

Roster Labels Report

Last Modified on 10/22/2022 9:29 am CDT

PATH: *Campus Instruction > Reports (Roster) > Roster Labels*

The Roster Labels report organizes student data in a format suitable for printing on labels, each label having a dimension of 1 inch by 2 5/8 inches (labels such as Avery 5160). Use these labels for mailing purposes, or classroom use, such as folder labels.

Roster Labels

Instructions

This report displays the roster labels for the enrolled students on labels with dimensions of 1" x 2-5/8", such as Avery 5160.

Context

Term 3 - (12/31/18 - 03/29/19) **Section** 1) 3600-4 AP Literature

Report Options

Type

Mailing
 Student/Teacher

Format

Include Guardian
 Include Private Mailing Address
 Include Salutation
To Parent/Guardian of:

Select Students*

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	123456789	12
<input checked="" type="checkbox"/>	Student, Jordan	234567891	11
<input checked="" type="checkbox"/>	Student, Kyle	345678912	12
<input checked="" type="checkbox"/>	Student, Luke	456789123	11
<input checked="" type="checkbox"/>	Student, Lydia	567891234	12

Generate PDF
Close

Generate roster labels for mailing or folders.

Printing Roster Labels

1. Select the **Term** and **Section** you'd like to generate labels for.
2. Indicate the labels **Type** of **Mailing** or **Student/Teacher**.
 1. Mailing labels include the the student's name, guardian information based on the Format selected, and the household address.

ANDREW THOMAS STUDENT
TOM STUDENT
123 N WILLIAM AVE
SOMEWHERE SD 57501

2. Student/Teacher labels include the student's and teacher's names, if indicated.

ANDREW T STUDENT
Teacher: Katie Smith

3. If the Type is *Mailing*, indicate if the **Guardian** should appear below the student's name on the label, if there should be a **Salutation** at the top. Change the salutation text if desired, or if addresses marked as **Private** should be included. The above example includes the guardian but not the salutation.
4. If the Type is *Student/Teacher*, indicate if the label should include the teacher's name. If unmarked, only the student's name displays. The above example includes the teacher's

name.

5. Determine which **Students** to include labels for. The default setting is to include all active and incoming students in the section. Unmark the checkboxes next to student's names to remove them from the report. Filter the student list by entering a Student Group if desired.
 6. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.
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