

# Teacher Connect: Print Attendance, Roster Grid & Grade Entry Rosters

**Staff Schedule View**

Today's Personal Schedule | This Week's Schedule | Semester View | My Students | Toolkit

Date: 05/01/2019

Period	Time Eq.	Days	Room	Course #	Course Name	Sec	Pres	Abs	Tar	Sum
1-5	AM	1,2,3,4,5,6	TS	V930	11.0801 Web Page Digital	1	5	0	0	5
1-5	AM	1,2,3,4,5,6	TS	V940	11.0901 Computer System Networking	1	2	0	0	2
6-10	PM	1,2,3,4,5,6	TS	V940	11.0901 Computer System Networking	3	2	0	0	2

**Search**

Periods:  All  1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18

Semesters:  All  1  2

Days:  All  1  2  3  4  5  6

**Result - Meetings**

Select	Course #	Course	Section	Period	Semester	Days
<input type="checkbox"/>	V930	11.0801 Web Page Digital	1	1-5	1,2	1,2,3,4,5,6
<input type="checkbox"/>	V940	11.0901 Computer System Networking	1	1-5	1,2	1,2,3,4,5,6
<input type="checkbox"/>	V940	11.0901 Computer System Networking	3	6-10	1,2	1,2,3,4,5,6

Print:  Attendance Roster  Grade Entry Roster  Roster Grid

Days:  1  2  3  4  5  6

When no Days radio button is selected, ALL students in the selected class(es) are included on the Attendance Roster(s), including partial schedule students. Select a Days radio button to filter the Attendance Roster to include only students actually scheduled in class on that Day (excludes partial schedule students NOT in attendance that Day).

## Print Rosters and Grade Entry

1. Click the **Roster icon**
2. Use the **Search** criteria to filter the **Results** list
3. Select all courses (using the checkbox to the left of **Select**), or individual courses.
4. Use the **Days Filter** to limit the output of student names (excludes partial scheduled students who are NOT in class on the selected Day).
5. **Combine Rosters** - When selected combines all selected classes into a single roster.

## Select a roster to print

- **Attendance Roster** (default) – Useful in providing substitute teachers a method of taking attendance when they are unable to access teacher connect.
- **Grade Entry Roster** – Useful for recording student grades and comments for entry into the Gradebook.
- **Roster Grid** – Similar to the Grade Entry Roster but with 10 total columns to record grades, comments and other useful information.

Att. Date: \_\_\_\_\_ Class: 11.0801 Web Page Digital, ( Cr.#: V930 )  
 Marking Period: \_\_\_\_\_ Department: Tech School CSIU Training High School Staff: Gerald Bell

Section: 1, Period: 1-5, Room: TS Semester: 1,2, Day: 1,2,3,4,5,6 Staff: Bell, Gerald

ID Number	Student Name	Partial	Grade	MON	TUE	WED	THU	FRI
17387	Beckham, Marine		12	A	T	A	T	A
11592	Dickinson, Justin		12	A	T	A	T	A
11518	Middleton, Erin		12	A	T	A	T	A
11629	Tillman, Lexi		12	A	T	A	T	A
11509	Weeks, Kelsey		12	A	T	A	T	A

Total Number of Students For Day 1 (Male/Female): 5 (1/4)

Att. Date: \_\_\_\_\_ Class: 11.0801 Web Page Digital ( Cr.#: V930 )  
 Marking Period: \_\_\_\_\_ Department: Tech School CSIU Training High School Staff: Gerald Bell

Sem: 1,2 Day: 1,2,3,4,5,6 Section: 1 Period: 1-5 Room: TS

ID Number	Student Name	Grade Level	Grade	Comments
17387	Beckham, Marine	12		
11592	Dickinson, Justin	12		
11518	Middleton, Erin	12		
11629	Tillman, Lexi	12		
11509	Weeks, Kelsey	12		

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Att. Date: \_\_\_\_\_ Class: 11.0801 Web Page Digital ( Cr.#: V930 )  
 Marking Period: \_\_\_\_\_ Department: Tech School CSIU Training High School Staff: Gerald Bell

Sem: 1,2 Day: 1,2,3,4,5,6 Section: 1 Period: 1-5 Room: TS

ID Number	Student Name	Grade Level	Grade	Comments
17387	Beckham, Marine			
11592	Dickinson, Justin			
11518	Middleton, Erin			
11629	Tillman, Lexi			
11509	Weeks, Kelsey			

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