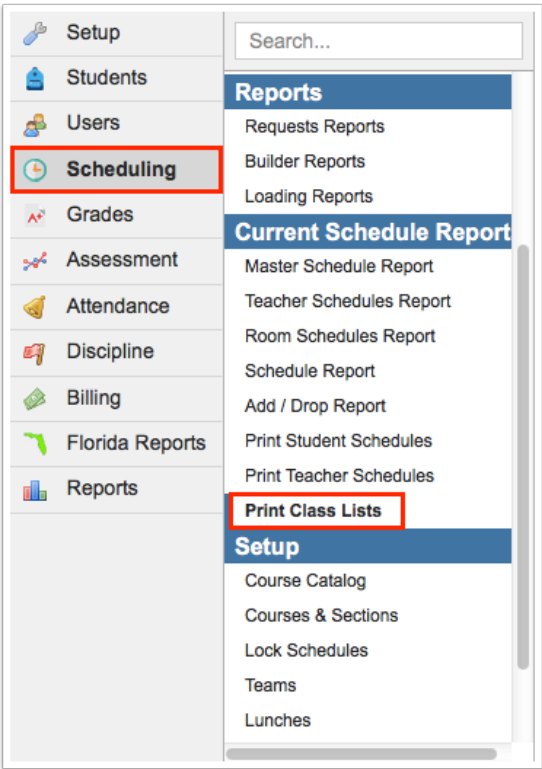


Print Class Lists

The Print Class Lists screen is used to print class lists that can be customized to include a variety of student information, such as demographic, contact, ESE, ELL, schedule, attendance, grade, and discipline information. Class lists can be printed in PDF or CSV format.

Printing Class Lists

1. In the **Scheduling** menu, click **Print Class Lists**.



2. At the left side of the screen, enter search criteria to print class lists for sections that include the students returned in the search (for example, if grade 9 is selected as search criteria, all sections that include grade 9 students will print). There are additional search fields you can define at the right side of the screen, if needed.

Student Search

Student

[More Search Options](#)

Section **Choose**

Courses

Periods

Teachers

Marking Period

Effective Date

☒ Include Future Active Students

☐ Include Co-Teacher Sections

☐ Include Inclusion Classes

Letterhead Template

Available Fields:

Search Fields

- Student Demo
- Address
- Primary Contact
- Secondary Contact
- Third Contact
- Fourth Contact
- District Info
- Admin Notes
- Application Courses
- Behavior Screening
- Crisis Intervention
- Document Management
- Edit Rules & Workflow
- Food Service
- Forms
- Gifted
- Health Daily Health Screener

Fields to include in Report:

- Last, First M
- Student ID
- Grade

Student Group

☐ Include Inactive Students

Format [Download Class Lists](#) [Reset](#)

3. To print a class list for a particular section, click the **Choose** link next to the **Section** field and select the section from the pop-up window.

Student Search

Student

[More Search Options](#)

Section **Choose**

Courses

Periods

Teachers

Marking Period

Effective Date

☒ Include Future Active Students

☐ Include Co-Teacher Sections

☐ Include Inclusion Classes

Letterhead Template

Available Fields:

Search Fields

- Student Demo
- Address
- Primary Contact
- Secondary Contact

Fields to include in Report:

- Last, First M
- Student ID
- Grade

Student Group

☐ Include Inactive Students

Format [Download Class Lists](#) [Reset](#)

The selected section is displayed next to the Section field. Click the **Choose** link again to select another section if needed.

Section **ENG 3 - Period 2 - 004 - Frida Lizette Roxy**

Choose

Courses

Periods

Teachers

Marking Period

Effective Date

☒ Include Future Active Students

☐ Include Co-Teacher Sections

☐ Include Inclusion Classes

Letterhead Template

4. To print class lists for a particular course, select the **Courses** from the pull-down. One or multiple can be selected.

💡 To quickly find a course in the list, type the course name or number in the Filter field in the pull-down. The list will filter as you type.

The screenshot shows a software interface for selecting course sections. A dropdown menu is open, displaying a list of algebra courses. The first item, 'ALG 1 1200310', is highlighted in blue. Other items include 'ALG 2 1200330', 'ALG 1-A 1200370', 'ALG 1-B 1200380', 'ALG 1 HON 1200320', 'ALG 2 HON 1200340', 'PRE-AP ALGEBRA 1 1200386', 'ACCESS ALGEBRA 1A 7912080', 'ACCESS ALGEBRA 1B 7912090', and 'COLLEGE ALGEBRA MAC1105'. To the left of the list are checkboxes for 'Marking Period', 'Effective Date', and 'Letterhead Template'. Above the list are buttons for 'Check all visible' and 'Clear selected'. Below the list are buttons for 'Include Future Active Students', 'Include Co-Teacher Sections', and 'Include Inclusion Classes'. The window title is 'SectionChoose'.

5. Select the **Periods** to print. One or multiple can be selected.
6. Select the **Teachers** to print. One or multiple can be selected.
7. Select the **Marking Period** to print.
8. Select the **Effective Date** from the pull-downs or calendar icon to print class lists as of the selected date.
9. You can choose to **Include Future Active Students** by selecting the corresponding check box for students enrolled before the start of the school year.
10. Select the **Include Co-Teacher Sections** check box to include all teachers, including co-teachers.
11. Select **Include Inclusion Classes** to print class lists for inclusion sections.

💡 To view whether a student is an inclusion student or not on the printed class list, add the "Inclusion Student" field located in the Scheduling category in the Available Fields list to the fields to include on the report. A check mark will display in the Inclusion Student column if the student is an inclusion student.

12. To print the class lists on district or school letterhead, select the **Letterhead Template**.

Section ENG 3 - Period 2 - 004 - Frida Lizette Roxy
 Choose
 Courses
 Periods
 Teachers
 Marking Period Full Year
 Effective Date August 24 2022
☒ Include Future Active Students
☐ Include Co-Teacher Sections
☐ Include Inclusion Classes
 Letterhead Template None

13. To add additional student fields to the class lists beside the fields that are included by default (as listed under Fields to include in Report), click a bold student category under the Available Fields section.

Available Fields:
 Search Fields
Student Demo
 Address
 Primary Contact
 Secondary Contact
 Third Contact
 Fourth Contact
 Admin Notes
 Behavior Screening
 Crisis Intervention

Fields to include in Report:
 Last, First M
 Student ID
 Grade

14. Click the green plus icon to add the field to the Fields to include in Report section, or click and drag the field over to the Fields to include in Report section.

Available Fields:

Student Demo

Last, Nickname

+

First

+

First Initial

+

Last

+

Middle

+

Suffix

+

Next Grade

+

School

+

Rolling / Retention Options

+

Profile

+

Enrollment Start Date

+

Enrollment Code

+

Include in Class Rank

+

Fields to include in Report:

Last, First M

✗

Student ID

✗

Grade

✗

💡 To quickly locate a field in the Available Fields list, begin typing the field name in the Search Fields box. The matching fields will display in the list for selection. After selecting the field, delete the search criteria to return the full list of fields.

Available Fields:

Controlled School Choice

Gender

+

General Demographics

Gender

+

Course History > Catalog Fields

Gender Restriction

+

Schedule > Catalog Fields

Gender Restriction

+

Fields to include in Report:

Last, First M

✗

Student ID

✗

Grade

✗

Enrollment Start Date

✗

15. In the Fields to include in Report section, click and drag the fields to rearrange the order, if needed.

Available Fields:

- Student Demo
- Address
- Primary Contact
- Secondary Contact
- Third Contact
- Fourth Contact
- Admin Notes
- Behavior Screening
- Crisis Intervention
- FBA/BIP
- Food Service

Fields to include in Report:

Last, First M	X
Student ID	X
Grade	X
Gender	X
Enrollment Start Date	X

16. To remove a field, click the red **X** next to the field.

Available Fields:

- Student Demo
- Address
- Primary Contact
- Secondary Contact
- Third Contact
- Fourth Contact
- Admin Notes
- Behavior Screening
- Crisis Intervention
- FBA/BIP
- Food Service

Fields to include in Report:

Last, First M	X
Student ID	X
Grade	X
Gender	X
Enrollment Start Date	X

17. Select the **Format**, PDF or CSV.

Student Search

[More Search Options](#)

Section: ENG 3 - Period 2 - 004 - Frida Lizette Roxy
Courses: Choose
Periods: Choose
Teachers: Choose
Marking Period: Full Year
Effective Date: August 24, 2022
☒ Include Future Active Students
☐ Include Co-Teacher Sections
☐ Include Inclusion Classes
Letterhead Template: None

Available Fields:

- Student Demo
- Address
- Primary Contact
- Secondary Contact
- Third Contact
- Fourth Contact
- District Info
- Admin Notes
- Application Courses

Fields to include in Report:

Last, First M	X
Student ID	X
Grade	X

Student Group: Choose

☐ Include Inactive Students
Format: PDF Download Class Lists Reset

18. When finished setting the criteria, click **Download Class Lists**.

Student Search

Student

[More Search Options](#)

Section: ENG 3 - Period 2 - 004 - Fridda Lizette Roxy

Courses:

Periods:

Teachers:

Marking Period: Full Year

Effective Date: August 24, 2022

Letterhead Template: None

Student Group:

☐ Include Inactive Students

Format: PDF **Download Class Lists** Reset

☒ Include Future Active Students

☐ Include Co-Teacher Sections

☐ Include Inclusion Classes

Available Fields:

Search Fields:

- Student Demo
- Address
- Primary Contact
- Secondary Contact
- Third Contact
- Fourth Contact
- District Info
- Admin Notes
- Application Courses
- Behavior Screening

Fields to include in Report:




- Last, First M
- Student ID
- Grade

When PDF is selected, a PDF preview of the class lists is displayed, which can be saved to your computer or printed.

19. Click **Return to Focus** to go back to the Print Class Lists screen.

Return To Focus

Modules.php

1 / 1 | 80% |   

Class List

Fridda Roxy

Focus High School - 0041

ENG 3 (1001370-004) Period 2 - Room: 5 109

Aug 24, 2022

24 Students

Last, First M	Student ID	Grade
Abe, Charlie Noel	00055879	10
Abregan, Kenna Joy	00061843	10
Acevedo, Diem Donna	00023057	09
Acevedo, Emarald Vonn	00056443	12
Acosta, Dexter D	00086685	10
Acosta, Harry P	00058780	10
Adams, Peter Kavinsky	00020236	10
Adams, Ponyboy Henry	00086404	09
Agregor, Abe Sebastian	00060059	12
Aguilar, Emily Dickinson	00022481	12
Aguilar, Sherwood Anderson	00057667	10
Ahrens, Edgar Allan	00057390	12
Alec, Colleen Joan	00061891	10
Alegory, Potter Ron	00059241	11
Ali-Hazelwood, Joseph Quinn	00060094	12
Alonso, Isabella Belly	00058709	09
Alonso, Mary Shelley	00055961	09
Alvarez, Douglas Adam	00075191	10
August, Kurt V	00086669	10
Austen, Olive Jennifer	00075329	10
Barron, Debbie	00082679	11
Black, Quintana Joan	00023621	10
Bradbury, Ray Allen	00083600	12
Bukowski, Charlie L	00059207	11

When CSV is selected, the file is generated and downloaded to your computer.

Did You Know?

The first five numbers in student Social Security numbers are masked with asterisks. The profile permission **View Full SSN**, enabled via Users > [Profiles](#) > Students tab, allows users to view the full Social Security number for students.