

Teacher Access Center Printing a Blank Roster

From the Home screen, in the **Actions** column, click the **List** link.

My Classes

Courses: Attendance Date: RC Run: IPR Date:

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 2 - Building 2 Staff: Mrs. Kombe													
2	409 - 2	Algebra 1	204	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp
3	411 - 2	Algebra 2	106	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp
6	420 - 1	AP Calculus	106	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp
6	412 - 1	Calculus	119	M, T, W, R, F	M1, M2, M3, M4	List	-	-	Def	Score	IPR	RC	Comp
	CHRS	Mixed Chorus				List	-	-	-	-	-	-	-

Click the **Show Options** button at the top of the screen.



Options

Show Withdrawn Students:

Additional Columns:

- Student ID
- Grade
- Gender
- Homeroom
- Birth Date
- Home Building
- House/Team
- Nickname
- Alias Name
- Counselor

Display Grid:

Columns To Display:

Display Attendance Dates:

Start Date:

click on **Student ID**, or leave all default options

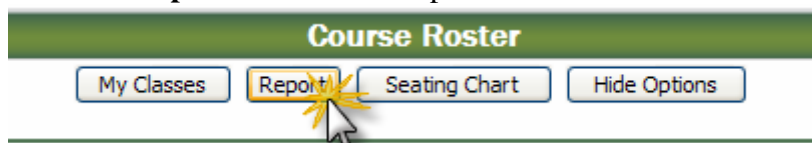
place a check in **Display Grid**

choose number of columns you wish to display

place a check in **Attendance Dates** (optional)

choose a **Start Date** (optional)

Click the **Report** button at the top of the screen.



SAMPLE – WITH ATTENDANCE DATES

Building 2

Class Roster

8/15/2008

Teacher: Mrs. Kombe
Course: 412-1
Description: Calculus

MPs: M1, M2, M3, M4
Cycles: M, T, W, R, F
Periods: 6

Student	ID	8/18	8/19	8/20	8/21	8/22	8/25	8/26	8/27	8/28	8/29
Bradley, Ashleigh	20007										
Brookheimer, Melody Lee	20012										
Feinstein, Benjamin	20004										
Nelson, Madeline	20003										
Palmer, Alyssa	20001										

SAMPLE – WITHOUT ATTENDANCE DATES

Building 2

Class Roster

8/15/2008

Teacher: Mrs. Kombe
Course: 412-1
Description: Calculus

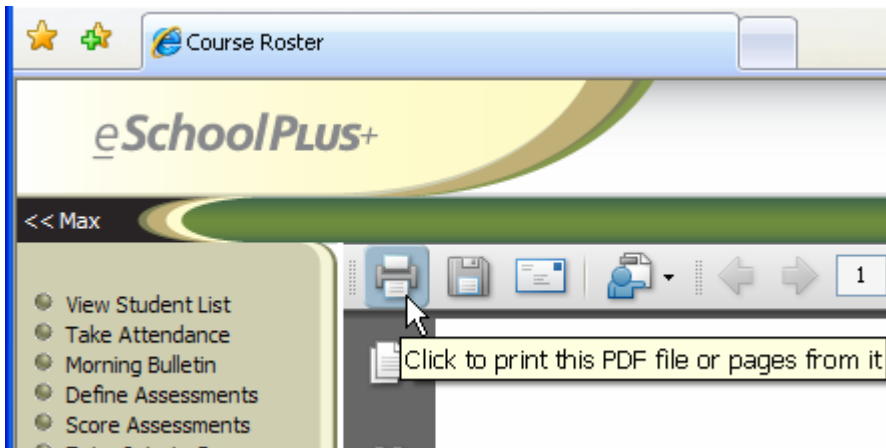
MPs: M1, M2, M3, M4
Cycles: M, T, W, R, F
Periods: 6

Student	ID										
Bradley, Ashleigh	20007										
Brookheimer, Melody Lee	20012										
Feinstein, Benjamin	20004										
Nelson, Madeline	20003										
Palmer, Alyssa	20001										

The report will display as a PDF in your web browser. You can print it by choosing the green **Print** button at the top right of the screen.



You can also click the **Print** button on the PDF window.



This report will be stored in the **My Reports** area of the Home screen.
To delete the report, place a check in the **Delete** box, and click the **Delete** button.

My Reports		
File Name	Last Modified	Delete
Class Roster 412-1	8/15/2008 1:07:28 PM	<input type="checkbox"/>
		<input type="button" value="Delete"/>

Please Note: Blank rosters are not for official use. All attendance and grades need to be electronically recorded in Teacher Access Center. Blank rosters are only for your personal use and convenience.