

Print Class Rosters

To Print a Batch of Rosters

Home, Manage Student Records, Establish Courses, Report, Class Roster



Home

Home > Manage Student Records > Establish Courses > Report > Class Roster

Class Roster

Find an Existing Value

Run Control ID:

[Advanced Search](#)

[Add a New Value](#)

1. **Run Control ID:** Enter a Run Control ID.
2. Click .

Home > Manage Student Records > Establish Courses > Report > Class Roster

N

Class Roster

Run Control ID: cistu

[Report Manager](#)

[Process Monitor](#)

'Academic Institution: Channel Islands

'Term: Fall 2002

Assignment

View All

1 of 1

'Session: Display Permissions

'Sort Option:

Select One of the Following

Academic Organization:

Subject Area:

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

Begin Date

Begin Date:

End Date:

3. Select the criteria for class rosters to be printed.
Click on the  button for a list of values where appropriate, if you don't know the exact value you want to select.
 - **Academic Institution:** Academic Institution defaults from operator defaults.
 - **Term:** Select the term for which rosters should be created.
 - **Session:** Select the session for which rosters should be created.
 - **Display Permissions:** Select Display Permissions checkbox, if you want permission numbers to print for students.
 - **Sort Option:** Select the sort option to indicate the order in which students will appear on the roster. Choices are Last Name, First Name and Start Date, Last, First Name. The primary sort by Start Date can be used for Open Entry/Exit classes.
 - **Academic Organization:** Select the Academic Organization if you want to print all rosters within an Academic Organization.
 - **Subject:** Select a Subject area if you want to print all rosters for a specific subject.
 - **Class Nbr:** Select Class Nbr if you want to print a roster for a specific class.
 - **Enrolled Students, Dropped Students, Waitlisted Students:** Select any or all checkboxes to indicate what students should be included on the roster.
 - **Begin and End Date:** Enter class Begin and End Dates, if class rosters are being generated for open entry/exit classes and only students with dates within specific range are to appear on the rosters.
4. If you want to print class rosters for another session, select  button and enter criteria as described above.
5. Click the  button.
6. Select the process.
7. Click the  button to run the SRCLSRST.SQR report.
8. Click [Process Monitor](#) and  button to monitor process.
9. When Run Status is Success, click [Go back to Class Roster](#) .
10. Select [Report Manager](#) to view the results.
11. Click [View](#) to see the results. The results may be printed from here.