

To run The Student Roster report for a class:

1. Open the menu at the top of the gradebook window and select a class
2. Click **Reports**
3. Select **Student Roster**
4. Enter a report title, such as **Field Trip Roster**
5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option
6. Verify that the report applies to all of the students in the selected class
7. To sort the roster of students by last name, open the Students menu and choose **Last Name**
8. Add columns of student information by opening the Add Columns menu and clicking **Add** next to Gender and Grade Level
9. Click **Add** next to Blank twice to include a column for taking attendance and one for tracking participation

A column titled “Name” is included by default to list the students’ names.

10. Click the Add Columns menu again to close it
11. Enter **Attendance** as the title of the first blank column
12. Enter **Participation** as the title of the second blank
13. Scroll to the top of the page and click the Format tab
14. Open the Orientation menu and choose **Portrait**
15. Use the default settings for the rest of the format options
16. To generate the report, click **Run Report**

Name	Gender	Grade	Attendance	Participation
AYALA, Frank	M	12		
BAILEY, MacDonald	M	12		
BERGER, Harvey	M	12		
CASE, Shaniqua	F	12		
CASEY, Headroom	F	12		
CLINE, Matt	M	12		
COBB, Hunter	F	12		
FRIEDMAN, Bennet	F	12		