



Roster Tab Instructions

The following information is displayed on the Roster Tab for the Section/Course selected in the drop down:

Student Name
Current Date Birthdays
ActiveFlag
Student ID
ADA Grade Level
Class Comments

- **Grading > Teacher Gradebook > Menu > Roster**

Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[...] - RC
Boyd, Brenda		847355551	12	[Add]
Brown, Shelby Clark		879682103	12	[Add]
Craig, Tashia Lahawn		721469631	12	[Add]
Davis, Katrice		265311998	12	[Add]
Martin, Devon Suzanne		164045527	12	[Add]

Heading Information

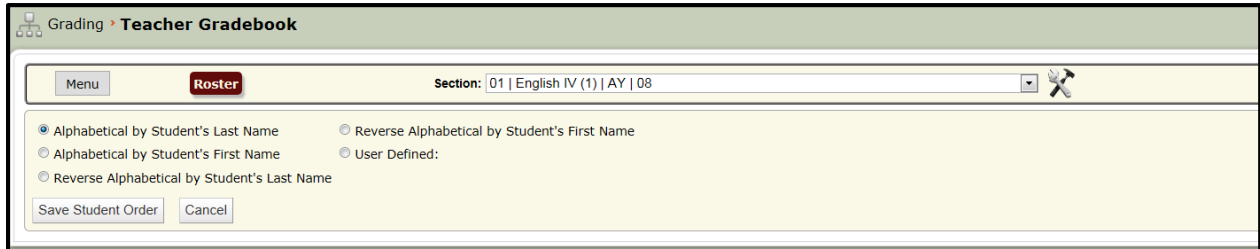
- The number of students currently enrolled in the Section/Course will be displayed.
- The students no longer enrolled in the course can be displayed by checking this box.
- Print Roster
- Class-wide Comment
- Reorder Students allows the teacher to reorder the listing of the students.

To Reorder Students:

Select the Section/Course in drop-down. Click on Reorder Students



Select the order of preference to list students and click Save Student Order.



Student Name

If the teacher accessing the Teacher Gradebook has rights to the enrollment module, the student names will display as a blue link allowing the teacher to view the student folder by clicking the student name. If rights to the enrollment module are not assigned to the teacher, the student names will display as black text and will not link to the student folder.

A birthday cake will display beside the student's name if the current date is the student's date of birth.

ActiveFlag

A checkmark will display beside any student containing ActiveFlag information in the student folder. Users can display details of ActiveFlag information by hovering the mouse over the ActiveFlag checkmark.

Class Comments

To Add Class Comments:

Click Add

Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[Add]

Enter the Comment and click Save. The Comment is not Term specific.

If you would like for the Comment to display on the Report Card, click Display on Report Card.

NOTE: Displaying of Comments on Report Cards is a School decision when printing Report Cards from the Administrative Office.

[\[Close Window\]](#)

Austin, Jolee Quetez

Comment:

Display On Report Card [Clear Comments](#)

This Comment is not Term Specific.

The Comment column will display an ellipsis (...) if a Comment has been entered on a Student.

The Comment column will display an RC ("RC") if the Comment has been marked to Display on Report Card.

15 Students Currently Displayed	<input type="checkbox"/> Show Students No Longer Enrolled	Reorder Students		
Student Name	ActiveFlag	Student ID	ADA Grade	Class Comments
Austin, Jolee Quetez		245321408	12	[...] RC



Class-wide Comment

To Add a Class-wide Comment:

Click Class-wide Comment.

Grading + **Teacher Gradebook**

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Enter the Comment and click Save. The Comment is not Term specific.

If you would like for the Comment to display on the Report Card, click Display on Report Card.

NOTE: Displaying of Comments on Report Cards is a School decision when printing Report Cards from the Administrative Office.

[Close Window]

Entire Class

Comment:

Display On Report Card
[Clear Comments](#)
Save
Cancel

Override Existing Comments

This Comment is not Term Specific.

Remove Comments:

Report Card Comments
 Non-Report Card Comments

Remove Comments

The Comment column will display an ellipsis (...) if a Comment has been entered on a Student.

The Comment column will display an RC ("RC") if the Comment has been marked to Display on Report Card.

Student Name	ActiveFlag	Student ID	ADA Grade	Chrono Grade	Class Comments
Andres Juan, Alisysiaz		584892999	08	08	[...] - RC
Clark, Shenetraz Chantelz		236366816	08	08	[...] - RC
Ealyz, Ra'xaviousz Lanetz		395111694	08	08	[...] - RC
Fairleyz, Biancaz Isabelz		254379227	08	08	[...] - RC
Havez, Marquisez Lasheaz		534569524	08	08	[...] - RC
Howeltz, Tylerz		204841713	08	08	[...] - RC
Jamesz, Raymondz Chortaz		063857984	08	08	[...] - RC
Marquizez-Gomez, Kaitlynz		480314187	08	08	[...] - RC
Moorez, Gerkeidrickz Landonz		969448994	08	08	[...] - RC
Perryz, Darrenz Latricez	✔	608683180	08	08	[...] - RC
Pinkstonz, Marquisez Natajaz, Jr		994300599	08	08	[...] - RC
Plummerz, Jadaziaz Nicolez		299975017	08	08	[...] - RC
Salim-shabazz, Ravenz Jardaz		483047362	08	08	[...] - RC
Stackz, Justinz Daquien Montrel Zechariah		318959997	08	08	[...] - RC
Spweyz, Shanequez Earz		976237955	08	08	[...] - RC
Vegaz, Stevenz Guadalupe		613684043	08	08	[...] - RC

To Overwrite or Remove a Comment click Class-wide Comment .

Grading - **Teacher Gradebook**

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16 Students Currently Displayed
 Show Students No Longer Enrolled
Class-wide Comment

Click Override Existing Comments to override previous comments and Save..
Check Report Card Comments or Non-Report Card Comments and click Remove
Comments to remove previous comments.

[\[Close Window\]](#)

Entire Class

Comment:

Display On Report Card  [Clear Comments](#)

Override Existing Comments

This Comment is not Term Specific.

Remove Comments:

Report Card Comments Non-Report Card Comments