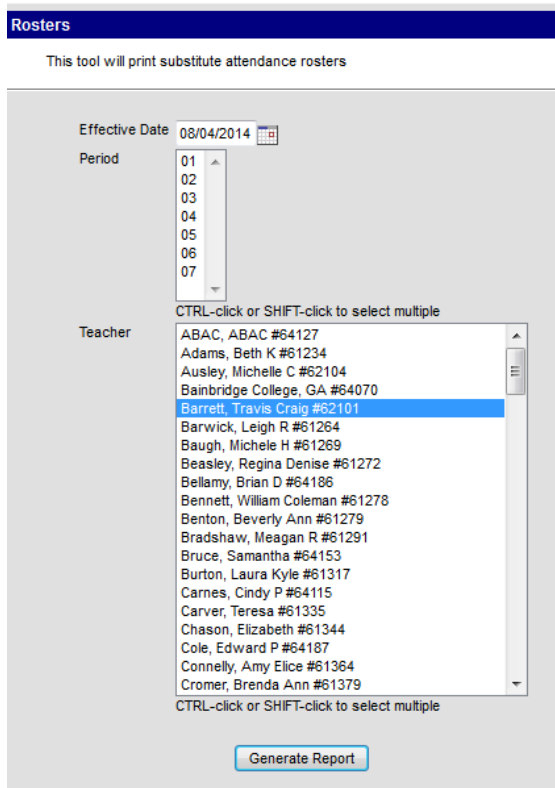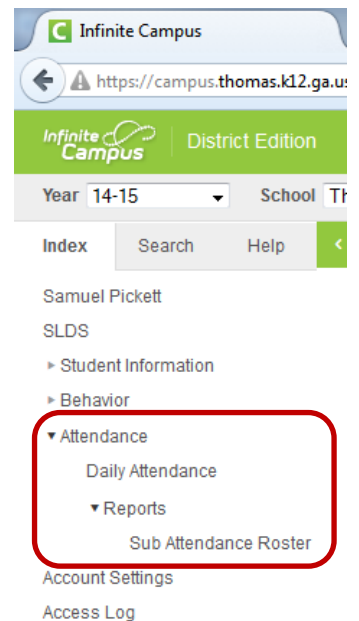# Printing Rosters

There are several ways to print rosters in Infinite Campus. One way will allow you to print rosters for all of your sections in one report. The second way will allow you to print all sections with address and phone number. The third way is the Blank Spreadsheet that has the blank grid, but you have to print them one at a time.

Option 1: Printing All Rosters in One Report

1. Click *Attendance* in the Index on the left of the screen
2. Click *Reports*
3. Choose the *Sub Attendance Report*
4. Choose 08/04/2014 as the Effective Date (After school starts, the current day's date will be in the box and you do not have to change it.)
5. For *Periods*, if you only want your 1st period, choose 01. If you choose nothing, it will print all of your rosters. You can also you CTRL + click to select multiple sections.
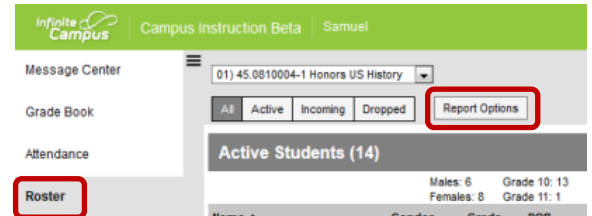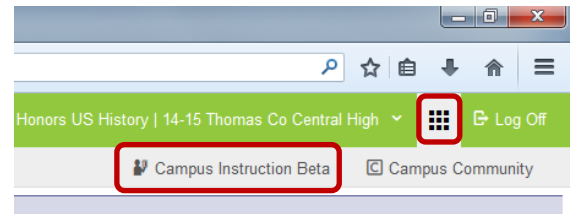6. Choose your name in the list
7. Click Generate Report

Example of this report:

Option 2: Printing Rosters with Address & Phone Number

1. In the upper right corner of the Infinite Campus screen near the Log Off button, you will see a small grid which allows you to get to Apps. Click this *Apps* button
2. Options will appear just below the Apps button, choose *Campus Instruction Beta*
   - ➢ This will take you to the new area of Infinite Campus where you will also find your Gradebook. ***Please wait until you receive instructions from your school Technology Specialist before setting up your gradebook. There are new features and instructions this year.***
   - ➢ To return to the previous area of Infinite Campus, click the *Apps* button, and choose *Campus Tools*
3. Choose *Roster* on the left
4. Click the *Report Options* button
5. Choose *08/04/2014* as the Effective Date (After school starts, the current day's date will be in the box and you do not have to change it.)
6. Choose the section(s) you'd like to print. Hold down CTRL or Shift while you click to choose multiple sections.
7. There are many checkboxes you can check or uncheck to add or remove information from the report. These options are your choice. The example below was printed without adding or removing any checkboxes.
8. Click *Generate Report*

Effective Date

Choose Sections

Choose Options

Report Example: (some info is grayed out purposely)

14-15 Thomas County Central High School						4686 US Hwy. 84 Bypass, Thomasville GA 31792

Generated on 07/29/2014 02:27:22 PM
Page 1 of 8
Effective Date: 08/04/2014

Section Rosters

Teacher: Pickett, Samuel W
Staff Number:
Courses: 4   Sections: 8

Course: 45.0810004-1 Honors US History   Room: C12
Period: 01 08:00 AM-08:50 AM   Term(s): Q1, Q2, Q3, Q4

Active Students: 14 (M: 6 F: 8)   Grade Levels: 10:13 11:1

Student	Student#	Gender	Grade	Start Date	End Date	Phone	Address
Barrett, Avery C		F	10				
Beever, Dakota S		F	10				
Brady, Jessie R		M	11				
Carter, Kaleb L		M	10				

Option 3: Blank Spreadsheet with Grid (must print one class at a time)

1. In the upper right corner of the Infinite Campus screen near the Log Off button, you will see a small grid which allows you to get to Apps. Click this *Apps* button
2. Options will appear just below the App button, choose *Campus Instruction Beta*
   - ➢ This will take you to the new area of Infinite Campus where you will also find your Gradebook. ***Please wait until you receive instructions from your school Technology Specialist before setting up your gradebook. There are new features and instructions this year.***
   - ➢ To return to the previous area of Infinite Campus, click the *Apps* button, and choose *Campus Tools*
3. Choose *Reports (Roster)* on the left
4. In the *Select a Report* drop-down box, choose *Blank Spreadsheet*
   - ➢ Notice there is a Portal Usage report here if you are interested in how many of your parents and students are using the Parent Portal.
5. Choose the section you want to print
6. Enter your desired title to appear on your roster
7. Check the *Show Student Number* box if you want the student number to print on the report.
8. You can uncheck some students (this may be beneficial if you have inactive students in the list)
9. Click *Generate Report* at the top of the screen

Choose Section

Report Title

Report Options

01) 45.0810004-1 Honors US History

Blank Spreadsheet

This report creates an empty grid with the students you select on the y

*Report Title

1st Period

Number of Blank Columns

15

Row Height

Normal

Orientation

Portrait

☐ Show Student Number

*Select Students

☑ Name ▲	Student #	Grade
☑ Barrett, Avery C		10
☑ Beever, Dakota S		10

Example Report:

14-15 Thomas County Central High School		4686 US Hwy. 84 Bypass, Thomasville GA 31792
Generated on 07/29/2014 02:57:46 PM	**1st Period**	Course: 45.0810004-1 Honors US History
Page 1 of 1		Teacher: Pickett, Samuel W

10	Barrett,Avery C														
10	Beever,Dakota S														
11	Brady,Jessie R														