

Alphabetizing and Printing Class Rosters

1. From the pull-down menus near the top of the screen below the tool bar, hit the arrow to the right of **C**lass and choose your first class. Hit the arrow to the right of **S**how: and choose **S**tudents.
2. Put the curser over a student name, right-click, and then click **S**ort **S**tudents. Choose **B**y **S**tudent **N**ame, and then click **S**ort and then **C**lose.
3. If you prefer that student names are listed with first names first: At the top of the screen, choose Setup, Display, Spreadsheets, and then be sure **S**how **S**tudent **L**ast **N**ame **F**irst is unchecked. Then click close.
4. At the top of the screen, click **R**eports and then choose **C**lass **R**oster.
5. Choose **V**ertical **L**ines if you want them on the class roster, or uncheck them if you don't. Then click **S**etup.
6. Choose the type size you want for your rosters. Be sure Name is checked. If you want the student numbers printed, check **D**emographic and then **O**ther, **S**tudent **#**. Then click **O**K.
7. Click **N**ext.
8. If the preview of your class roster looks good, click **P**rint.
9. Select each of your remaining classes, and then sort and print each class using steps 1,2,5,6,7,8.