

# Section Roster

Last Modified on 02/28/2025 11:34 am CST

## Tool Search: Section Roster

The Roster lists all students currently scheduled into the selected course section. Administrators are able to view student names, student numbers, genders, birth dates, home phone numbers and addresses.

**Section Roster** ☆ Scheduling & Courses > Courses > Section Roster

AGS200A-21 APPLIED BIOLOGICAL SYSTEMS Teacher: Related Tools ^

Print Options

Active Students											
Active Students: 30		Males: 14		Grade 12: 30							
		Females: 16									
<b>Blended Learning Group Summary:</b>											
A: 8 (M:5 F:3)			B: 9 (M:3 F:6)			C: 7 (M:4 F:3)					
D: 6 (M:2 F:4)											
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)		Flags	Health	IEP	PLP	Documents
12 Student, Andrea #123456	F	11/07/2002			(812) 555-0123 1087 63th Ave S New Hope, MN 55427-2015 Colin Parent C:(812) 555-9878						
12 Student, Bethany #234567	F	09/25/2002			(812) 555-1234 50511 72nd Ave S Plymouth, MN 55441-1354 Lea Parent C:(812) 555-8765 Rick Parent C:(812) 555-7654						
12 Student, Charles #345678	M	06/06/2002			(812) 555-2345 1005 Rose Lane Plymouth, MN 55442-2124 Pam Parent C:(812) 555-6543						
12 Student, David #456789	M	11/18/2002			(812) 555-3456 6482 Yarrow Road Minneapolis, MN 55411 Barbara Parent C:(812) 555-6432 Michael Parent C:(812) 555-4321						
12 Student, Emily #567890	F	02/02/2003			(812) 555-4567 5008 63rd Ave S New Hope, MN 55427-1983 Ruby Parent C:(812) 555-3210						

*Section Roster*

**Read** - View a list of students scheduled into the selected course section and a PDF version of a locked Custom Form attached to student from the Roster.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

## Roster Navigation

The Section Roster is a read-only screen. Students cannot be entered into a course section from the roster; data cannot be modified from the roster. However, the user can view data about the students in the course section from the roster when appropriate tool rights are assigned.

The Roster displays students in three potential sections:

- **Active Students** - This is a list of students who are scheduled to attend the course and are not subject to a future start date that is after the first scheduled date of the section or a prior end date that is before the last scheduled date of the section.
- **Incoming Students** - This is a list of students who have a start date that is after TODAY and

after the first scheduled date of the section.

- **Dropped Students** - This is a list of students who have an end date date that is before TODAY and before the last scheduled date of the section.

The following defines the fields on the Roster editor.

Data Element	Description
<b>Name</b>	Lists the student's grade level, name (last, first and middle initial), and student number. An icon for the <a href="#">Grade Book</a> also displays.
<b>Gender</b>	Indication of the student's gender.  Students with a gender not equal to M: Male or F: Female are counted as O: Other. This value only displays in states where gender codes other than M or F are available. At this time, this only displays for California districts.
<b>DOB</b>	Student's date of birth in <i>mm/dd/yyyy</i> format.
<b>Start Date</b>	The first date that the student is scheduled to attend this course. Students with a NULL start date are expected to be attending the course from the first scheduled date of the section.
<b>End Date</b>	The last date that the student is scheduled to attend this course. Students with a NULL end date are expected to be attending the course through the last scheduled date of the section.
<b>Home Phone, Address and Guardian(s)</b>	Lists the guardian phone number and guardian contact information based on the <a href="#">Guardian</a> checkbox associated with the student's relationship to that guardian.
<b>Flags</b>	Lists <a href="#">program flags</a> associated with grades, emergency contact information and other flags that may be attached to the student.
<b>Health</b>	Indicates the student has a <a href="#">health condition</a> . This appears as an EMT symbol.
<b>IEP</b>	Indicates the student has an active, locked <a href="#">Individual Education Plan (IEP)</a> . The staff person is able to select the IEP icon when they are an active member on the student's team.
<b>PLP</b>	Indicates the student has a <a href="#">Personal Learning Plan</a> . The staff person is able to select the IEP icon when they are an active member on the student's team.

Data Element	Description
<b>Documents</b>	<p>Indicates the student has a locked document attached. Multiple documents display as a stack of papers. A side panel listing all documents displays when the icon is clicked. Documents are grouped by module, i.e. Counseling, Special Education, etc. Select a <b>School Year</b> from the dropdown to view documents associated with a particular year. Click on an entry to view the file as a PDF. Only locked Custom Forms display in the Roster; uploaded documents cannot be displayed here.</p> <p>In addition to tool rights to the Roster, teachers must have <b>Read</b> tool rights for Student Information &gt; General &gt; Forms &gt; (Module) &gt; Custom Forms OR Student Information &gt; (Module) &gt; General &gt; Documents &gt; Custom Forms to view documents. See the <a href="#">Forms Tool Rights</a> documentation for additional information.</p>

## Roster Summary

A summary of the class appears above the list of students. This summary notes the total number of Active Students, the total number of students by gender and by grade level, and incoming and dropped students.

Active Students										
Active Students: 30		Males: 14		Grade 12: 30						
		Females: 16								
<b>Blended Learning Group Summary:</b>										
A: 8 (M:5 F:3)			B: 9 (M:3 F:6)			C: 7 (M:4 F:3)				
D: 6 (M:2 F:4)										
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)		Flags	Health	IEP	PLP Documents
12 Student, <b>Andrea</b> #123456	F	11/07/2002			(612) 555-0123 1087 63th Ave S New Hope, MN 55427-2015	Colin Parent C:(612) 555-9876				
12 Student, <b>Bethany</b> #234567	F	09/25/2002			(612) 555-1234 50511 73rd Ave S Plymouth, MN 55441-1354	Lea Parent C:(612) 555-8765 Rick Parent C:(612) 555-7654				
12 Student, <b>Charles</b> #345678	M	06/06/2002			(612) 555-2345 1005 Rose Lane Plymouth, MN 55442-2124	Pam Parent C:(612) 555-6543				
12 Student, <b>David</b> #456789	M	11/16/2002			(612) 555-3456 6482 Yarrow Road Minneapolis, MN 55411	Barbara Parent C:(612) 555-5432 Michael Parent C:(612) 555-4321	  			
12 Student, <b>Emily</b> #567890	F	02/02/2003			(612) 555-4567 5008 63rd Ave S	Ruby Parent C:(612) 555-3210				

Roster Summary - Active Students

## Blended Learning Summary

Also displayed is a **Blended Learning Group Summary**. This summary lists the names of the Blended Learning Groups assigned to the students in the section and the total number of students in the group, broken down by gender. See the [Blended Learning Groups](#) article for more

information.

Active Students										
Active Students: 30		Males:14		Grade 12: 30						
		Females:16								
Blended Learning Group Summary:										
A: 8 (M:5 F:3)			B: 9 (M:3 F:6)			C: 7 (M:4 F:3)				
D: 6 (M:2 F:4)										
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)		Flags	Health	IEP	PLP Documents
<a href="#">12 Student, Andrea</a> #123456	F	11/07/2002			(612) 555-0123	Colin Parent C:(612) 555-9876				
<a href="#">12 Student, Bethany</a> #234567	F	09/25/2002			(612) 555-1234	Lea Parent C:(612) 555-8765 Rick Parent C:(612) 555-7654				
<a href="#">12 Student, Charles</a> #345678	M	06/06/2002			(612) 555-2345	Pam Parent C:(612) 555-6543				
<a href="#">12 Student, David</a> #456789	M	11/16/2002			(612) 555-3456	Barbara Parent C:(612) 555-5432 Michael Parent C:(612) 555-4321				
<a href="#">12 Student, Emily</a> #567890	F	02/02/2003			(612) 555-4567	Ruby Parent C:(612) 555-3210				

*Roster Summary - Blended Learning Information*

## Student Data

Student names are hyperlinked for easy access to student data. When a student's name is selected, the Student Information toolset displays, depending on the user's tool rights. This information can be used to contact parents/guardians, review student's attendance in other classes, find the student's locker, etc.

## Student Contact Information

The student's household information appears on the course section roster. This includes the guardian's phone number, address and additional phone numbers for each guardian included in the student's Census data. The information that displays here is based on the entered Census data.

## Student Flags

The Section Roster displays a series of columns that displays flags that have been assigned to students. These include program flags, health flags alerting users to allergies or specific conditions, graduation and CTE flags, IEP and PLP document icons, and the Grade Book icon.

Comments associated with the flags also display when hovering over the flag. This provides more information on the flag and gives the teacher knowledge about the student.

Flags are created in the [Flag Setup](#) tool and assigned to individual students manually on the

Student Flags tool or to multiple students using the [Batch Program Assignment Wizard](#).

The following are the types of flags that can display on the Roster:

Flags	Description
<b>Flags</b>	<p>Indicates the student is involved in certain programs or the school has created flags to display next to the student's name for easy viewing.</p> <p>See the <a href="#">Student Flags</a> article or the <a href="#">Program Admin Flags</a> article for more information.</p>
<b>Health Conditions</b>	<p>Indicates the student has a <a href="#">health condition</a> that is marked as able to be flagged.</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>A System preference needs to be turned on and the Health Condition needs to be marked as flagged for this symbol to appear on the roster.</p> </div>
<b>IEP</b>	<p>Indicates the student has an individual education plan. A staff member must have appropriate tool rights to see the IEP icon and must be a member of the student's education team in order to open the IEP.</p>
<b>PLP</b>	<p>Indicates the student has a personal learning plan. A staff member must have appropriate tool rights to see the PLP icon and must be a member of the student's education team in order to open the PLP.</p>

## Roster Print Options

The roster can be printed from here by selecting the **Print Options** icon at the top of the Roster tab. This displays the **Roster Print Options** editor, where the user can select appropriate settings for the printing of the roster.

**Section Roster** ☆  
100A-3 AP English Literature A Teacher: Staff, Hannah J

Print Options

**Active Students**

Active Students: 16 Males: 5 Grade 12: 16  
Females: 11  
Other: 0

Name	Gender	DOB	Start	End	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
12 Student, Austin #123456	M									
12 Student, Barrett #234567	F									
12 Student, Crispin #345678	M									
12 Student, Daria #456789	M									

**Section Roster** ☆  
100A-3 AP English Literature A Teacher: Staff, Hannah J

**Roster Print Options**

This report displays student rosters for this section. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster.

\* Term:

\* Effective Date:

Page Printing Options  Shade Alternate Rows

Display Options

- Course State Code
- Staff Number
- Show Section Placement
- Show Incoming Students
- Show Dropped Students
- Show Blended Learning Group Summary

Student Options

- Student Number
  - Local Number  State ID
- Student Picture
  - Small  Large
- Household Phone and Address
- Guardians
- Show Guardian Contact Information
- Counselor Name
- Graduation Cohort Year
- Race/Ethnicity
  - Federal  State
- Date of Birth
- Gender Identity
- Health Conditions
- Programs/Flags
  - Flags  IEP  PLP
- Blended Learning Group
- Locker

*Section Roster Print Options*

This report can be generated for multiple sections from the [Section Roster Report](#) in the Scheduling module.

## Roster Print Options

The Roster Print displays rosters for the course section selected. The following options can be marked for printing as needed.

Option	Description
<b>Effective Date</b>	<p>This date determines which students display on a roster. This field displays the current date by default, but can be changed by entering a new date in <i>mmdyy</i> format or selecting the calendar icon to choose a date.</p> <p>Only active students currently scheduled into the selected course section on the entered date prints on the report. This is a required entry.</p>
<b>Page Printing Options</b>	<p>Users can select which items to print for the Section Roster Report:</p> <ul style="list-style-type: none"> <li>• <b>Shade Alternate Rows</b> - prints a gray/blue alternating row to allow for easier reading. This option is selected by default.</li> </ul>
<b>Display Options</b>	<p>Users can include the following course information:</p> <ul style="list-style-type: none"> <li>• <b>Course State Code</b> - prints the state code assigned to the course</li> <li>• <b>Staff Number</b> - prints the teacher's staff number</li> <li>• <b>Show Section Placement</b> - prints period information (period name and meeting time) next to the selected course(s)</li> <li>• <b>Show Incoming Students</b> - prints students who have been scheduled into the course section after the entered effective date</li> <li>• <b>Show Dropped Students</b> - prints students who are no longer active in the course section</li> <li>• <b>Show Blended Learning Group Summary</b> - prints summary counts of the total number of students who are in Blended Learning Groups <ul style="list-style-type: none"> <li>◦ The name of the group prints, along with the gender breakdown of the group with a total count.</li> </ul> </li> </ul>

Option	Description
<b>Student Options</b>	<p>Users can include the following student information:</p> <ul style="list-style-type: none"> <li>• <b>Student Number</b> - prints either the student's <b>Local Number</b> (assigned by the district) or the <b>State ID</b> (assigned by the state)</li> <li>• <b>Student Picture</b> - prints either a <b>Small</b> or <b>Large</b> picture</li> <li>• <b>Household Phone and Address</b> - prints the guardian's address and phone number</li> <li>• <b>Guardians</b>- prints all guardians associated with the student (a relationship between the student and the guardian exists, and the Guardian checkbox is marked) <ul style="list-style-type: none"> <li>◦ <b>Show Guardian Contact Information</b> - prints the guardian's phone numbers (work and cell phone)</li> </ul> </li> <li>• <b>Counselor Name</b> - prints the student's assigned counselor</li> <li>• <b>Graduation Cohort Year</b> - prints the student's Cohort Year from the Graduation tab</li> <li>• <b>Race/Ethnicity</b> - prints either the student's <b>Federal</b> Race/Ethnicity or the <b>State</b> Race/Ethnicity</li> <li>• <b>Date of Birth</b> - prints the student's birth date</li> <li>• <b>Gender Identity</b> - prints the student's preferred gender as noted on the student's <a href="#">Identity Record</a> in the Gender field (not the Legal Gender field available in the Protected Identity Information)</li> <li>• <b>Health Conditions</b> - prints an icon for students who have active health conditions.</li> <li>• <b>Programs/Flags</b> - prints icons for active flags, IEPs, and PLPs. <ul style="list-style-type: none"> <li>◦ The Flags and IEP checkboxes both need to be marked for IEP/PLP flags to display on the report.</li> </ul> </li> <li>• <b>Blended Learning Group</b> - prints the name of the Blended Learning Group to which the student is assigned.</li> <li>• <b>Locker</b>- prints the student's assigned locker information <ul style="list-style-type: none"> <li>◦ When this selection is made, additional Locker options are available, like Locker Location, Lock Combo, and the type of Locker (academic, phy ed, etc.).</li> </ul> </li> </ul>

Blended Learning Groups use the following logic:

- When the Show Blended Learning Group Summary display option is marked, but no students in the section are assigned to a Blended Learning Group, that option does not print.
- When a student is not assigned to a Blended Learning Group but the Blended Learning Group Student Option is marked, the label prints next to the student's name with the words No Active Group Assignment.

An active group assignment is based on the student's roster start date in the section.



- When the roster start date is AFTER the current date, the roster start date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.
- When the roster start date is BEFORE the current date, the current date is used to evaluate against Blended Learning Group Assignment Start/End Date to determine group membership.

See the [Blended Learning](#) article for more information.

## Generate the Report

1. Select the **Print Options** icon from the Section Roster tab.
2. Enter the **Roster Effective Date** in *mmddyy* format.
3. Select the desired **Page Printing Options**.
4. Select the desired **Display Options**.
5. Select the desired **Student Options**.
6. Click the **Generate Report** button.

Only flags that are active as of the entered effective date display.

2019-20 High School		Section Rosters			
Generated on 12/10/2019 11:25:58 AM Page 1 of 1		Teacher: Staff, Abigail Staff Number: Period Schedule: All Period Schedules Effective Date: 12/10/2019 - Courses: 1 Sections: 1 Active Students: 3 (M: 2 F: 1) Active Grade Levels: 11:2 12:1			
Course: 0011-1 Core English I Room: 0228 Term(s): Q1, Q2 State Code: 195101		Period: 01 07:20AM-08:11AM rotating TTh (sme); 2 (M: 1 F: 1)		Grade Levels: 11:2 12:1	
Active Students: 3 (M: 1 F: 2) Blended Learning Group Summary rotating MW (sme); 1 (M: 0 F: 1)					
Student	Gender	Start Date	End Date	Phone, Address and Guardian(s)	Health Flags
11 Student, Abner #123456 Birthdate: 09/05/2001 Race/Ethnicity: 6: White Counselor: Staff, Sarah Blended Learning Group: rotating TTh (sme)	M		Grad Cohort Year: 2020	(612) 555-1234 3413 Liberty Road Any Town, MN 5555 Deanna Parent C: (612) 555-9876 Thomas Parent C: (612) 555-6588	
11 Student, Ashley #234567 Birthdate: 09/28/2001 Race/Ethnicity: 6: White Counselor: Staff, Mary Blended Learning Group: rotating TTh (sme)	F		Grad Cohort Year: 2020	(612) 555-7474 5894 Freedom Way Any Town, MN 55555-3231 Denise Parent C: (612) 555-8857 Patrick Parent C: (612) 555-2214	
11 Student, Brian #345678 Birthdate: 03/26/2001 Race/Ethnicity: 4: Black or African American Counselor: Staff, Lin Blended Learning Group: rotating TTh (sme)	F		Grad Cohort Year: 2020	(612) 555-6412 9372 Eagle Ave Any Town, MN 55555 Erica Parent C: (612) 555-4256 Jeffery Parent C: (612) 555-6579	
11 Student, Cassandra #456789 Birthdate: 11/25/2001 Race/Ethnicity: 1: Hispanic/Latino Counselor: Staff, Peter Blended Learning Group: rotating TTh (sme)	M		Grad Cohort Year: 2020	(612) 555-6547 (612) 555-1369 9533 America Lane Any Town, MN 55555 Alicia Parent C: (612) 555-3698 Wk: (612) 555-7412 Vincent Parent	

Section Roster Report - All Options Selection

**21-22  
High School**

Generated on 03/04/22 7:35:14 AM Page 1 of 2

**Section Rosters**

Teacher: Staff, Hannah Staff Number: 111298 Period  
 Schedule: All Period Schedules  
 Effective Date: 03/04/2022 - Courses: 2 Sections: 2  
 Active Students: 6 Active Grade Levels: 12:32

Course: 100A-3 AP English Literature A Period: 3 09:31AM-10:16AM

Room: 207

Term(s): Q1, Q2, Q3, Q4

Active Students: 16

Grade Levels: 12:6

Student	Student#	Grade	Start Date - End Date	Phone	Address
Student, Austin	123456	12		401-555-0007	3499 Oak Tree Lane, Anytown, RI 02211
Student, Barrett	234567	12		401-555-0164	9500 Perch Road , Anytown, RI 02211
Student, Crispin	345678	12		401-555-0139	5256 Mountain Pass Blvd , Anytown, RI 02211
Student, Daria	456789	12		401-555-0139	6511 Lake Street, Anytown, RI 02211
Student, Eamon	567890	12		401-555-0052	870 City Park Road, Anytown, RI 02211
Student, Finola	678901	12		401-555-0138	180 Peony Lane, Anytown, RI 02211

*Section Roster Report - Simplified Print, No Gender Display*