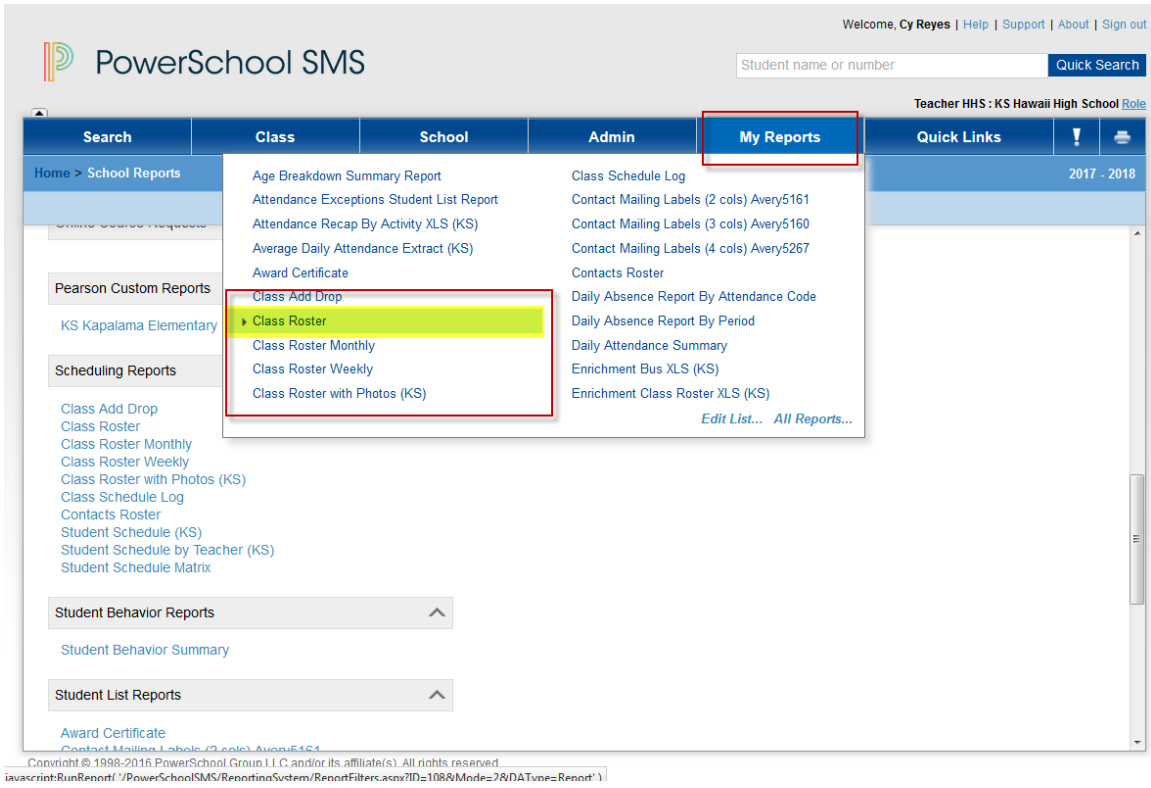
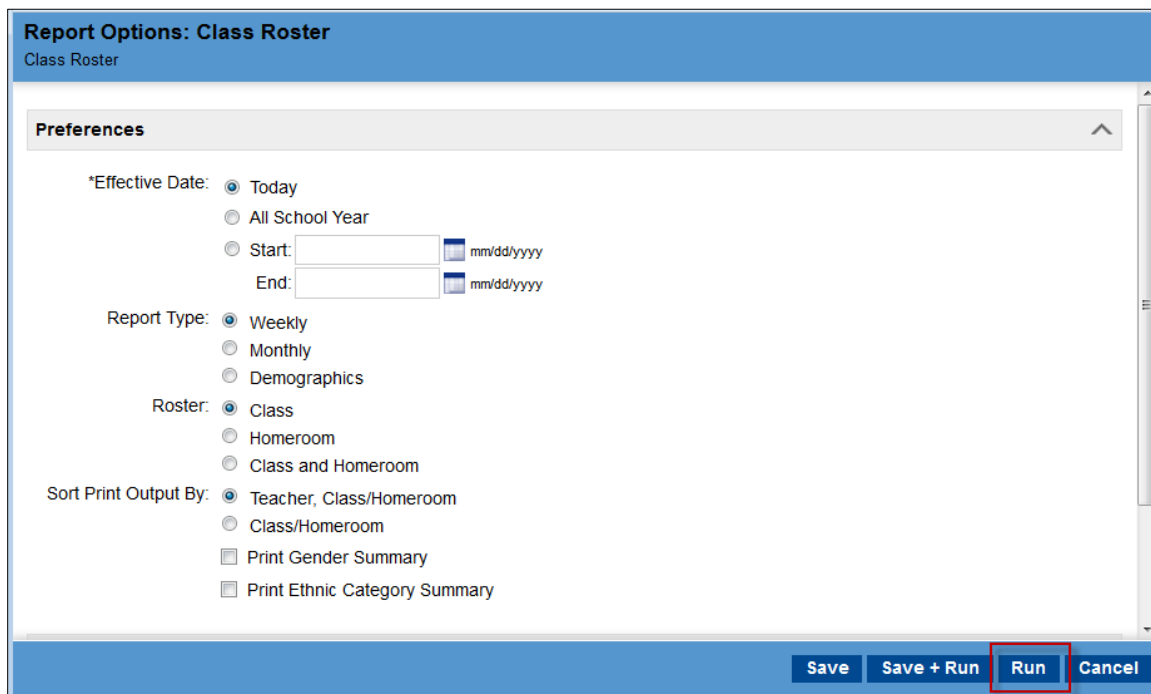


# How to Print Class Rosters – Teacher’s Instructions

1. To run the class roster report: **My Reports > Class Roster**



2. The default options are shown below, but can be changed depending on your needs.



3. **Sample Report:** Will output a “Page 2” if roster extends past bottom of the first page.

<b>Roster (Weekly)</b>					
KS Hawaii High School					
<b>Class: HH02139 English 12-1</b>			Schedule: 2017 - 2018 A		
Teacher: Reyes, Cy Term: YR Meets: P5 Room: KA03 (27)					
Teacher: DeRego, Nancy Term: YR Meets: P5 Room: KA03 (27)					
Student Name	Monday	Tuesday	Wednesday	Thursday	Friday
Barco, Agusta Kawehiokalani A (111506)	_____	_____	_____	_____	_____
Burns, Pomaikaiau M (1114906)	_____	_____	_____	_____	_____
Buttel, Jahkaya I (1110333)	_____	_____	_____	_____	_____
Dorman-Keka, Puahauoliokimokeo K (1	_____	_____	_____	_____	_____
Fontana, Kailii Shoich K (1127926)	_____	_____	_____	_____	_____
Garcia, Aulani J (1109792)	_____	_____	_____	_____	_____
Genobia, Peyton J (1123254)	_____	_____	_____	_____	_____
Kuikahi-Batalona, Kuupuainahau L (11	_____	_____	_____	_____	_____
Mau, Kaulaula Akira K (1114279)	_____	_____	_____	_____	_____
McEnroe-Marinas, Job Hinalo K (11248	_____	_____	_____	_____	_____
Pedersen, Dora H (1118173)	_____	_____	_____	_____	_____
Pickford, Kaimanaokou T (1114823)	_____	_____	_____	_____	_____
Plunkett, Kekamaokalani V (1112856)	_____	_____	_____	_____	_____
Sembenini-Tato, Amen Kalahiki K (1111	_____	_____	_____	_____	_____
Whittingham, Sig T (1119073)	_____	_____	_____	_____	_____
Zewald, Kinya K. M (1111818)	_____	_____	_____	_____	_____

Includes students enrolled in this class between 08/03/17 and 08/03/17.

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4. The rosters for all of your classes should print if using the default options in the report.

5. Other Class Roster Reports:

- Class Roster with Photos