Roster (Instruction)

August 2011

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Roster (Instruction)

Overview | Roster Navigation | Roster Print

Overview

PATH: *Instruction > Roster*

The Roster lists all students currently scheduled into the selected course section. Teachers are able to view student names, student numbers, genders, birth dates and guardian phone numbers and addresses.

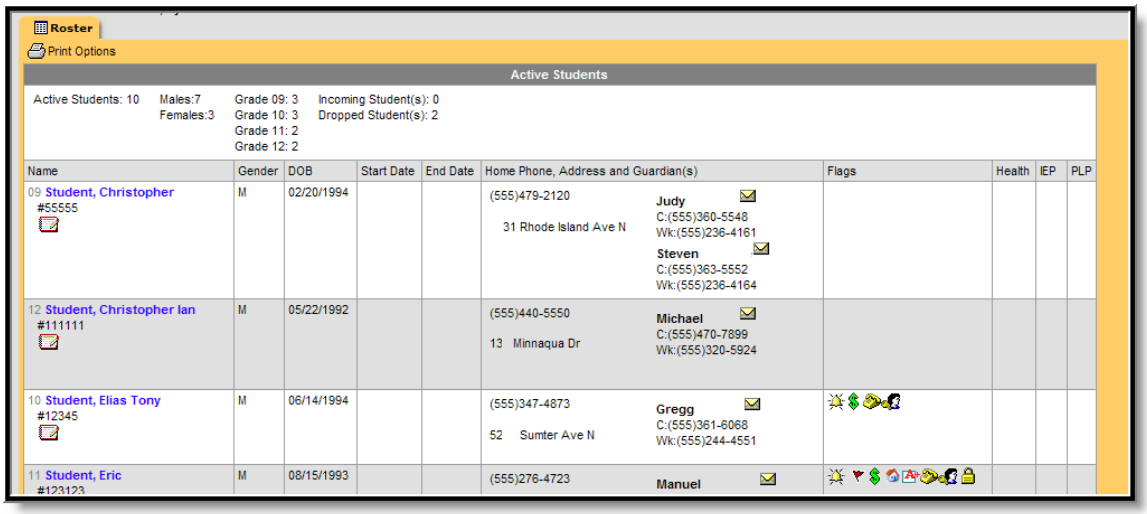


Image 1: Instruction Roster

As of the **E.1118 Release Pack**, students added to a course section with an entered start date will appear in green font, according to the **Days to Flag Roster Additions** System Preference.

Roster Navigation

The Instruction Roster is a read-only screen. Students cannot be entered into a course section from the roster; data cannot be modified from the roster. However, the teacher can view data about the students in the course section from the roster if the teacher has appropriate tool rights.

The Roster displays students in three potential sections:

- **Active Students** - this is a list of students currently scheduled into the course section, based on the first instructional day of the term or the start date of the course section on the student's schedule, if the student was scheduled into the course section after the first day of the term (see Image 1).
- **Incoming Students** - this is a list of students scheduled to begin enrollment in the course section, based on the start date on the student's Schedule (see Image 2). The start date for these students will appear in green font. Inactive students include anyone who attended the section for at least one day, who was enrolled in the school and scheduled to attend the section for at least one day and any student who is

considered a no show. This includes students who have ended enrollment in the school and/or district and students who simply dropped the class.

- **Dropped Students** - this is a list of students who are no longer enrolled into the course secton, based on the end date on the student's Schedule and/or enrollment record (see Image 2).

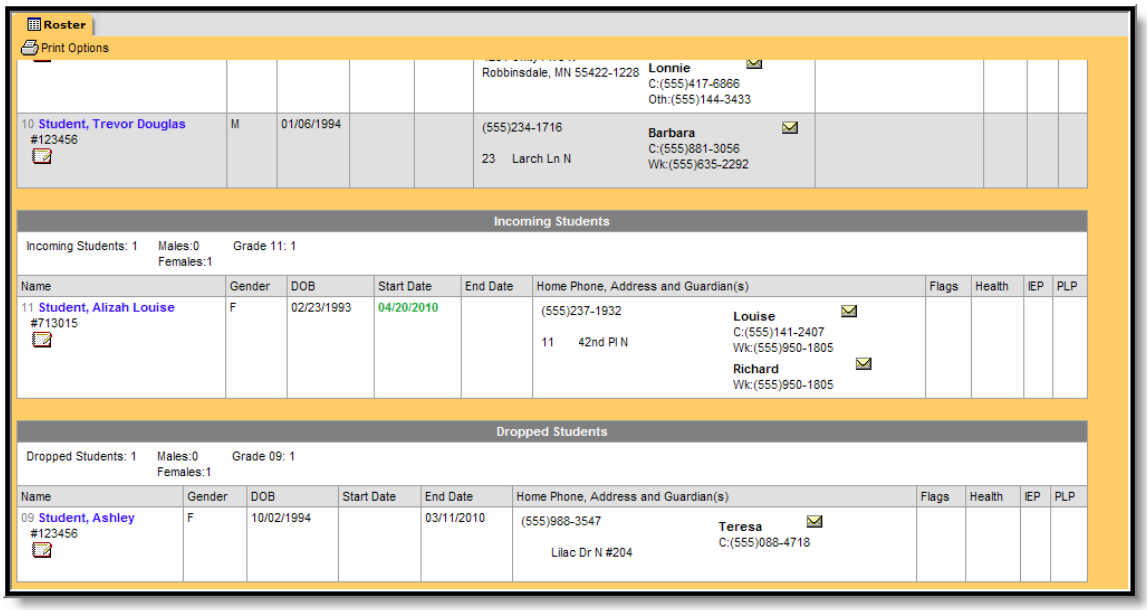


Image 2: Instruction Roster - Incoming and Dropped Students

The following columns organize roster data:

Data Element	Description
Name	Lists the student's grade level, name (last, first and middle initial), and student number. If preferences are set, an icon for the grade boook will also display.
Gender	Indication of the student being either male or female.
DOB	Student's date of birth in *mm/dd/yyyy* format.
Start Date	Start date of enrollment in the course section.
End Date	Last date of enrollment in the course section. If an end date exists, the student will appear in the Inactive Students section of the roster.
Home Phone. Address and Guardian(s)	Lists the household phone number as entered on the Census Household editor and the household address as entered on the Household Address editor. Guardians and guardian contact information also appears based on the Guardian checkbox associated with the student's relationship to that guardian.
Flags	Lists program flags associated with grades, emergency contact information and other flags that may be attached to the student.

Health	Indicates the student has a health condition. This appears as an EMT symbol.
IEP	Indicates the student has an Individual Education Plan. Teachers will be able to select the IEP icon if he/she is an active member on the student's team.
PLP	Indicates the student has a Personal Learning Plan. Teachers will be able to select the IEP icon if he/she is an active member on the student's team.

A summary of the class appears above the list of students. This summary notes the total number of Active or Inactive Students, total number of students by gender and total number of students by the grade level.

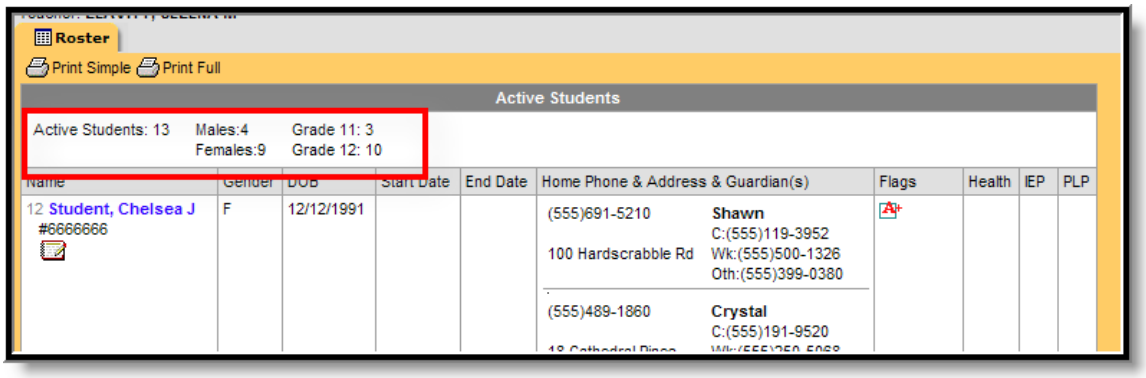


Image 3: Roster Summary - Active Students

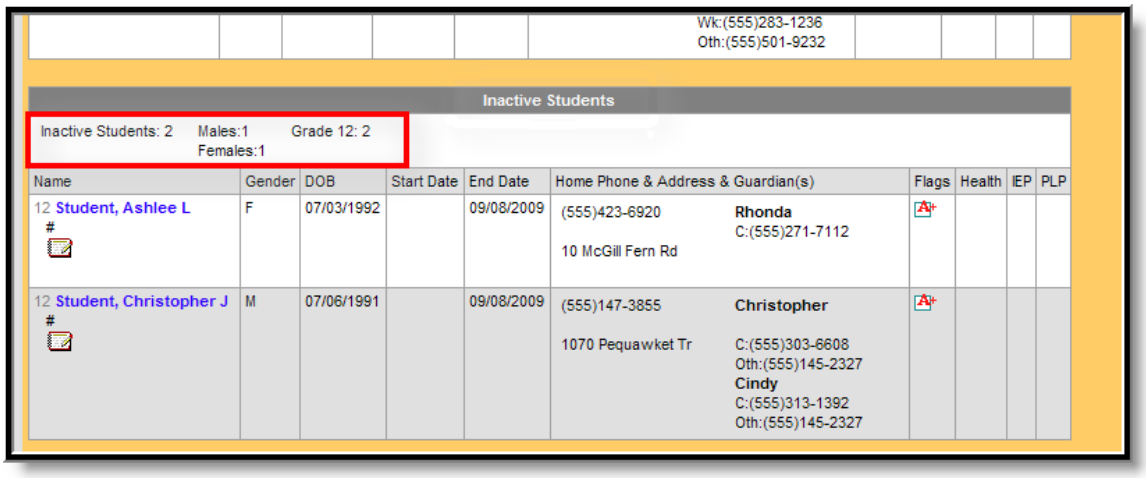


Image 4: Roster Summary - Inactive Students

Student Data View

Student names are hyperlinked for easy access to student data. When a student's name is selected, the Student Information toolset will appear, depending on the teacher's tool rights. Teachers can use the information available in this view to contact parents, review student's attendance in other courses, find the student's locker, etc.

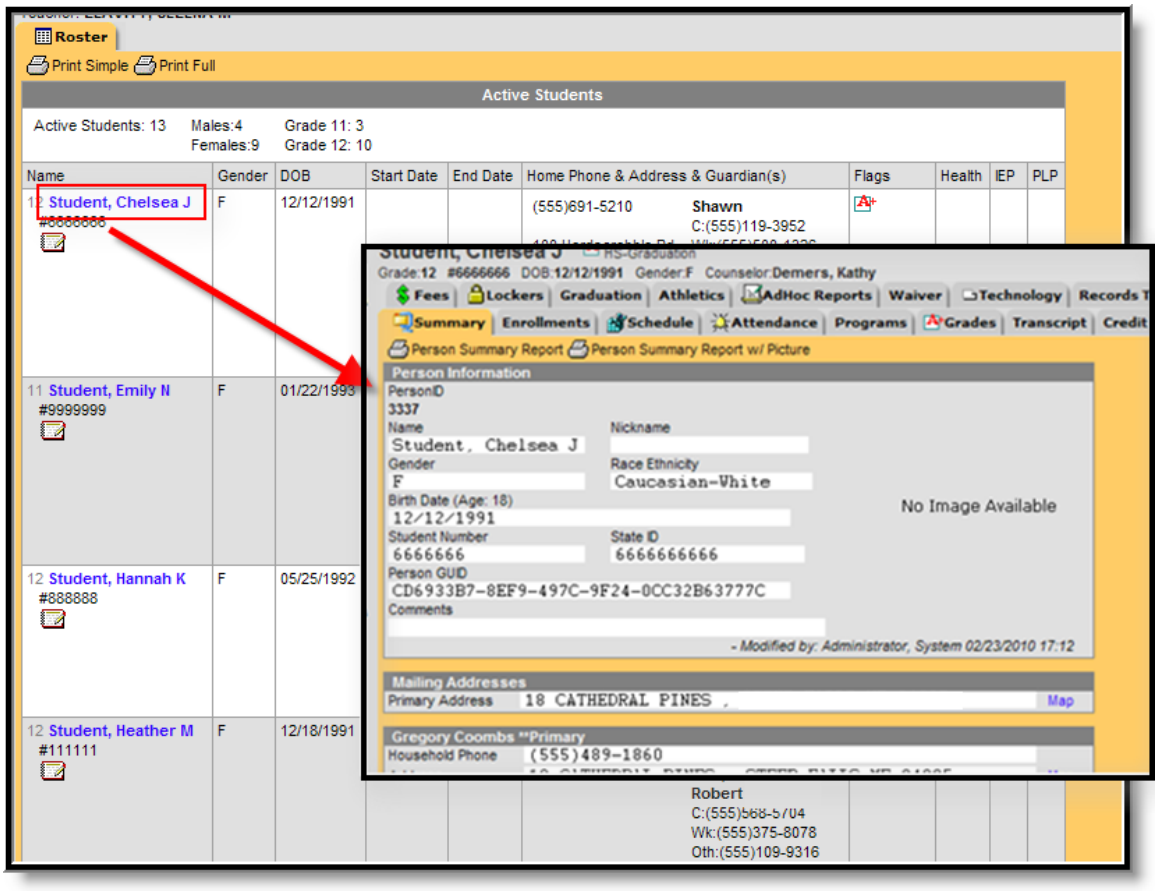


Image 5: Roster - Student Data

Student Contact Information

The student's guardian contact information appears on the teacher's roster. This includes the guardian's phone number information and address for each parent or guardian included in the student's Census data. The information that displays here is based on the Census Household data.

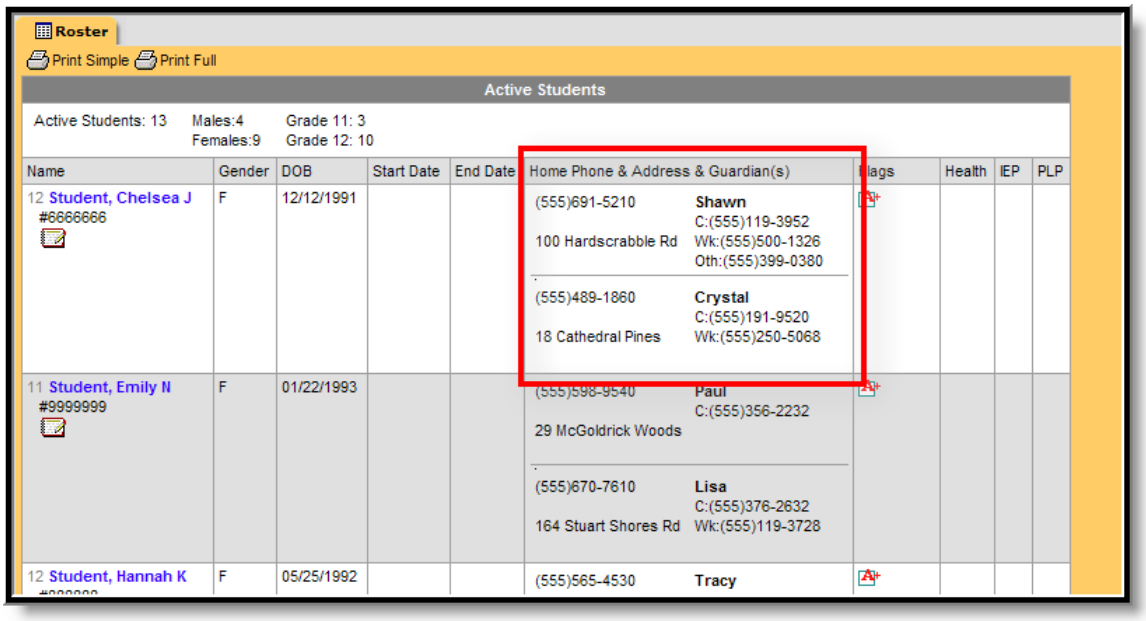


Image 6: Student Contact Information

Student Flags

A series of columns appears on the Roster tab. These columns will display program flags, health condition alerts, IEP and PLP document icons and the Grade Book icon.

Image 7: Flags

The following are the types of flags that can display on the Roster:

Flags	Description
Flags	Indicates the student is involved in programs or the school has created flags to display next to the student's name for easy viewing.
Health Conditions	Indicates the student has a health condition that is marked as able to be flagged. ⚠ A System preference needs to be turned on and the Health Condition needs to be marked as flagged for this symbol to appear on the roster.

IEP	Indicates the student has an individual education plan. A teacher must be a member of the student's education team in order to open a PDF display of the IEP.
PLP	Indicates the student has a personal learning plan. A teacher must be a member of the student's education team in order to open a PDF display of the PLP.

Comments associated with the flags will also appear by hovering over the flag. This will provide more information on the flag and give the teacher knowledge about the student.

Image 8: Flags - Pop-up Display

> Appropriate tool rights and system preferences must be set in order for the teacher to open the student's IEP and PLP.

Roster Print

The roster can be printed from here by selecting the **Print** icon at the top of the roster tab. This will display the Roster Print options, where the teacher can select appropriate settings for the printing of the roster.

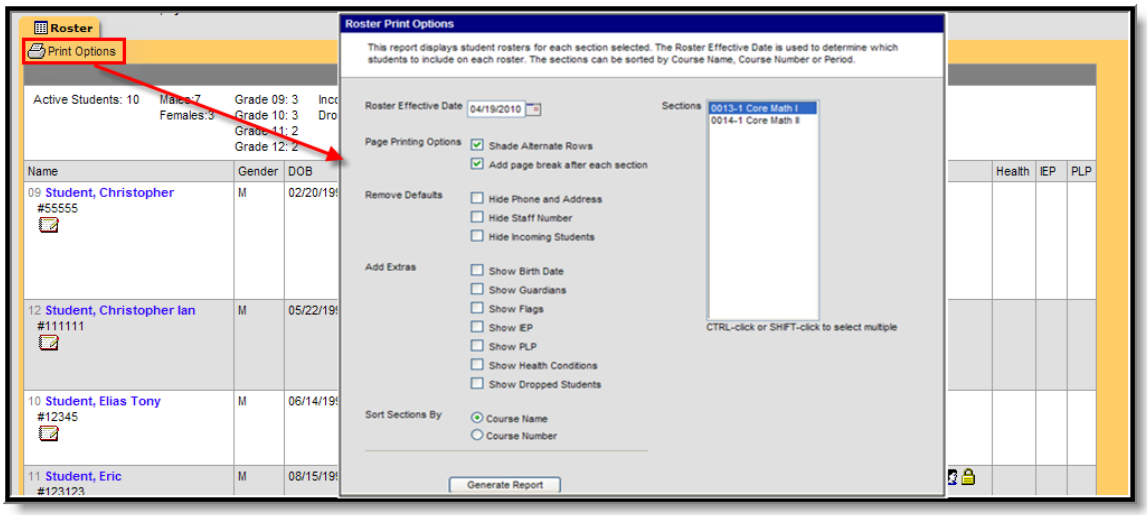


Image 9: Instruction Roster - Print

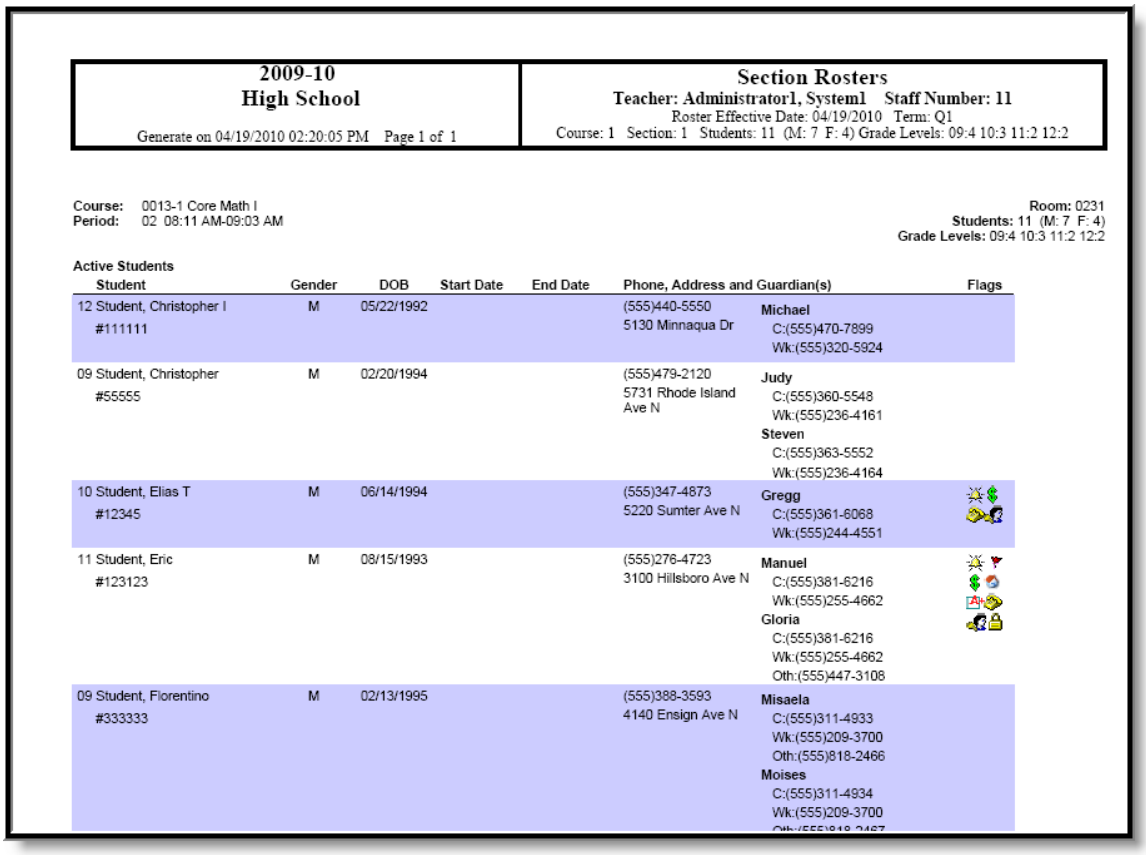
Selecting Roster Print Options

The Roster Print will display student rosters for each course section selected. Only sections that are taught by the teacher will be listed. The following options can be selected (checkmark visible) or unselected (no checkmark):

Roster Print Option	Selection	Action
Effective Date		Entered date determines which students will be included in the printed version.
Page Printing Options	Shade Alternate Rows	Will display alternating rows of background color to more easily display the information.
	Add Page Break After Each Section	If more than one section is selected for printing, the start of a new section will display on a new page.
Remove Defaults	Hide Phone and Address	If selected, will not display the guardian's phone number or address information.
	Hide Staff Number	If selected, will not display the teacher's staff number.
	Hide Incoming Students	If selected, will not display students who have not yet attended the course section.
Add Extras	Show Birth Date	Will display the student's date of birth on the report.
	Show Guardians	Will display all guardians entered for the student.
	Show Flags	Will display program flags for the student.
	Show IEP	Will display indication the student has an IEP.
	Show PLP	Will display indication the student has a PLP.
	Show Health Conditions	Will display the student's entered health conditions if System Preferences are set accordingly.
	Show Dropped Students	Will list the students who have dropped from the selected course section.
Sort Sections By	Course Name	Will sort the rosters by the name of the course.
	Course Number	Will sort the rosters by the number of the course.

Generating the Report

1. Enter the **Roster Effective Date** in *mmddyy* format.
2. Select the desired **Page Printing Options**.
3. Select the desired **Remove Defaults** options.
4. Select the desired **Add Extras** options.
5. Select the appropriate **Sort Sections** by options.
6. Select the desired course **Sections** to include on the report.
7. Click the **Generate Report** button. The report will display in PDF format with the selected options.



2009-10
High School
Generate on 04/19/2010 02:20:05 PM Page 1 of 1

Section Rosters
Teacher: Administrator1, System1 Staff Number: 11
Roster Effective Date: 04/19/2010 Term: Q1
Course: 1 Section: 1 Students: 11 (M: 7 F: 4) Grade Levels: 09:4 10:3 11:2 12:2

Course: 0013-1 Core Math I
Period: 02 08:11 AM-09:03 AM

Room: 0231
Students: 11 (M: 7 F: 4)
Grade Levels: 09:4 10:3 11:2 12:2

Active Students

Student	Gender	DOB	Start Date	End Date	Phone, Address and Guardian(s)	Flags
12 Student, Christopher I #111111	M	05/22/1992			(555)440-5550 5130 Minnaqua Dr **Michael** C:(555)470-7899 Wk:(555)320-5924	
09 Student, Christopher #55555	M	02/20/1994			(555)479-2120 5731 Rhode Island Ave N **Judy** C:(555)360-5548 Wk:(555)236-4161 **Steven** C:(555)363-5552 Wk:(555)236-4164	
10 Student, Elias T #12345	M	06/14/1994			(555)347-4873 5220 Sumter Ave N **Gregg** C:(555)361-6068 Wk:(555)244-4551	
11 Student, Eric #123123	M	08/15/1993			(555)276-4723 3100 Hillsboro Ave N **Manuel** C:(555)381-6216 Wk:(555)255-4662 **Gloria** C:(555)381-6216 Wk:(555)255-4662 Oth:(555)447-3108	
09 Student, Florentino #333333	M	02/13/1995			(555)388-3593 4140 Ensign Ave N **Misaela** C:(555)311-4933 Wk:(555)209-3700 Oth:(555)818-2466 **Moises** C:(555)311-4934 Wk:(555)209-3700	

Image 10: Print Roster Display