

# Roster (Section) [.2032 - .2211]

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You are viewing a previous version of this article. See [Roster \(Section\)](#) for the most current information.

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**Classic View:** Scheduling > Courses > Course > Section > Roster

**Search Terms:** Section Roster

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

**Section Roster** ☆  
Scheduling & Courses > Courses > Section Roster

Print Options

**Active Students**

Active Students: 30    Males: 14    Grade 12: 30  
Females: 16

**Blended Learning Group Summary:**  
A: 8 (M:5 F:3)                      B: 9 (M:3 F:6)                      C: 7 (M:4 F:3)  
D: 6 (M:2 F:4)

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP Documents
12 Student, <a href="#">Andrea</a> #123456	F	11/07/2002			(612) 555-0123 Colin Parent 1067 63th Ave S New Hope, MN 55427-2015 C:(612) 555-9876				
12 Student, <a href="#">Bethany</a> #234567	F	09/25/2002			(612) 555-1234 Lea Parent 50511 73rd Ave S Plymouth, MN 55441-1354 Rick Parent C:(612) 555-7654				
12 Student, <a href="#">Charles</a> #345678	M	06/06/2002			(612) 555-2345 Pam Parent 1005 Rose Lane Plymouth, MN 55442-2124 C:(612) 555-6543				
12 Student, <a href="#">David</a> #456789	M	11/16/2002			(612) 555-3456 Barbara Parent 6462 Yarrow Road Minneapolis, MN 55411 Michael Parent C:(612) 555-4321				
12 Student, <a href="#">Emily</a> #567890	F	02/02/2003			(612) 555-4567 Ruby Parent 5008 63rd Ave S New Hope, MN 55427-1963 C:(612) 555-3210				

Section Roster

## Roster Navigation

The Section 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 user can view data about the students in the course section from the roster if appropriate tool rights are assigned.

The Roster displays students in three potential sections:

- **Active Students** - this is a list of students currently scheduled in 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 appears 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 section, based on the end date on the student's Schedule and/or enrollment record (see Image 2).

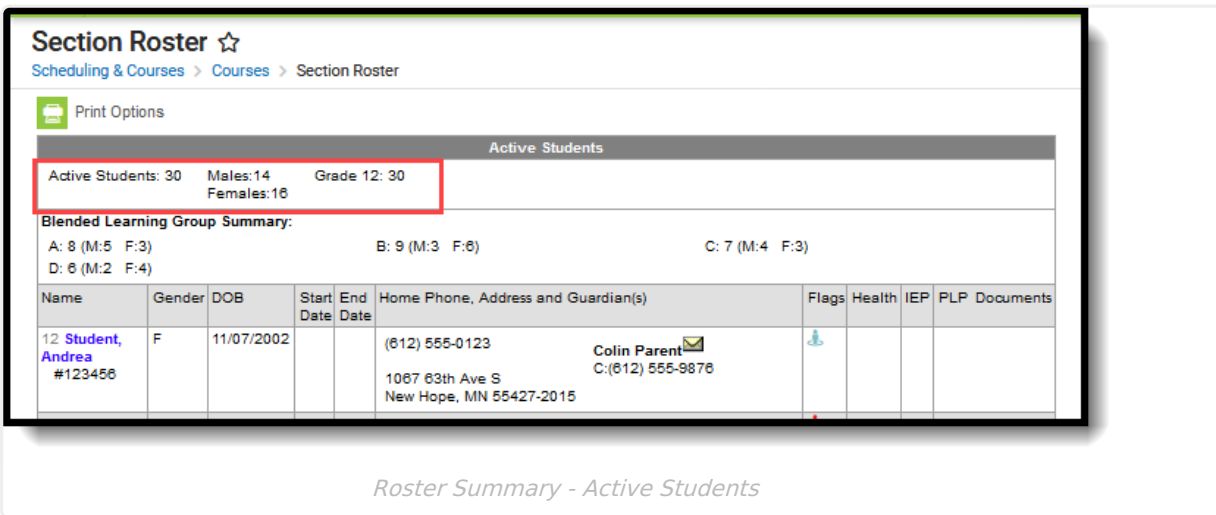
The following columns organize roster data:

Data Element	Description
<b>Name</b>	Lists the student's grade level, name (last, first and middle initial), and student number. An icon for the grade book also displays.
<b>Gender</b>	Indication of the student's gender.  Students with a gender not equal to M: Male or F: Female are counted as O: Other. This value only displays in states where gender codes other than M or F are available. At this time, this only displays for California districts.
<b>DOB</b>	Student's date of birth in <i>mm/dd/yyyy</i> format.
<b>Start Date</b>	Start date of enrollment in the course section.
<b>End Date</b>	Last date the student intends on attending the course section. This could be the last day of enrollment for the student, or the date the student dropped the course.
<b>Home Phone, Address and Guardian(s)</b>	Lists the guardian phone number and guardian contact information based on the Guardian checkbox associated with the student's relationship to that guardian.
<b>Flags</b>	Lists program flags associated with grades, emergency contact information and other flags that may be attached to the student.
<b>Health</b>	Indicates the student has a health condition. This appears as an EMT symbol.

Data Element	Description
IEP	Indicates the student has an active, locked Individual Education Plan (IEP). The staff person is 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. The staff person is able to select the IEP icon if he/she is an active member on the student's team.

## Roster Summary

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





**Section Roster** ☆  
[Scheduling & Courses](#) > [Courses](#) > [Section Roster](#)

Print Options

Active Students

Active Students: 30    Males:14    Grade 12: 30  
 Females:16

**Blended Learning Group Summary:**  
 A: 8 (M:5 F:3)                                  B: 9 (M:3 F:6)                                  C: 7 (M:4 F:3)  
 D: 6 (M:2 F:4)

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)		Flags	Health	IEP	PLP	Documents
12 Student, Andrea #123456	F	11/07/2002			(612) 555-0123	Colin Parent  C:(612) 555-9876					

*Roster Summary - Active Students*

## Blended Learning Summary

Also displayed is a **Blended Learning Group Summary**. This is a summary that lists the names of the [Blended Learning Groups](#) assigned to the students in the section, a total number of the students in the group broken down by gender. See the [Blended Learning Groups](#) article for more information.

**Section Roster** ☆  
 Scheduling & Courses > Courses > Section Roster

Print Options

Active Students

Active Students: 30    Males:14    Grade 12: 30  
 Females:18

**Blended Learning Group Summary:**

A: 8 (M:5 F:3)                      B: 9 (M:3 F:6)                      C: 7 (M:4 F:3)  
 D: 6 (M:2 F:4)

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
12 <a href="#">Student, Andrea</a> #123456	F	11/07/2002			(612) 555-0123 1067 63th Ave S New Hope, MN 55427-2015 Colin Parent C:(612) 555-9876					

*Blended Learning Summary*

## Student Data View

Student names are hyperlinked for easy access to student data. When a student's name is selected, the Student Information toolset displays, depending on the user's tool rights. This information can be used to contact parents/guardians, review student's attendance in other classes, find the student's locker, etc.

## Student Contact Information

The student's household information appears on the course section roster. This includes the guardian's phone number, address and additional phone numbers for each guardian included in the student's Census data. The information that displays here is based on the entered Census data.

## Student Flags

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

Flags are created in Program Admin and assigned on the Student Flags tool.

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

Flags	Description
<b>Flags</b>	Indicates the student is involved in certain programs or the school has created flags to display next to the student's name for easy viewing.  See the <a href="#">Student Flags</a> article or the <a href="#">Program Admin Flags</a> article for more information.

Flags	Description
<b>Health Conditions</b>	<p>Indicates the student has a <a href="#">health condition</a> that is marked as able to be flagged.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>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.</p> </div>
<b>IEP</b>	<p>Indicates the student has an individual education plan. A staff member must have appropriate tool rights to see the IEP icon and must be a member of the student's education team in order to open the IEP.</p>
<b>PLP</b>	<p>Indicates the student has a personal learning plan. A staff member must have appropriate tool rights to see the PLP icon and must be a member of the student's education team in order to open the PLP.</p>

Comments associated with the flags also display when hovering over the flag. This provides more information on the flag and gives the teacher knowledge about the student.

## Roster Print Options

The roster can be printed from here by selecting the **Print Options** icon at the top of the Roster tab. This displays the **Roster Print Options** editor, where the user can select appropriate settings for the printing of the roster.

*Section Roster Print Options*

This report can be generated for multiple sections from the [Section Roster Report](#) in the Scheduling module.

## Roster Print Options

The Roster Print displays rosters for the course section selected. The following options can be marked for printing as needed.

Option	Description
<b>Effective Date</b>	This date determines which students display on a roster. This field displays the current date by default, but can be changed by entering a new date in mmddyy format or selecting the calendar icon to choose a date. Only active students currently scheduled into the selected course section on the entered date prints on the report. This is a required entry.
<b>Page Printing Options</b>	Users can select which items to print for the Section Roster Report: <ul style="list-style-type: none"> <li>• <b>Shade Alternate Rows</b> - prints a gray/blue alternating row to allow for easier reading. This option is selected by default.</li> </ul>
<b>Display Options</b>	Users can include the following course information: <ul style="list-style-type: none"> <li>• <b>Course State Code</b> - prints the state code assigned to the course</li> <li>• <b>Staff Number</b> - prints the teacher's staff number</li> <li>• <b>Show Section Placement</b> - prints period information (period name and meeting time) next to the selected course(s).</li> <li>• <b>Show Incoming Students</b> - prints students who have been scheduled into the course section after the entered effective date.</li> <li>• <b>Show Dropped Students</b> - prints students who are no longer active in the course section</li> <li>• <b>Show Blended Learning Group Summary</b> - prints summary counts of the total number of students who are in Blended Learning Groups. The name of the group prints, along with the gender breakdown of the group with a total count.</li> </ul>

Option	Description
<b>Student Options</b>	<p>Users can include the following student information:</p> <ul style="list-style-type: none"> <li>• <b>Student Number</b> - prints either the student's <b>Local Number</b> (assigned by the district) or the <b>State ID</b> (assigned by the state)</li> <li>• <b>Student Picture</b> - prints either a <b>Small</b> or <b>Large</b> picture</li> <li>• <b>Household Phone and Address</b> - prints the guardian's address and phone number</li> <li>• <b>Guardians</b>- prints all guardians associated with the student (a relationship between the student and the guardian exists, and the Guardian checkbox is marked) <ul style="list-style-type: none"> <li>◦ <b>Show Guardian Contact Information</b> - prints the guardian's phone numbers (work and cell phone)</li> </ul> </li> <li>• <b>Counselor Name</b> - prints the student's assigned counselor</li> <li>• <b>Graduation Cohort Year</b> - prints the student's Cohort Year from the Graduation tab</li> <li>• <b>Race/Ethnicity</b> - prints either the student's <b>Federal</b> Race/Ethnicity or the <b>State</b> Race/Ethnicity</li> <li>• <b>Date of Birth</b> - prints the student's birth date</li> <li>• <b>Health Conditions</b> - prints an icon for students who have active health conditions</li> <li>• <b>Programs/Flags</b> - prints icons for active flags, IEPs, and PLPs</li> <li>• <b>Blended Learning Group</b> - prints the name of the Blended Learning Group to which the student is assigned.</li> <li>• <b>Locker</b> - prints the student's assigned locker information. When this selection is made, additional Locker options are available, like Locker Location, Lock Combo, and the type of Locker (academic, phy ed, etc.).</li> </ul>

Blended Learning Groups use the following logic:

- When the Show Blended Learning Group Summary display option is marked, but no students in the section are assigned to a Blended Learning Group, that option does not print.
- When a student is not assigned to a Blended Learning Group but the Blended Learning Group Student Option is marked, the label prints next to the student's name with the words No Active Group Assignment.

An active group assignment is based on the student's roster start date in the section.

- When the roster start date is AFTER the current date, the roster start date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.
- When the roster start date is BEFORE the current date, the current date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.



See the [Blended Learning](#) article for more information.

## Generate the Report

1. Select the **Print Options** icon from the Section Roster tab.
2. Enter the **Roster Effective Date** in *mmddyy* format.
3. Select the desired **Page Printing Options**.
4. Select the desired **Display Options**.
5. Select the desired **Student Options**.
6. Click the **Generate Report** button.

Only flags that are active as of the entered effective date display.

2019-20 High School		Section Rosters			
Generated on 12/10/2019 11:25:58 AM Page 1 of 1		Teacher: Staff, Abigail Staff Number: Period Schedule: All Period Schedules Effective Date: 12/10/2019 - Courses: 1 Sections: 1 Active Students: 3 (M: 2 F: 1) Active Grade Levels: 11:2 12:1			
Course: 0011-1 Core English I Room: 0228 Term(s): Q1, Q2 State Code: 195101		Period: 01 07:20AM-08:11AM Active Students: 3 (M: 1 F: 2) Blended Learning Group Summary rotating MW (sme): 1 (M: 0 F: 1)			
		rotating TTh (sme): 2 (M: 1 F: 1)		Grade Levels: 11:2 12:1	
Student	Gender	Start Date	End Date	Phone, Address and Guardian(s)	Health Flags
11 Student, Abner #123456 Birthdate: 09/05/2001 Race/Ethnicity: 6: White Counselor: Staff, Sarah Blended Learning Group: rotating TTh (sme)	M	Grad Cohort Year: 2020		(612) 555-1234 3413 Liberty Road Any Town, MN 5555 Deanna Parent C: (612) 555-9876 Thomas Parent C: (612) 555-6588	
11 Student, Ashley #234567 Birthdate: 09/28/2001 Race/Ethnicity: 6: White Counselor: Staff, Mary Blended Learning Group: rotating TTh (sme)	F	Grad Cohort Year: 2020		(612) 555-7474 5894 Freedom Way Any Town, MN 55555-3231 Denise Parent C: (612) 555-8857 Patrick Parent C: (612) 555-2214	
11 Student, Brian #345678 Birthdate: 03/26/2001 Race/Ethnicity: 4: Black or African American Counselor: Staff, Lin Blended Learning Group: rotating TTh (sme)	F	Grad Cohort Year: 2020		(612) 555-6412 9372 Eagle Ave Any Town, MN 55555 Erica Parent C: (612) 555-4256 Jeffery Parent C: (612) 555-6579	
11 Student, Cassandra #456789 Birthdate: 11/25/2001 Race/Ethnicity: 1: Hispanic/Latino Counselor: Staff, Peter Blended Learning Group: rotating TTh (sme)	M	Grad Cohort Year: 2020		(612) 555-6547 Alicia Parent C: (612) 555-3698 Wk: (612) 555-7412 (612) 555-1369 Vincent Parent 9533 America Lane Any Town, MN 55555	

Section Roster Report - PDF Format