


# Printing Elementary Class Rosters

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

**Path: Reports → Student → Elementary Class Rosters**

## Teacher/Room Directory

1. Click **Actions** → **Print** → **Print List of Teachers/Rooms**.
2. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
3. Click . The **Display Reports** screen displays.

11/7/2013

Edwards Elementary

ZZEL0607

15:30:12

Room Directory

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Class	Periods	Teacher	Room No.	#Std
E0010 PK Homeroom	1	Mollholland, Clay E		20
E0010 PK Homeroom	1	Okhert, Georgia K		19
E0050 K Homeroom	1	Arrow, Rickie C	100	13
E0050 K Homeroom	1	Brandt, Cindy J	105	11


4. Click  to exit.

## Current Roster Only/Rosters for Selected Classes

Rosters from this screen are custom rosters you design when you run the report, selecting the desired subject and student data information.

1. Click **Actions** → **Print** → **Current Roster Only** or **Rosters for Selected Classes**.
2. Highlight each field to be included and then click the arrow button to move to the left.

<b>Display:</b>		<b>Fields Not Showing:</b>	
Field Name	Description	Field Name	Description
Period	Period (or Start if multi-Period)	Abbreviated Title	Short title of district subject
Section	Section Number	Consecutive Periods	Consecutive Periods
Term	Year or Sem / Term of Section	Credit	Credit Received upon Passing Each Semester
Teacher Name	Teacher's Name	Department	District Department
Room Number	Room Number	Dist - Core GPA	District Level - Used for Core GPA
Days	Days of week that class meets	Dist - Core Scheduling	District Level - Used for Core Scheduling
Lunch	Lunch Code	Dual Credit Site	Dual Credit Site
#Students	Number of Students	Dual Credit Type	Dual Credit Type
Max Size	Maximum Class Size	Estimated Sections	Estimator# of Sections to offer
		Full Title	Full Course Title
		Gender	Gender - M/F
		Grade Level ITo	Grade Level Restriction: To
		Grade Level for Curriculum	Grade Level for Curriculum
		Grade Level From	Grade Level Restriction: From
		Graduation Department	Graduation Department
		Honors	Honors

3. Highlight a field and then click the right arrow button to remove.
4. The first field listed will be the left-most field on the report. To change the order in which the criteria displays, highlight a field and click the up or down arrows.
5. Click  to save and continue.

6. Check the boxes for the basic student data you wish to print on the rosters.

☒ Main Line w/Specified Data Fields(Field pickup on next screen)  
☐ Address Line and Telephone#  
☐ Parent 1/2 Contact Info  
☐ Parent 3/4 Contact Info

7. Click Continue Selection.

8. Highlight any field to have additional student data to be included on the rosters. Then click Done. The **Display Reports** screen displays.

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Subject-Per: E005001-1

<u>Per</u>	<u>Sec</u>	<u>Term</u>	<u>Teacher Na</u>	<u>Rm #</u>	<u>Days</u>	<u>Lunch</u>	<u>#Students</u>	<u>Max Size</u>
1	01	Y	Arrow, Rickie C	100	MTWHP		13/13	25

<u>Student Name</u>	<u>Grade</u>
Ackard Richard A	K
Bolt Casey	K
Clark Jodie	K
Clarkson Toby	K
Copper Stephanie	K
Bridget	
Griffith Gregory	K
P	
Lake Cecilia A	K

9. Click Done to return to the **Elementary Class Roster Scheduling** screen.