

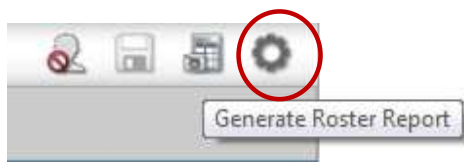
Printing a Substitute Class Roster

To print a student list for substitutes, complete the following steps -

- From the home page, select **Class Management** and from the drop menu select **Roster** as shown below.



- Click on the **Generate Roster Report** icon as shown below.



Course Class Roster Report

Linganore High School Class Roster 8/13/2014

Teacher: **MPs:** M1, M2
Course: 349910-31 **Cycles:** M, T, W, R, F
Description: FOUND COMP SCIENCE **Periods:** 3

Student	ID	Grade	Gender	Homeroom	Birthdate
<i>Student names and Student IDs have been redacted from this document to protect student confidentiality.</i>		12	Male	C214	10/2/1997
		12	Male	C213	8/4/1997
		12	Male	C122	7/10/1997
		11	Male	A215	3/4/1998
		09	Male	A205	12/10/1999
		11	Male	B124	10/23/1998
		11	Female	C220	11/25/1997
		12	Male	A211	12/3/1996
		12	Male	A141	7/5/1996
		10	Male	C106	7/6/1999
		10	Male	C206	1/25/1999
		11	Male	C225	6/5/1998

- Use the PDF print icon to print the document for the substitute teacher.

