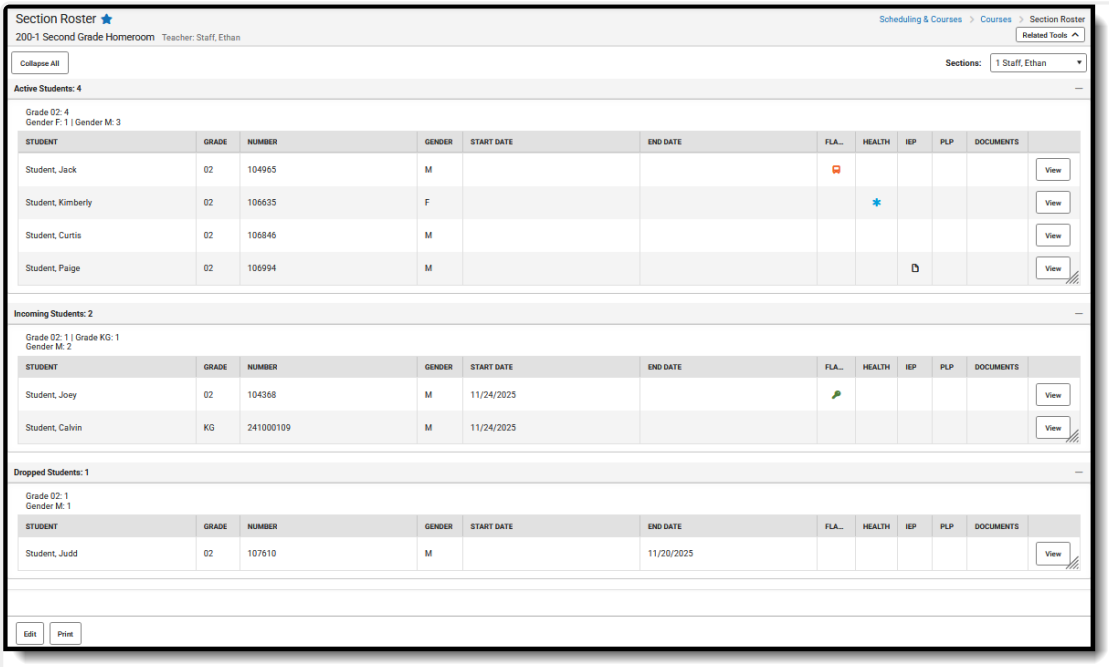
# Section Roster

Last Modified on 08/20/2026 3:28 pm CDT

Path: Scheduling & Courses > Courses > Section Roster

The Section Roster lists all students currently scheduled in the selected course section, as well as students who are scheduled to be in the section on a particular date after the start of the section, and students who have dropped the section.




*The Section Roster shows students enrolled in a course section, organized by active students, incoming students, and dropped students.*

See the Section Roster Tool Rights article for information about rights needed to use this tool.

## Roster Navigation

The Section Roster is a read-only screen. Students cannot be added to a course section from the roster, and data cannot be modified there. However, users can view student data in the course section of the roster when appropriate tool rights are assigned.

The Roster displays students in three cards:

- **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

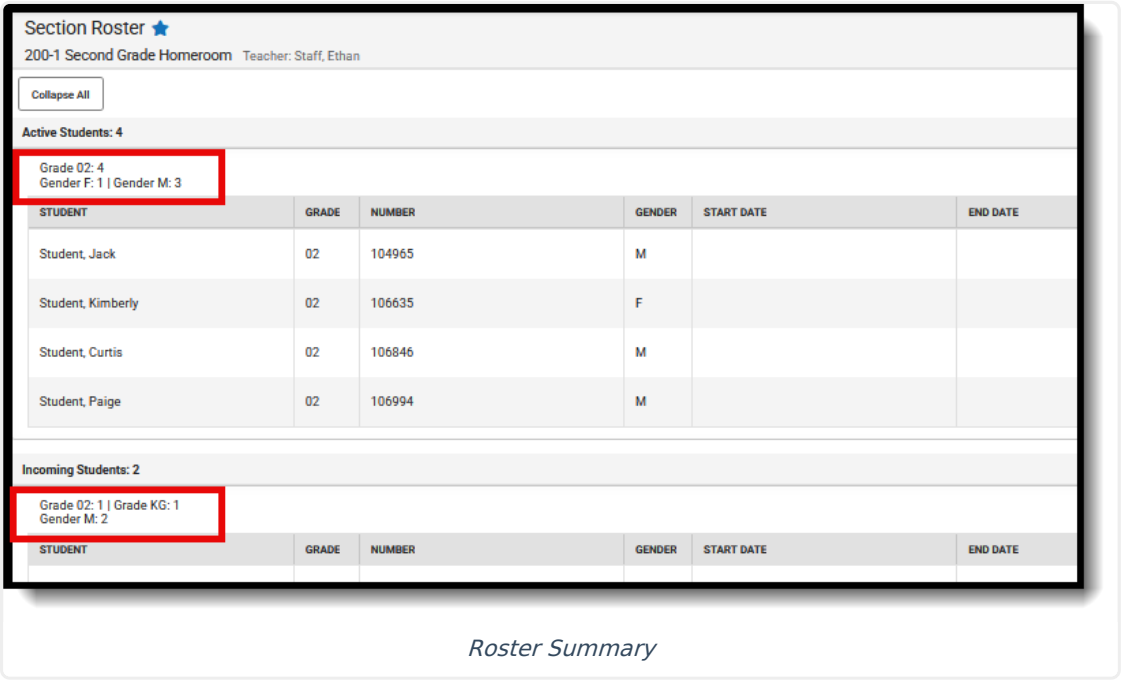
end date that is before the last scheduled date of the section.

- **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. The Days to Flag Roster Additions determines how long a student is listed in this card. Once the number of days passes, the student is listed in the Active Students card.
- **Dropped Students** - This is a list of students who have an end date that is before TODAY and before the last scheduled date of the section.

Within each section, students are listed in alphabetical order by their last name.

## Roster Summary

A summary of the class appears above the list of students. This summary provides the total number of Active Students, the number of students by gender, and the number of students by grade level. This summary also displays for students listed in the Incoming Students and Dropped Students sections.

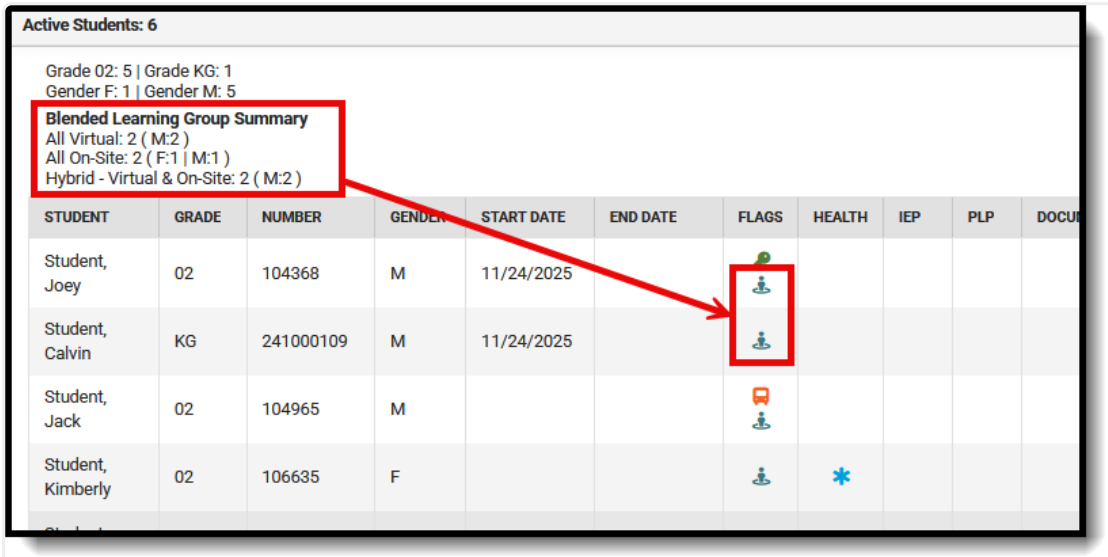



*Roster Summary*

## Blended Learning Summary

When using Blended Learning tools, a **Blended Learning Group Summary** displays. Students assigned to a Blended Learning Group are listed here, along with the names of the Blended Learning Groups assigned to each student in the section, as well as the total number of students in each group, broken down by gender. A Blended Learning Flag is also assigned to the student, which displays in the Flags column.

See the Blended Learning Groups article for more information.




*Roster Summary - Blended Learning Groups*

# Roster Field Descriptions

The following defines the fields on the Roster editor.

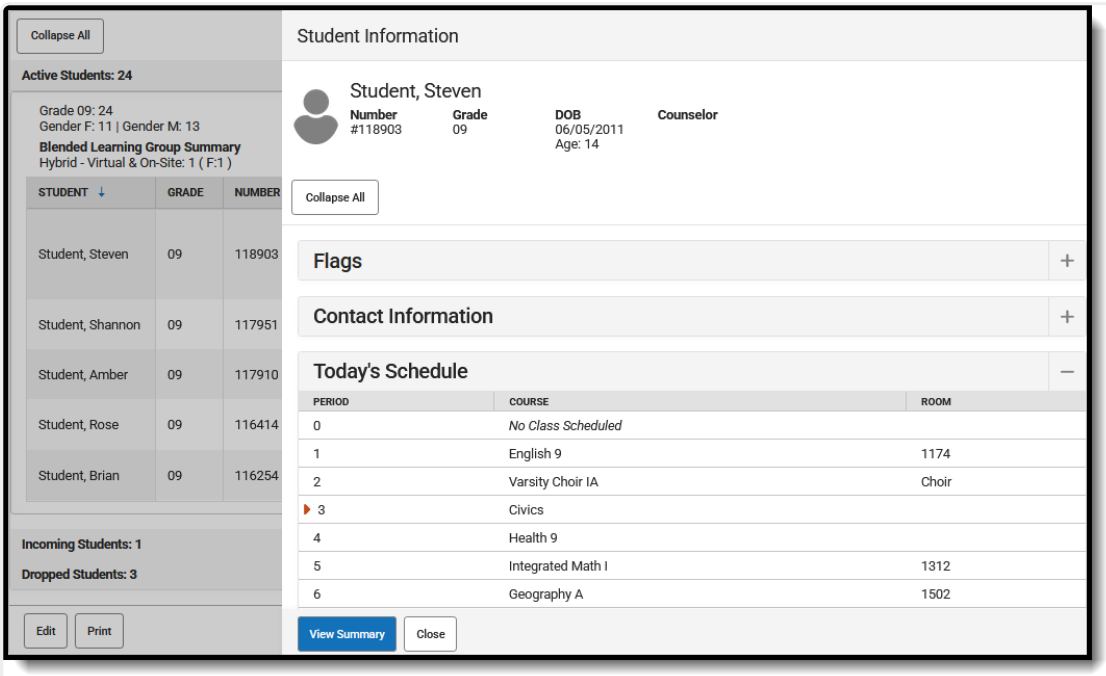
| Data Element | Description |
|---|---|
| **Student** | Lists the student's name in Last Name, First Name, Middle Initial. |
| **Grade** | Lists the student's grade level of enrollment. |
| **Number** | Lists the student's local student number. |
| **Gender** | Indication of the student's gender.<br><br>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. Currently, this feature is only displayed for California districts. |
| **Start Date** | The first date that the student is scheduled to attend this course.<br><br>When this field is blank, students begin attending the section on the first day of the section or term. |
| **End Date** | The last date that the student is scheduled to attend this course.<br><br>When this field is blank, students are attending the section through the end date of that section or term. |

| Data Element | Description |
| --- | --- |
| **Flags** | Lists program flags associated with grades, emergency contact information, and other flags that may be attached to the student. Hover over the flag icon to see a description of the flag.<br><br>Additional details about the flag are available in the Student Information Side Panel. |
| **Health** | Indicates the student has a health condition. This appears as an EMT symbol. Hover over the flag icon to see a description of the flag.<br><br>The **Flag Health Conditions** system preference needs to be enabled, and the Health Condition must be marked as flagged for this symbol to appear on the roster. |
| **IEP** | Indicates that the student has an active, locked Individualized Education Program (IEP). The staff person can select the IEP icon when they are an active member on the student's team.<br><br>A document icon displays, indicating the student has a locked IEP. The IEP can be viewed on the Student Information Side Panel. |
| **PLP** | Indicates the student has a Personal Learning Plan. The staff person can select the PLP icon when they are an active member on the student's team.<br><br>A document icon displays, indicating the student has a PLP. The PLP can be viewed on the Student Information Side Panel. |

| Data Element | Description |
|---|---|
| **Documents** | Indicates the student has a document uploaded. This could be a permission slip, a report, or something similar.<br><br>A document icon displays, indicating the student has a document on file. It can be viewed on the Student Information Side Panel.<br><br>For documents to display on the roster:<br>• On the Custom Form, **Display PDF on Roster** needs to be marked.<br>• Tool rights to Custom Forms need to b assigned:<br>◦ **Read** rights to a Custom Forms subright (Student Information > General > Forms > Custom Forms). See the Forms Tool Rights article for additional information.<br>◦ **Read** rights to Section Roster. (Scheduling & Courses > Courses > Section Roster). See the Section Roster Tool Rights article for additional information.<br>◦ **Read** rights to Custom Forms (Student Information > General Student Administration > Custom Form Setup). See the Custom Form Setup Tool Rights article for additional information.<br>◦ Teachers need rights to see the roster (Campus Instruction > Students > Roster) AND **Read** rights to Custom Forms. See the Instruction Tool Rights article for more information.<br>• The Custom Form needs to be associated with a student.<br>• All required validations need to be complete (e.g., eSignature exists, form is locked). |
| **View** | Opens the Student Information Side Panel that includes the student's name, student number, grade level, date of birth, their counselor, flag details, contact information, and the student's schedule. |

# Student Information Side Panel

Click **View** on the right side of the Section Roster to access the **Student Information Side Panel**. Here, view details about the student's Flags, their contact information, and their course schedule. Click **View Summary** to see their Student Summary information.




*Student Information Side Panel*

# Student Flags

From the main view of the Section Roster, a list of flags displays. On the side panel, more details about those flags is listed, including the ability to view documents - IEP, PLP, forms, etc. Click the paper icon to open the document in a new browser tab.

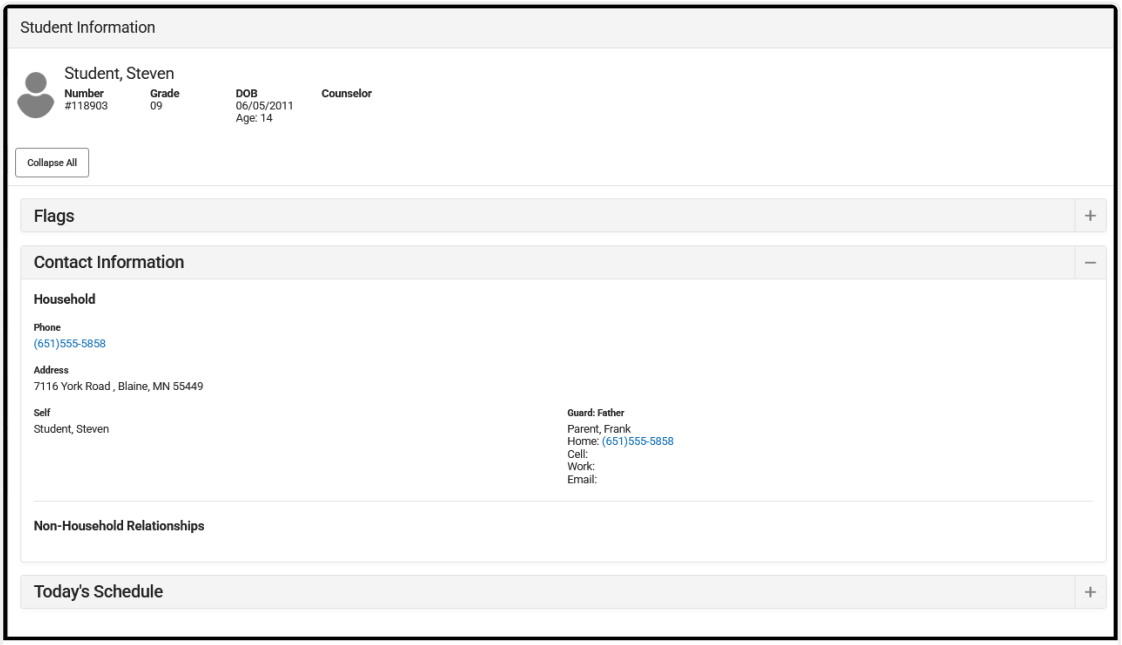



*Side Panel Flags Display*

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.

# Contact Information

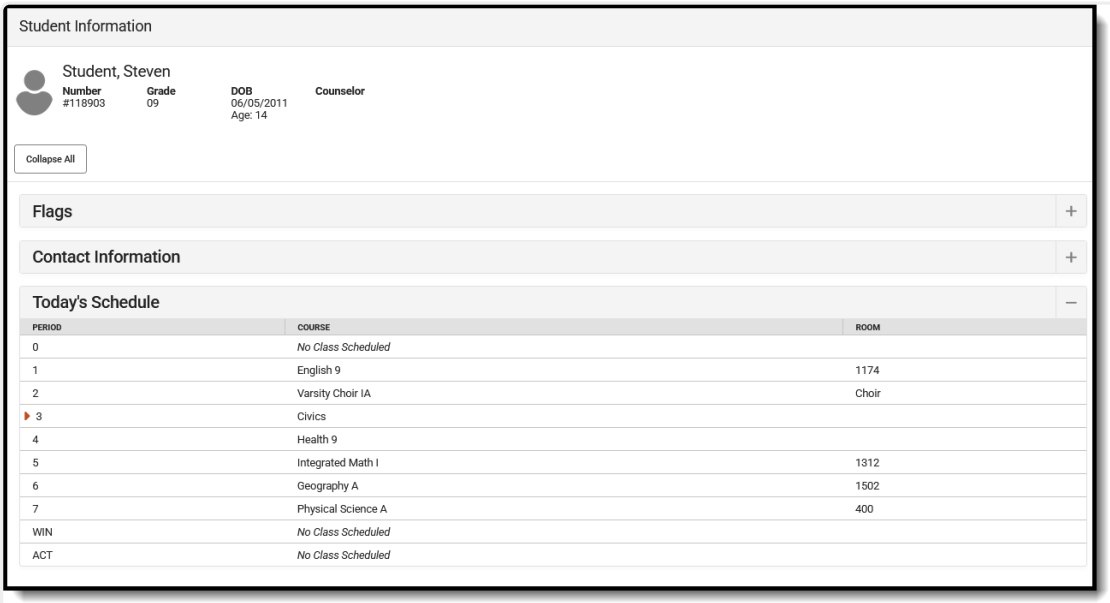
The student's household information, including guardian details and Non-Household Relationships, displays on the Contact Information card. View their address, their home phone number, and any other contact information. This data pulls from existing Census information.




*Side Panel Contact Information*

## Today's Schedule

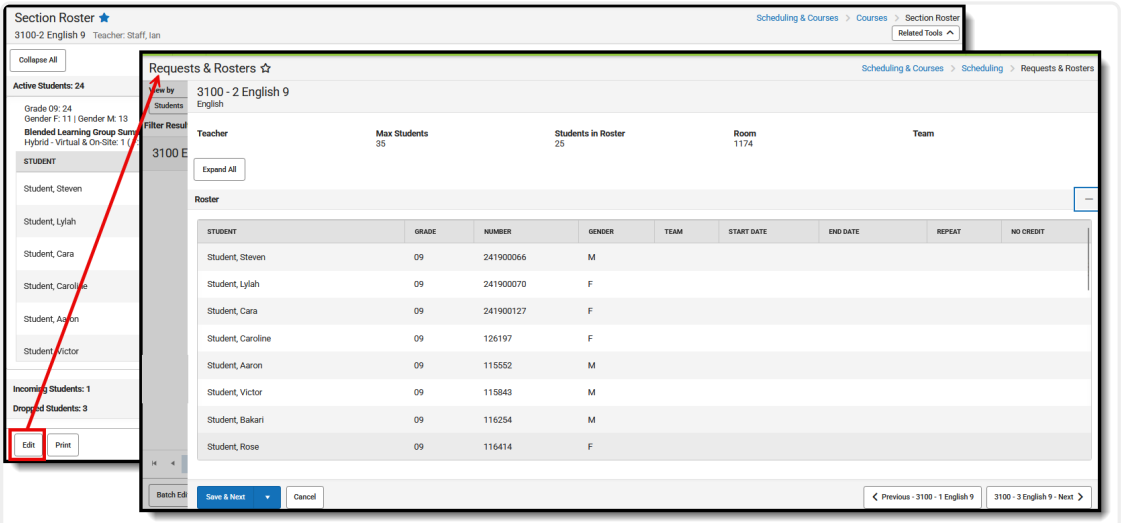
View the student's daily schedule at a glance. A red arrow displays next to the course where the student is scheduled to be at the current time.




*Side Panel Schedule Information*

# Roster Edit

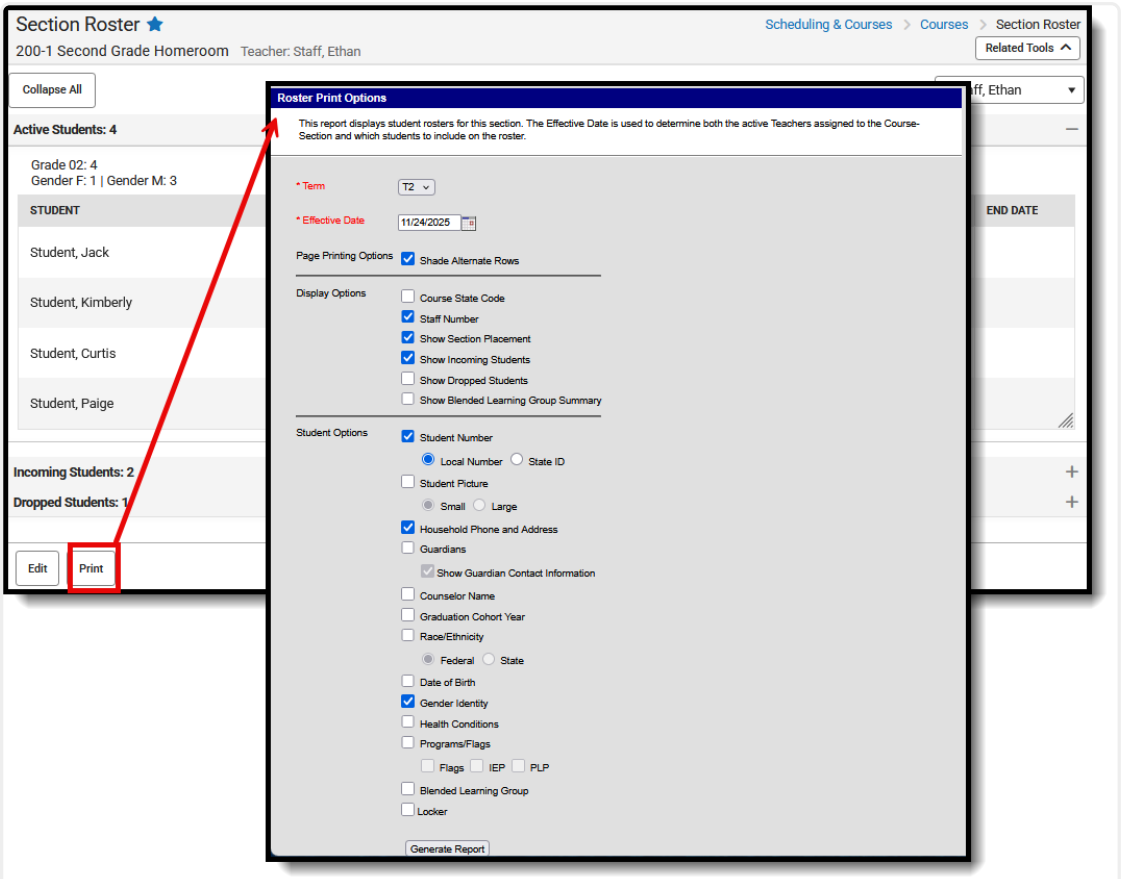
Click **Edit** to modify the list of students in the section. This opens the Requests & Rosters tool. This requires tool rights to Requests & Rosters.




*Section Roster Edit via Requests & Rosters*

# Roster Print

Click **Print** to generate a PDF view of the roster. This displays the **Roster Print Options** editor, where users can select appropriate settings for printing the roster. This is the same editor used in the Section Roster Report, where users can select multiple sections to include in the report.




*Section Roster Print Options*