Print Student Rosters
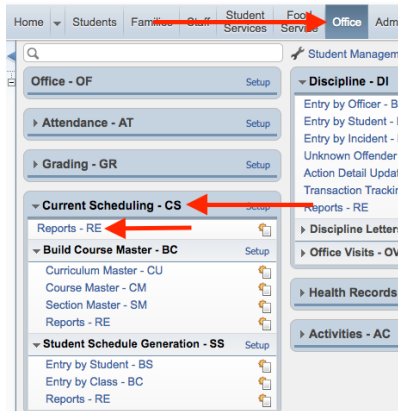
Be sure you are in Student Management and select the appropriate school from the dropdown selection at the top of the screen.

1. Click Office.
2. Expand Current Scheduling by click the arrow to the right of words Current Scheduling.
3. Click Reports.

4. Click Class Roster Report.
5. The default report will be in the box. You can either:
    a. Click Print to print the default report.
    b. Click Add to generate a new report template that will allow to customize the report to your needs.