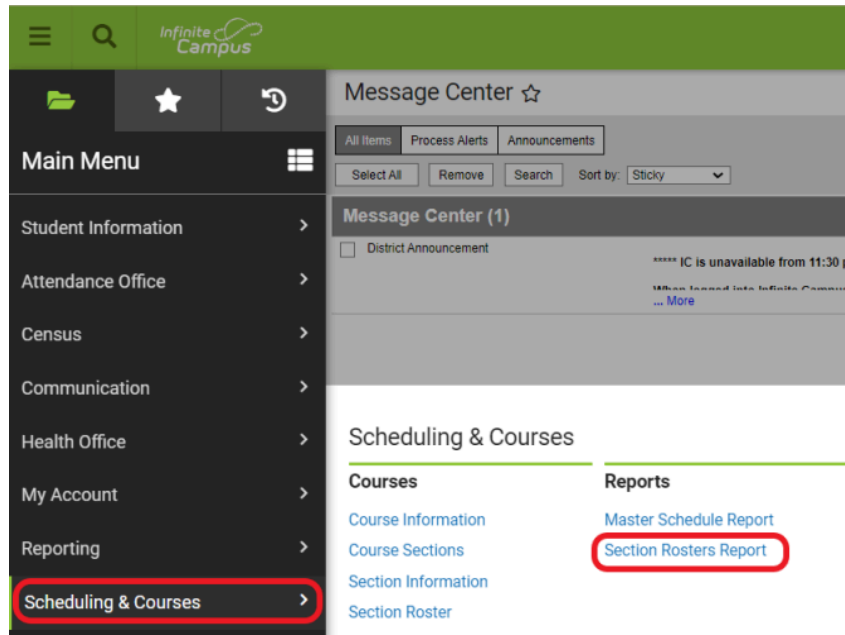# DIRECTIONS FOR CREATING CLASS LISTS

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

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

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:

Example:

Section Roster Report including Date of Birth AND exclusing 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 ▓▓▓▓▓▓,▓▓▓			
Birthdate: ▓▓▓▓			
03 ▓▓▓▓▓			
Birthdate: ▓▓▓▓			
03 ▓▓▓▓			
Birthdate: ▓▓▓▓			
03 ▓▓▓▓▓▓▓▓	11/07/2022		
Birthdate: ▓▓▓▓			

Note: Refer to Directions for Ad Hoc Queries to make a customized list.