

Print a List of Students

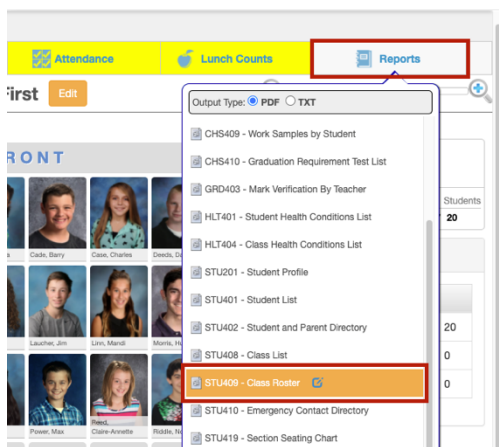
This document addresses the most popular class list reports. If none provides the data you desire, email sis@4j.lane.edu for guidance.


From the Seating Chart Screen

The following reports are found under the *Reports* menu near the top of the Seating Chart screen. Most reports, when opened using the *Report Interface* (blue icon beside the report’s name), allow the user to modify some report output.

STU409 – Class Roster

This report can be used to check off assignments, returned permission slips, attendance and more. By default it produces a 4-week grid.

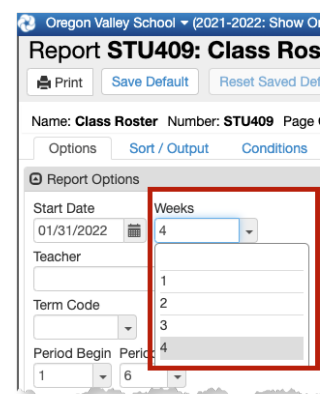


Eugene School District  Oregon Valley School
Class Roster Year: 2021-2022
 Report: STU409

Section ID	Period	Course ID	Course Title	Teacher Name	Room	
LA004G1-17	1	LA004G1	English 12	Socrates, Persephone	F 01	
Student Name		01/31/2022	02/07/2022	02/14/2022	02/21/2022	
		M T W T F	M T W T F	M T W T F	M T W T F	
1 Banks, Sandy					N	1
2 Bellum, Sarah					N	2
3 Booke, Rhoda					N	3
4 Cade, Barry					N	4
5 Case, Charles					N	5
6 Deeds, Darrin					N	6
7 Hertz, Estelle					N	7
8 Kerr, Joe					N	8
9 Knaop, Anita					N	9


To display a different number of weeks, click the report interface icon (blue icon) beside the report’s name in the *Reports* menu. In the pop-up window, change the value in the “Weeks” field.

Selecting *Print* from the report interface prints the report for all sections based on the values in the *Period Begin* and *Period End* fields. Another option is editing the *Start Date*.




Student List – STU401

This report lists each student’s name, their Perm ID number, grade, gender and date of birth. Although the report can be opened as an XLSX file and sorted by birthdate, the data is first sorted by year, which throws off the month/date order. The Admin Report *Student Birthday List – Teacher* is best for listing students in order by their birth month and day as it ignores the year data.

Eugene School District 		Oregon Valley School			Year: 2021-2022
		Student List			Report: STU401
Student Name	Perm ID	Grade	Gender	Birth Date	
Banks, Sandy	314804	09	Female	04/11/2003	
Bellum, Sarah	314805	10	Female	10/23/2003	
Booke, Rhoda	314803	09	Female	05/18/2003	
Cade, Barry	314791	09	Male	04/14/2003	
Case, Charles	314793	09	Male	08/24/2003	
Deeds, Darrin	314806	09	Male	09/01/2004	
Hertz, Estelle	314795	09	Female	07/28/2003	
Kerr, Joe	314797	12	Male	09/26/2003	

Class List – STU408

This report lists each student’s name and at the bottom tallies the number of non-binary, male and female students in the class.

Eugene School District 		Oregon Valley School			Year: 2021-2022
		Class List			Report: STU408
Section ID	Period	Course ID	Course Title	Staff Name	Room Name
LA004G1-17	1	LA004G1	English 12	Socrates, Persephone F.	01
Student Name					
Banks, Sandy					
Bellum, Sarah					
Booke, Rhoda					
Cade, Barry					
Case, Charles					
Vine, Ivy					
Waggon, Chuck					
Total Non-Binary:		0	Total Male:	9	Total Female: 11
					Total Students: 20

From the Grade Book Main Screen

The following report is found under the *Reports* menu near the top of the Grade Book Main screen. Use the report options to gather the desired information.

Blank Grade Book

This report is similar to STU409 – Class Roster, in that it lists all students’ names followed by a grid which can be used as a checklist or to record student grades. There are several output options to choose from, such as running the report for a single or multiple sections, but be sure to select “landscape” as the Page Orientation when selecting “Output report as PDF.” “Output report as XLS excel spreadsheet” is also available.

Grade Book Reports

Grade Book Reports

Blank Grade Book

Output report as PDF

Run report for current Class Run report for all students

Run report for all Classes Run report for selected students

Run report for selected Classes

Note: this option can take several minutes longer to execute.

Use Student Name

Use Student Nickname

Use Student ID

Include Sub Class Assignments

Note: this option may not apply to your currently selected report.

Blank Gradebook Options

Print Extra Lines at the bottom of the report Show Extra Lines

Font Size

Page Orientation Landscape

Include Overall Grade Include Overall Grade

Grade Book Grid

Oregon Valley School 2/16/2022

(YR) Socrates, P English 12 (1) SEC:LA004G1-17									
Banks, Sandy									
Bellum, Sarah									
Booke, Rhoda									
Cade, Barry									
Case, Charles									