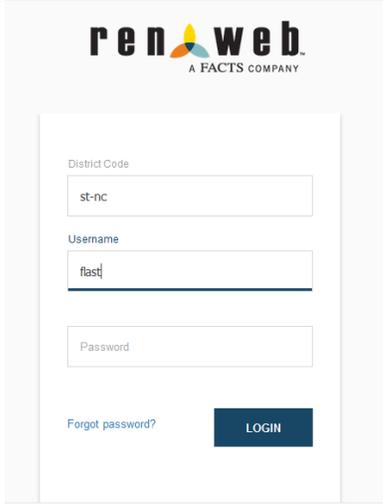
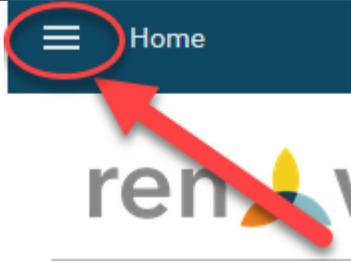
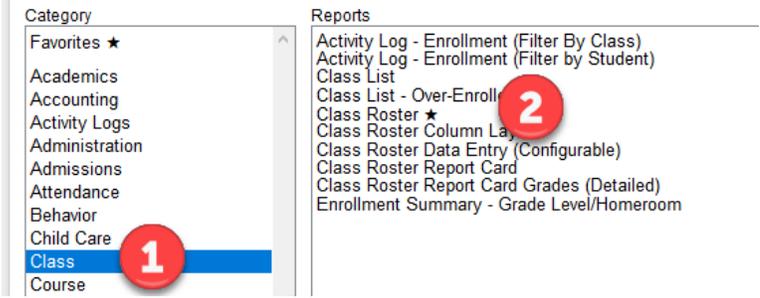


PURPOSE: The purpose of this procedure is to demonstrate how **Print Rosters**. This tutorial uses FireFox with RenWeb1.

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: Login to RenWeb1 by going to :</p> <p>Login.renweb.com</p>	
<p>STEP 2: Select the array on the left next to HOME</p>	
<p>STEP 3: Select REPORT MANAGER from the menu</p>	
<p>Step 4: Select the CLASS category, then CLASS ROSTER report</p>	

Step 5: Select the **YEAR and TERM (1)** and then **FILTER (2)** if necessary, and then **SELECT CLASSES** by moving them over to the **SELECTED LIST (3).**

Once you have classes “selected”, click **PRINT**.

Displays the title, abbreviation, room, teacher, and printed date. Displays enrolled Students, grade level, along with total male and female students for each class. The list can be sorted by class, teacher, or pattern.

The screenshot shows a web interface with several sections:

- Year:** A dropdown menu with '2017-2018' selected. A red circle '1' is next to it.
- Term:** A dropdown menu with 'Qtr. 1' selected.
- Filter:** A section with a checkbox for 'Inactive' and a dropdown for 'All'. Below it are dropdowns for 'Department', 'Course', 'Instructor', 'Faculty Group', and 'Pattern'. A red circle '2' is next to the 'Filter' dropdown.
- Selection List:** A list of class abbreviations including 'ACT-SPRT-Baseball', 'ACT-SPRT-Basketball-JVB', 'ACT-SPRT-Basketball-JVG', 'ACT-SPRT-Basketball-VB', 'ACT-SPRT-Basketball-VG', 'ACT-SPRT-Cross Country', 'ACT-SPRT-Golf', 'ACT-SPRT-Lacrosse', 'ACT-SPRT-Soccer-B', 'ACT-SPRT-Soccer-G', 'ACT-SPRT-Volleyball', 'AFTERCARE-1', 'ART - GRAFFITI-Q4', 'ART - J. POLLOC-Q3', 'ART - VENETIAN-Q3', 'ART - WORLD-Q4', 'ART-1-A', 'ART-1-B', 'ART-2-A', and 'ART-2-B'. A red circle '3' is next to the list.
- Selected List:** A list containing 'ACT-SPRT-Cross Country' and 'ACT-SPRT-Lacrosse'. A red circle '4' is next to the list.
- Records:** At the bottom, it says 'Records: 312' and 'Print'. A red circle '4' is next to the 'Print' button.

Step 6: Select the **TEMPLATE (1)** and then **SUBMIT**.

Once the rosters are displayed on the screen, they can be printed.

Class Roster - Selections

Sort:

- Class Name
- Instructor Name
- Pattern

Report Template:

