


Window

Information

Accessing the Roster



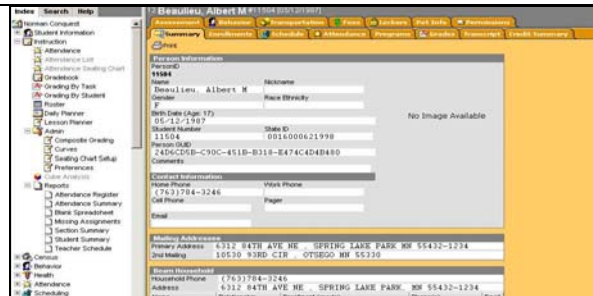
1. Select the **School** and **Section** for which to record attendance by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon () by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Select the **Roster** folder.

Viewing the Classroom Roster

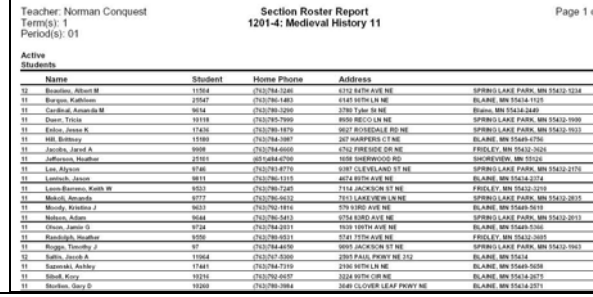


The roster lists all students *currently* enrolled in the section. Teachers are able to view the students' name, student number, birth date, home phone number and address.

It also indicates any student flags that have been attached to a student, as well as a note of the student having an IEP.



Student names are hyper-linked on the roster list. When a student's name is selected, the teacher will be able to see more demographic information and schedule information about that student. The tabs that are available to the teacher are based on user rights and are a district's decision.



The roster can also be printed from here by clicking on the **Print** icon at the top of the roster tab. The report will generate in an Adobe (PDF) format, listing the student's name, student number, home phone number and address.