

Infinite Campus

How to Print Rosters

Click Scheduling, Reports, Section Rosters.

Click Term 1 (or other if desired).

Select Period 1 (or whichever period).

If you don't select a period, it prints **ALL** periods.

Select Effective Date: the current date is fine. However, if you are printing prior to the start of school, you must enter the 1st day of school.

Do **NOT** select any teachers if you want to print all rosters.

Click Generate Report.

If you want to print specific teachers, click on those names and Generate Report.

The screenshot shows the 'Section Rosters' report configuration page in the Infinite Campus web application. The browser title is 'Infinite Campus - Microsoft Internet Explorer'. The address bar shows 'https://campus.ware.k12.ga.us/campus/main.xsl'. The page is for 'Wacona Elementary School' in the '07-08' year. The 'Section Rosters' report is selected in the navigation menu. The main content area has the following fields:

- Term: 07-08
- Period: 01 (selected)
- Effective Date: 07/19/2007
- Exclude Address/Phone:
- Add page break after each section:
- Teacher list: Allday, Betty #252822756; Brasington, Olivia #256804712; Cooper, Barbara #253949299; Cowart, Shari #251556480; Dickson, Jenny #331604130; Freelove, Andrea #; Garner, LeVar #1967; Gray, Patricia Ann #260989833; Griffis, Kathy #257176095; Guess, Ann #254275456; Heard, Shonair #260416497; Hewett, Nancy #257048909; Hickson, Tammy #258552974; Hooks, Lori #254297915; Howard, Jay #; Inman, Yvette #259195860; Jewell, Rhonda #091580301; King, Teresa #259023495; Lairsey, Tori #255578540; Lewis, Gail #2149

The 'Generate Report' button is located at the bottom right of the page.