




How to Print Class Rosters

1. Click on the class name.
2. If you just want the lists, you can print from here.
3. If you want to have blank squares to take attendance, grades, etc,
 - a. Click on the cog wheel on the top right 
 - b. Click “Show/Hide Columns” from the drop down and then choose which columns you want to remain on your roster.
 - c. Click on the cog wheel again  and choose the “add empty columns”. You can add as many as you want to.
4. Click on the Generate Reports button on the top right hand of the screen. 
5. Then print.