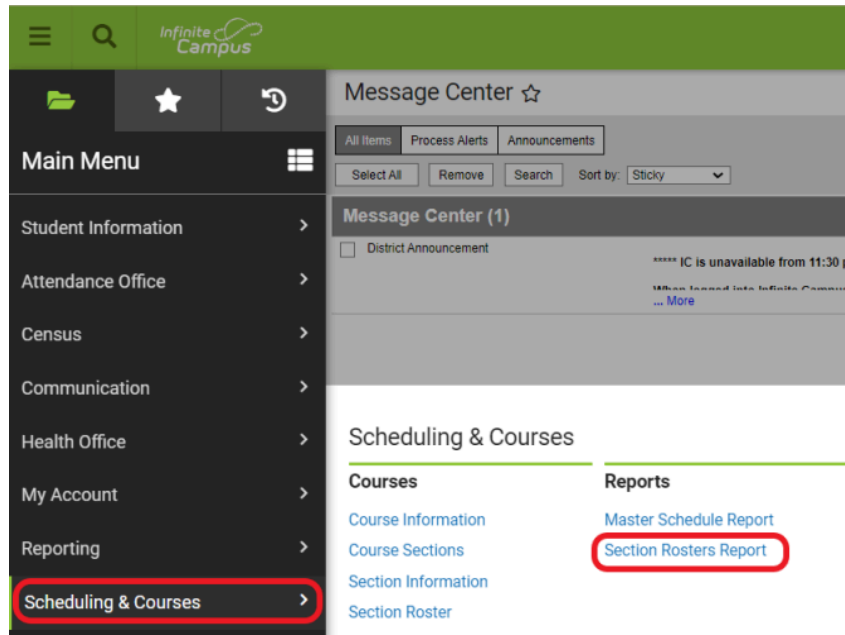


DIRECTIONS FOR CREATING CLASS LISTS

Pathway: Main Menu > Scheduling & Courses > Reports > Section Rosters Report

Section rosters list all students currently scheduled into the selected course section.



Section Rosters Report ★

*** Term** Q4 **Period Schedule** All Period Schedules
*** Effective Date** 06/08/2023

Page Printing Options
☒ Shade Alternate Rows
☒ Add Page Break After Each Section
☐ Print Homeroom Courses Only

Display Options
☐ Course State Code
☒ Staff Number
☒ Show Section Placement
☒ Show Incoming Students
☐ Show Dropped Students
☐ Show Blended Learning Group Summary

Student Options
☒ Student Number
☒ Local Number ☐ State ID
☐ Student Picture
☐ Small ☐ Large
☒ Household Phone and Address
☐ Guardians
☒ Show Guardian Contact Information
☐ Counselor Name
☐ Graduation Cohort Year
☐ Race/Ethnicity
☐ Federal ☐ State
☒ Date of Birth
☐ Gender Identity
☒ Health Conditions
☐ Programs/Flags
☐ Flags ☐ IEP ☐ PLP
☐ Blended Learning Group

Period All Periods
01
02
03
04
05
06
07
CTRL-click or SHIFT-click to select multiple

Teacher All Teachers
Abernathy, Stephen R #747963
Augustine, Kari A #734413
Barrera Real, Jessica #735000
Bird-Johnson, Rachel Lee #751540
Boufflou, Angela N #751571
Brouette, Mikayla Ann #751330
Bryan, Karl Albert #709766
Chidester, Stephen Cary #724958
Cruz, Jessica #751760
Dembroski, Megan Joan #749003
Dennis, Dawn L #733357
Deyo, Megan Elizabeth #727918
Donohue, Megan L #751010
CTRL-click or SHIFT-click to select multiple

Select Teacher(s)

Course All Courses
01COMART Art Teacher Comments
01COMMUS Music Teacher Comments
01COMPHY Physical Ed. Teacher Comments
01COMST Support Teacher Comments
01HOME Home Room 1
01HOMEDLI Home Room 1 DLI
01INFO Information Literacy Skills 1
01LANG Language Arts 1
01LANGDLI Language Arts 1 DLI

Sort By ☒ Number ☐ Name

August 2023

In **Section Rosters**, select the **Term** (defaults to current term), **Period Schedule** (defaults to All Periods), **Effective Date** (defaults to current date), and, **Period** (grade).

Select the names of **Teacher(s)** (defaults to All Teachers). Hold down Ctrl when selecting more than one teacher.

Courses. Select Course (defaults to All Courses).









Student Options. Select demographics you want (defaults to Student Number, Local Number, Household Phone and Address, and Gender Identity).

Note: If creating a roster for screenings, it is recommended to remove Household Phone and Address AND add Date of Birth to create more space between each students which offers room to write in screening results.

Note: If you select Health Conditions, a blue asterisk will appear if the student has **Emergency Conditions**. Program/Flags refers to other educational information and will not flag health conditions.

Click **Generate Report**.

Example: Section Roster Report including Household Address and Phone:

2019-20 High School		Section Rosters			
Generated on 12/10/2019 11:25:58 AM Page 1 of 1		Teacher: Staff, Abigail Staff Number: Period Schedule: All Period Schedules Effective Date: 12/10/2019 - Courses: 1 Sections: 1 Active Students: 3 (M: 2 F: 1) Active Grade Levels: 11:2 12:1			
Course: 0011-1 Core English I Room: 0228 Term(s): Q1, Q2 State Code: 195101		Period: 01 07:20AM-08:11AM Grade Levels: 11:2 12:1			
Active Students: 3 (M: 1 F: 2) Blended Learning Group Summary rotating MW (sme): 1 (M: 0 F: 1)		rotating TTh (sme): 2 (M: 1 F: 1)			
Student	Gender	Start Date	End Date	Phone, Address and Guardian(s)	Health Flags
11 Student, Abner #123456 Birthdate: 09/05/2001 Race/Ethnicity: 6: White Counselor: Staff, Sarah Blended Learning Group: rotating TTh (sme)	M			(612) 555-1234 3413 Liberty Road Any Town, MN 5555 Deanna Parent C: (612) 555-9876 Thomas Parent C: (612) 555-6588	 
11 Student, Ashley #234567 Birthdate: 09/28/2001 Race/Ethnicity: 6: White Counselor: Staff, Mary Blended Learning Group: rotating TTh (sme)	F			(612) 555-7474 5894 Freedom Way Any Town, MN 55555-3231 Denise Parent C: (612) 555-8857 Patrick Parent C: (612) 555-2214	  
11 Student, Brian #345678 Birthdate: 03/26/2001 Race/Ethnicity: 4: Black or African American Counselor: Staff, Lin Blended Learning Group: rotating TTh (sme)	F			(612) 555-6412 9372 Eagle Ave Any Town, MN 55555 Erica Parent C: (612) 555-4256 Jeffery Parent C: (612) 555-6579	  

Example:

Section Roster Report including Date of Birth AND excluding Household Address and Phone.
Recommend using during vision and hearing screening to have room for documenting results until the results can be entered in Infinite Campus.

22-23 Allis Elementary 4201 Buckeye Rd, Madison WI 53716 Generated on 06/19/2023 06:38:40 PM Page 1 of 37	Section Rosters Teacher: Staff Number: Period Schedule: All Period Schedules Effective Date: 06/08/2023 - Courses: 21 Sections: 37 Active Students: 37 Active Grade Levels: 01:6 02:157 03:171
--	---

Course: 0203HOMEMGDLI-31 Home Room 2-3 Period: 01-03 08:20AM-1:45PM (M) 01-03 08:20AM-3:17PM (T, W, R, F) 01-03 08:20AM-11:25AM (MDR)

DLI

Room: 225

Term(s): Q1, Q2, Q3, Q4

Active Students: 18

Grade Levels: 02:7 03:11

Student	Start Date	End Date	Health
03 [REDACTED]			
Birthdate: [REDACTED]			
03 [REDACTED]			
Birthdate: [REDACTED]			
03 [REDACTED]			
Birthdate: [REDACTED]			
03 [REDACTED]			
Birthdate: [REDACTED]			
03 [REDACTED]	11/07/2022		
Birthdate: [REDACTED]			

Note: Refer to Directions for [Ad Hoc Queries](#) to make a customized list.