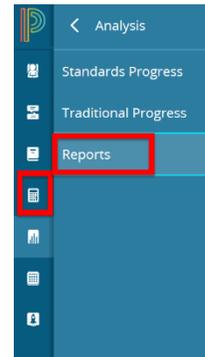


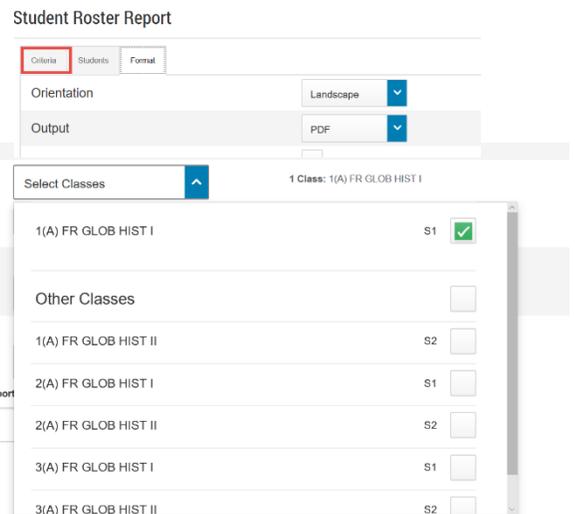
Creating a Student Roster Report in Unified Classroom

1. Log into Unified Classroom.
2. Click Analytics on left (looks like a chart)
3. Click Reports, then choose Student Roster Report



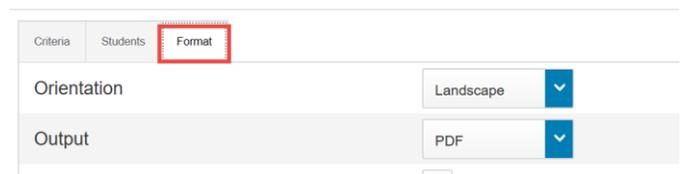
4. Select Report Preferences:
 - a. Add blank columns, or columns with information such as Student #, from the bottom of the preferences window. You can add titles to the blank columns if desired.

- b. New feature – on the first tab of the report preferences box choose all sections and sort by section, student. On the Format tab click the box that says put a page break between sections – all of your classes will be in one report, no need to repeat for each hour.



- c. You can also select to have the rows shaded or not.
- d. On the last tab of the preferences window choose Portrait or Landscape, and PDF or CSV (Excel) for the report format.

Student Roster Report



5. Finally run the report –
 - a. The report will run as a download, you can save the file for easy access in the future or simply print.