .25 Bottom .25

Orientation, Scale — Landscape (horizontal) 100

Watermark text — [____]

Watermark mode — Overlay

When to print — ASAP [_____] (MM/DD/YYYY) / ⊘

Report Output Locale — English

[Submit]

4. After entering desired criteria, click **Submit**.

To view and print the Class Rosters, go to the **Report Queue**.

Report Queue (System) - My Jobs

System | ReportWorks

Refresh ▾

Created	Job Name	Started	Ended	Status
06/27/2013	Class Rosters	06/27/2013 08:14 AM	06/27/2013 08:14 AM	Completed View

Sample report

Teacher: Abram, Michael
Course: U.S. History
Meeting: 1(A)

Name	7/8/13	7/9/13	7/10/13	7/11/13	7/12/13	7/15/13	7/16/13	7/17/13	7/18/13	7/19/13
Adams, Corby										
Anderson, Emily S										
apple, ladansa										
Bailey, Jenilyn H										
Brito, Jordan H										
Bushman, Joshua C										
Emch, Felicia B										