Genesis

Fort Lee High School ▼

Brianne Baker

Student Data | Grading | Gradebook

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Merge | Post Grades | School Setup | **Reports**

1. Click Reports

List Reports | Queue | Import

☐ All ☐ Favorites ☐ My reports ☐ Sort By Name Search: [   ] [Go] ⊕ Add Report Writer Report...

Flags	★	Seq		Name	Last Run	Last Run By	Q	Time			
👥 1	☐	70160	❓	Assignment Grades Report					📤		📝
👥 1	☐	70250	❓	Birthday List				0	📤		📝
👥 1	☐	70300	❓	Class Attendance Report				0	📤		📝
👥 1	☐	70310	❓	Class Attendance Spreadsheet	09/02/2015 10:05 AM	bbaker		0	📤	📕	📝
👥 1	☐	70350	❓	Class Roster (Excel) 📊	09/0 /201 1 :04 AM	bbaker		0	📤	📗	📝
👥 1	☐	70352	❓	Class Roster Report with Marking Period Grades				0	📤		📝

2. Click "Class Roster (Excel)

Student Data　Grading　**Gradebook**

ome　Gradebook　Rosters　Assignments　Setup　Profiles　Rubrics　Merge　Post Grades　School Setup　**Reports**

ist Reports　Queue　Import　**Schedule Report**

70350 - Class Roster (Excel)

Report: **70350 - Class Roster (Excel)**

②Click here for online documentation for this report

Engine: com.genesis.sis.report.excelEngine

Description: This report will display the class roster for a given class. Options include showing the students medical and IEP status as well as address and contact information (Excel)
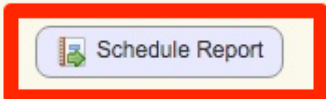
Storage: 👥 Report is stored per user

When: Run Immediately

Select Teacher: Baker, Brianne ▲▼

Select Course (Blank for All): H102R/2 - English 11, MTWRF, Per. 2 (FY) ▲▼ ⬅️ **3. Choose a class *** OR LEAVE BLANK TO RUN REPORT FOR ALL CLASSES*****

* Report Type: Student Address and Contact Information ▲▼ ⚠️ **Choose Report Type**

E-Mail report to this user: ▲▼ ☐ a ese users:

☐ Save current parameters as default

📑 Schedule Report 　**4. Click "Schedule Report"**

Report Output

70350 - Class Roster (Excel)

application/vnd.openxmlformats-officedocument.spreadsheetml.sheet Completed 9/16/2015 12:58:PM - Report **70350B**

5. Click Download and then you will be able to open/view/print the report.

[Re-run this report]

6. Click Re-run and run for other classes.

[Download XLSX Report]

Report Parameters

Parameter	Value
Select Teacher:	1052
Select Course (Blank for All):	H102R:2
Report Type:	Student Address and Contact Information