

Student Schedule Listing (Student Locator) Report

1. First, make sure you have your **building** and **current term** selected in the upper-right hand corner.
2. Click on System Reports > **Student Schedule Listing** (last report on the bottom of the page)
3. Enter the Report Title, select Room, Course, and Teacher checkboxes in the “include for each class section.” **Do NOT enter a date** next to “Scan Enrollments active on this Date” (the report returns blank if a date is entered). Your periods and days may look different than what is pictured below. You want to make sure all periods and all days are included in your selected range. Click **Submit** to run the report.

Student Schedule Listing

Students listed on the left hand side and periods across the top.
Term: 16-17 Trimester 1

Students to Include All 902 currently enrolled students

Report Title Student Locator Report

Include for Each Class

Room Course Teacher

Current grade

Store code / final grade:

Citizenship

for this attendance code All Absent Codes

Attendance points

Assignment score:

Scan Enrollments active on this Date 10/5/2016 (blank for full term)

Range of Periods 1 - 6

Range of Days A - A

How many students between breaks

Show only these pages -

Report Output Locale English

Note: This operation may take 10 minutes to complete.

Tips!

- To print more information per line, go to File > Page Setup on your browsers Windows menu. Set Scale to 80% and set Orientation to Landscape. This is helpful when printing teacher and course names for each class.
- Netscape Navigator users should go to File > Page Setup and select Print Backgrounds.

Submit

4. The end result will be a list of all students with your days/periods across the top and their classes and teacher listed under the appropriate period.

Student Locator Report

	R				
	1	2	3	4	5
	KMS Adp. Science 8 Dewey, David	KMS Math RR Calkins, Lisa	KMS Adp. Soc Study 8 Dewey, David	KMS Adv Manufacturing 8 Dewey, David	KMS Weightlifting Calkins, Lisa
	KMS Spanish I Dewey, David	KMS Soc Study 8 Dewey, David	KMS Algebra 1 8 Dewey, David	KMS Science 8 Dewey, David	KMS Choir 8 Calkins, Lisa