

## RenWeb1 – Printing Class Rosters

There are many reports available to teachers, especially in the Grade Book section. Poke around in your spare time to find what is helpful. Printing those reports will be the same process as today. Other reports may become available and the “Create a Report” option will be enabled in the future.

1. From the options on the left, choose Report Manager/Class/Class Roster
2. Select your name from the “Staff” pick list.
3. Select the classes that you would like to print and press “>” to move them to the right-hand column. Pressing “>>” will select all of them. Be sure to include Study Halls.
4. Whether printing or saving, right-click on the page of data and select the “Print” option. Choose sort by “Class Name” and the “ClassRoster” report template, then click “Submit”.
  - a. To print hard copies, choose the appropriate lab printer under “Select Printer” and click print.
  - b. To save rosters as a .pdf document, choose “Adobe PDF” under “Select Printer”, and click print. It will suggest saving your report as a very generic name and you will want to change that name. Be sure to specify a save location in your H drive.
5. Additionally, from the initial report, you could select the text, Copy (cmd-C), and paste it into a Notepad document. From there it could be pasted into a spreadsheet for your own creative uses.