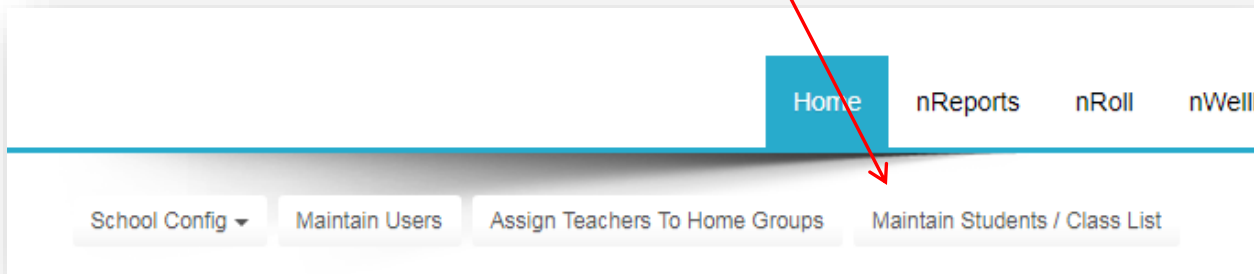




Print or view a class list

1. On the Home Page select 'Maintain Students / Class List'.



2. Select the required year level and home group under 'Select Students'.
3. Select **List All** from the drop down box to view or print the whole class.
4. Click on **Class List** or **Class List by Gender**.

2

3

4

Select Students

Year: 2016 Semester: June Home Group: AW Year Level: 2

Class List

[Class List](#)
[Class List By Gender](#)

Student List Paging Size: 10

STKey	VSN	First Name	Last Name	Preferred Name	Enrolment Date	Sex	Date Of Birth	Home Group	Year Level	Indigenous Code	Edit	First Aid Attr	Full Time / Part Time	Student Profile	ActiveStudent
8000	55555550	Katie	Kanga			F	21/04/2008	AW	2	N			F		
8002	55555552	Paul	Penguin			M	14/09/2008	AW	2	N			F		
8003	55555553	Rosie	Rosella			F	23/10/2008	AW	2	N			F		
8001	55555551	Wally	Wallaby			M	17/08/2008	AW	2	N			F		

Add Student

STKey: VSN: First Name: Last Name: Preferred N: Enrolment C: M Date Of Birth: AW: 2: N FullTime: Add Clear

IMPORTANT: STKEYs must be identical to the Student ID in your Admin package as all data is linked to this number.