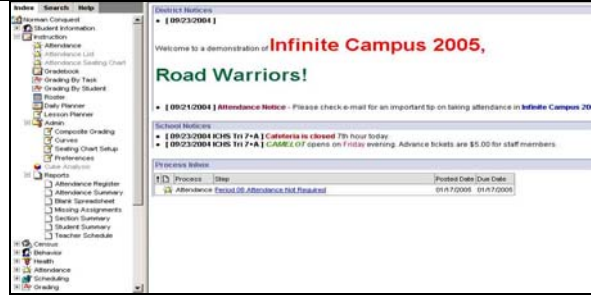



Window

Information

Accessing the Roster



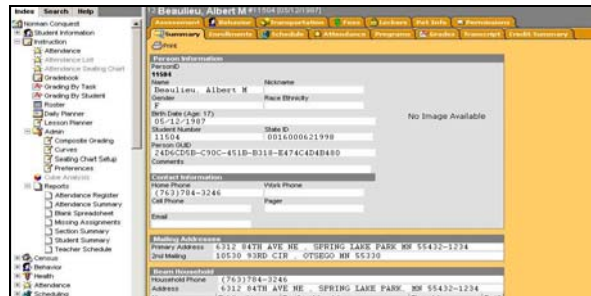
1. Select the **School** and **Section** for which to record attendance by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon () by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Select the **Roster** folder.

Viewing the Classroom Roster



The roster lists all students *currently* enrolled in the section. Teachers are able to view the students' name, student number, birth date, home phone number and address.

It also indicates any student flags that have been attached to a student, as well as a note of the student having an IEP.



Student names are hyper-linked on the roster list. When a student's name is selected, the teacher will be able to see more demographic information and schedule information about that student. The tabs that are available to the teacher are based on user rights and are a district's decision.

Teacher: Noman Conquest Section Roster Report Page 1 of 1
 Term(s): 1
 Period(s): 01
 1201-4: Medieval History 11

Name	Student	Home Phone	Address
12 Beaulieu, Albert M	11504	(763)784-3246	6312 84TH AVE NE SPRING LAKE PARK, MN 55432-1234
11 Bergan, Kathleen	29547	(763)786-4832	1234 BLAINE, MN 55424-1123
11 Carlsson, Amanda M	9614	(763)786-3200	7200 TAYLOR DR NE BLAINE, MN 55424-2469
11 Shawer, Tasha	10118	(763)786-7989	8999 RECCLAND NE SPRING LAKE PARK, MN 55432-1234
11 Hill, Brittany	11580	(763)784-3887	287 HARPER CT NE BLAINE, MN 55424-2756
11 Jacobs, Janet A	9929	(763)784-4612	FRIDLEY, MN 55432-2828
11 Jeffries, Heather	20001	(888)884-8700	1559 SPRINGWOOD RD SHOREVIEW, MN 55126
11 Lee, Alyson	9746	(763)786-8770	3047 CLEVELAND ST NE SPRING LAKE PARK, MN 55432-1234
11 Landach, Jason	9811	(763)786-1816	4874 88TH AVE NE SPRING LAKE PARK, MN 55432-1234
11 Leon-Barrows, Keith W	9633	(763)786-7245	7114 JACKSON ST NE FRIDLEY, MN 55432-2819
11 Minkoff, Amanda	9777	(763)786-8632	7913 LAKEVIEW LN NE SPRING LAKE PARK, MN 55432-1234
11 Mundy, Andrew J	9623	(763)786-1816	679 93RD AVE NE BLAINE, MN 55424-5111
11 Nelson, Adam	9624	(763)786-3473	8734 88RD AVE NE SPRING LAKE PARK, MN 55432-2819
11 Olson, Justin D	9734	(763)786-2011	1919 10TH AVE NE BLAINE, MN 55424-5101
11 Swadlow, Heather	9556	(763)786-8531	5741 77TH AVE NE SPRING LAKE PARK, MN 55432-2885
11 Ryan, Timothy J	97	(763)784-4612	3652 JACKSON ST NE SPRING LAKE PARK, MN 55432-1903
11 Sells, Janet A	11904	(763)786-3200	2919 PAUL POWY NE 2ND BLAINE, MN 55424
11 Szwedski, Ashley	17441	(763)784-7719	2730 HETH LN NE BLAINE, MN 55424-2626
11 Smith, Scott	10101	(763)786-8687	3918 88TH AVE NE BLAINE, MN 55432-2819
11 Stinson, Gary D	9589	(763)786-3884	3848 CLOVER LEAF PRVY NE BLAINE, MN 55424-2871

The roster can also be printed from here by clicking on the **Print** icon at the top of the roster tab. The report will generate in an Adobe (PDF) format, listing the student's name, student number, home phone number and address.