Print Class Rosters

To Print a Batch of Rosters
Home, Manage Student Records, Establish Courses, Report, Class Roster

Class Roster

Find an Existing Value

Run Control ID:  

Search | Advanced Search

Add a New Value

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

2. Click **Add**.

Class Roster

Run Control ID:  

Academic Institution:  

Term:  

Assignment

Session:  

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:  

Save | Return to Search | Update/Display
3. Select the criteria for class rosters to be printed.
   Click on the \text{button} for a list of values where appropriate, if you don't
   know the exact value you want to select.
   \begin{itemize}
     \item \textbf{Academic Institution:} Academic Institution defaults from operator defaults.
     \item \textbf{Term:} Select the term for which rosters should be created.
     \item \textbf{Session:} Select the session for which rosters should be created.
     \item \textbf{Display Permissions:} Select Display Permissions checkbox, if you want
       permission numbers to print for students.
     \item \textbf{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.
     \item \textbf{Academic Organization:} Select the Academic Organization if you want to
       print all rosters within an Academic Organization.
     \item \textbf{Subject:} Select a Subject area if you want to print all rosters for a specific
       subject.
     \item \textbf{Class Nbr:} Select Class Nbr if you want to print a roster for a specific class.
     \item \textbf{Enrolled Students, Dropped Students, Waitlisted Students:} Select any or
       all checkboxes to indicate what students should be included on the roster.
     \item \textbf{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.
   \end{itemize}

4. If you want to print class rosters for another session, select \text{button} and enter
   criteria as described above.

5. Click the \text{Run button}.

6. Select the process.

7. Click the \text{OK button} to run the SRCLSRST.SQR report.

8. Click \text{Process Monitor} and \text{Refresh button} to monitor process.

9. When Run Status is Success, click \text{Go back to Class Roster}.

10. Select \text{Report Manager} to view the results.

11. Click \text{View} to see the results. The results may be printed from here.