

Slide 1 - Slide 1

The screenshot shows the Skyward Educator Access Plus web application in Microsoft Internet Explorer. The user is logged in as Steve Teacher. The left sidebar contains a tree view of navigation options including Teacher Access, Student Services Access, Advisor Access, and Administrator Access. A yellow callout box is overlaid on the page, providing information about the '500 - Class Roster Report'.

500 - Class Roster Report
Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is a Class Roster?
This report provides a listing of all the students in your class with options to include addresses, phone numbers, etc.

Why would you use a Class Roster?
This report can be used whenever a list of students in your class is needed for your own reference or for submission to a third party.

When would I use a Class Roster?
A printed class roster is often needed for substitute teachers or field trip chaperones.

Last Login **Friday, July 6, 2007** at 11:07 PM.

[Edit this Page](#)

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface in a Microsoft Internet Explorer browser window. The page title is "SKYWARD" and the user is identified as "Teacher: Steve Teacher". There are navigation links for "Home Page" and "My Gradebook", and buttons for "Print Queue" and "Back".

At the top, there are two tabs: "Current Year Classes" (selected) and "Prior Years Classes". Below the tabs is a link "Only Show Current Classes".

The main content area is titled "400 High School" and contains a table with the following data:

Dept	Subject	Terms	Period	Days Meet	Class	Description
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology
10	10	1 - 2	7	MTWRF	1170 / 01	Anatomy & Physiology
10	10	3 - 4	7	MTWRF	1170 / 03	Anatomy & Physiology

To the right of the table is a dropdown menu titled "Reports for All Classes". The menu is open, showing a list of report options:

- 400 - Secondary Gradebook
 - Attendance
 - Attendance Summary By Class
 - Gradebook
 - Grade Sheet Report
 - Assignment Listing - By Student
 - Missing Assignments
 - Progress Reports
 - Progress Detail
 - Progress Summary
 - Partial Progress Reports
 - Partial Progress Detail
 - Partial Progress Summary
 - Class Information
 - Class Roster
 - Report Cards
 - Grade Proof Sheet

Select Reports for All Classes,
click Class Roster.

Slide 3 - Slide 3

The screenshot shows the Skyward Educator Access Plus interface in Microsoft Internet Explorer. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The page header includes the Skyward Access Plus logo, a "Print Queue" link, and a "Back to Report Ranges" button. The main content area is titled "All Classes - Steve Teacher" with a sub-report of "Class Roster".

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name; Grad Year; Grade; Birth date; Gender; Guardian Info
920	Student Name; ID; Phone; Advisor

To the right of the table is a vertical menu of buttons: "Print", "Back", "Add a new Template", "View parameters of Template", "Clone Template", and "Select Different Classes". A yellow callout box points to the "Add a new Template" button with the text: "To create your own version of the report, click Add a new Template."

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The browser's address bar contains "Print Queue" and a button labeled "Back to Gradebook". The main content area features a form with two input fields: "Sequence #:" with the value "10" and "Report Template Name:" with the value "Sample". To the right of the "Report Template Name:" field is a "Save" button and a "Back" button. A yellow callout bubble with the text "Enter a name for your report." points to the "Report Template Name:" field. Another yellow callout bubble with the text "Click Save." points to the "Save" button. The text "oster Report." is partially visible to the right of the "Sequence #:" field. The Skyward logo is visible in the top left corner of the page content.

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The page content is titled "Parameters for Class Roster Report" and includes a "Print Queue" link and a "Back to Gradebook" button. The main form area is titled "Class Roster Report Options: 69 chars - Portrait Report".

Students
Display Students enrolled for Term:

Options

Name Display:
 Last, First MI
 First Middle Last
 Last First Middle
 First MI Last

ID Display:
 Student ID
 Internal ID
 Name Key
 None

Sort by:

Display Information:
 Grade
 Phone Number
 Home Address
 Grad Year
 Email
 Mailing Address
 Birth Date
 Gender
 Advisor

Family Information:
 Primary Guardian
 All Guardians
 Phone 2
 Phone 1
 Email
 Phone 3
 Phone 2
 Home Address
 Email
 Phone 3
 Mailing Address

Buttons: Save, Undo, Back

Annotations:
- "Select the term to display enrolled students." (points to the term dropdown)
- "When complete, click Save." (points to the Save button)
- "Select to sort students by first or last name." (points to the Sort by dropdown)
- "An assortment of student Demographic information is available for selection." (points to the Display Information and Family Information sections)

Slide 6 - Slide 6

The screenshot shows the Skyward Educator Access Plus web application in a Microsoft Internet Explorer browser window. The browser title bar reads "Skyward Educator Access Plus - Microsoft Internet Explorer". The application header includes the "SKYWARD ACCESS plus" logo, a "Print Queue" icon, and a "Back to Report Ranges" button. The main content area features a table of report templates and a vertical menu of actions. Three yellow callout boxes provide instructions: 1) "Highlight the report that you wish to print." points to the first row of the table. 2) "To run the report for only certain classes, click Select Different Classes." points to the "Select Different Classes" button. 3) "Click Print." points to the "Print" button in the menu.

Seq #	Report Template Name
10	Sample
900	Student Name & Student Info
910	Student Name; Grad Year; Grade; Birth date; Gender; Guardian Info
920	Student Name; ID; Phone; Advisor

- Print
- Back
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Classes

Slide 7 - Slide 7

http://localhost/skyread/SKR172340YDPDPDUD31914.pdf - Microsoft Internet Explorer

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1serst01.p High School Date: 07/06/07 Page: 2
03.07.02.01.00 Class Roster Report Time: 11:09 PM

Teacher: Teacher, Steve School Year: 2006-2007
Course: 1160 / FLD BIO Sec: 05 Period: 5 Room #:

First MI Last	Birth Date	Phone Number
Michael A. Maguire Home Address 5051 SE 114th St Somewhere, WI 12345	02/08/90	(123) 297-9620
Kayla J. Medina 649 Marie Ct Somewhere, WI 12345	12/12/89	(123) 297-3343
Jared T. Mogensen 5351 SE Fannon Ave Somewhere, WI 12345		97-6205
Joanna P. Nuhn 9199 Nike Rd Somewhere, WI 12345	02/06/90	(123) 644-0990
John E. Parks 1232 Charles Ln Somewhere, WI 12345	06/21/90	(123) 297-3818
Jesse R. Paulson 5165 Fern Dr Somewhere, WI 12345	03/27/90	(123) 947-8353
Kyle A. Quiring 3005 Copeland Rd Somewhere, WI 12345	01/25/90	(123) 297-3666
Rebecca M. Solfest 714 Marie Ct	06/29/90	(123) 297-8631

This is a sample Class Roster report.
This concludes the tutorial.