Class Rolls Report

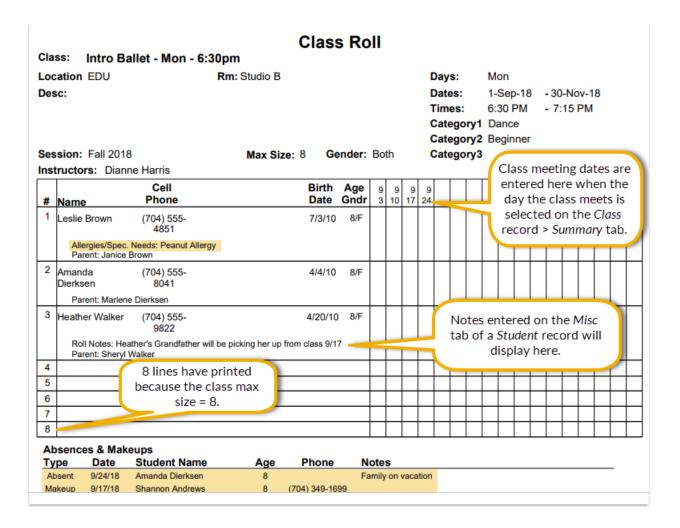Watch a (1:57) video tutorial on Class Rolls

The Class Roll report displays information for students enrolled in a selected class or classes and is generally used when taking class attendance manually, when the **Staff Portal Attendance** feature is not being used. The report can be generated using the *Class Roll* button in the *Class* record for an individual class, or from the *Classes* menu where you can use search criteria to select a group of classes to run the report for.

Display settings allow you to choose which student and family information you want included on the rolls, for example, allergies and special needs and absence and makeup information (if your database is set to track absences).

The rolls can be generated in several formats including: PDF, Excel, HTML, Word, Text, and Tiff.

If you choose PDF as the display format, and the report window does not open, turn off popup blocker software. If the report window still does not open, hold down your CTRL key while clicking on the 'Submit' button until the report window opens.

Class Roll

Class: Intro Ballet - Mon - 6:30pm

Location EDU   **Rm:** Studio B

Desc:

Days: Mon
Dates: 1-Sep-18 - 30-Nov-18
Times: 6:30 PM - 7:15 PM
Category1 Dance
Category2 Beginner
Category3

Session: Fall 2018   **Max Size:** 8   **Gender:** Both

Instructors: Dianne Harris

Class meeting dates are entered here when the day the class meets is selected on the Class record > Summary tab.

#	Name	Cell Phone	Birth Date	Age Gndr	9 3	9 10	9 17	9 24					
1	Leslie Brown	(704) 555-4851	7/3/10	8/F									
	Allergies/Spec. Needs: Peanut Allergy												
	Parent: Janice Brown												
2	Amanda Dierksen	(704) 555-8041	4/4/10	8/F									
	Parent: Marlene Dierksen												
3	Heather Walker	(704) 555-9822	4/20/10	8/F									
	Roll Notes: Heather's Grandfather will be picking her up from class 9/17												
	Parent: Sheryl Walker												
4													
5													
6													
7													
8													

Notes entered on the Misc tab of a Student record will display here.

8 lines have printed because the class max size = 8.

Absences & Makeups

Type	Date	Student Name	Age	Phone	Notes
Absent	9/24/18	Amanda Dierksen	8		Family on vacation
Makeup	9/17/18	Shannon Andrews	8	(704) 349-1699	

Important Notes about Class Rolls

- Notes that are entered on a *Student* record > *Misc* tab, in the *Notes* field will display on the Class Rolls report; there is not an option to hide them.
- In order to have the class dates completed on the Class Roll, the class must have the day(s) the class meets selected on the *Summary* tab of the *Class* record.