
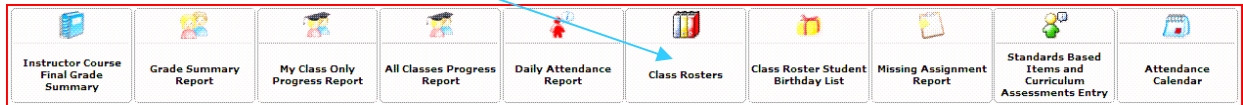
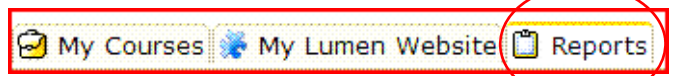


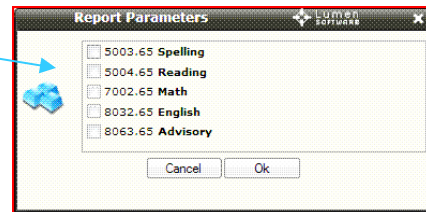
# PRINT CLASS ROSTERS

Any time you need a class roster, you can print one from your Instructor Suite. Follow these steps:

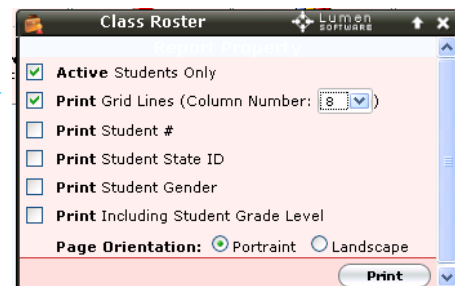
- Open the Instructor Suite 
- There are two places from which you can print a class roster:
  - To print rosters for all (or some) of your classes, select the **Reports** tab from the main menu at the top left of the screen
  - Select **Class Rosters**



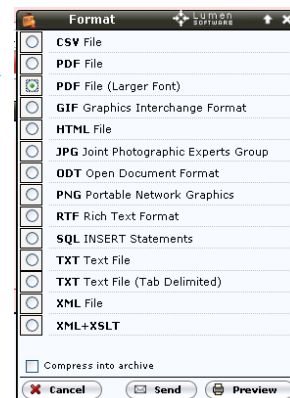
- In the dialog box, select **classes** to print
- Click **OK**



- Select desired report properties
  - To print blank columns, choose Print Grid Lines and the number of columns desired
  - Choose student info to print
  - Choose Portrait or Landscape Orientation
- Click **Print**



- Select **PDF File** or **PDF File (Larger Font)**
- Click Preview
- Click the Printer icon on the toolbar and print



- To print a roster for a *single* class, click the class name on the **My Courses** tab, then the **Reports** button, then **Class Rosters** and follow the same steps as above.