

## Print or view a class list

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

		Ноп	e nReports	nRoll nV
School Config <del>-</del>	Maintain Users	Assign Teachers To Home Groups	Naintain Students	s / 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.

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Selec Year 2016	t Students Semester June ▼	r Home Grou AW T	up Year Lev 2 ▼	el ]									Class Class	ss List List List By Gene	<u>der</u>	
Stude	ent List —														Daging	Since 40
ТКеу	<u>VSN</u>	<u>First Name</u>	Last Name	<u>Prefer</u> <u>Name</u>	rred Enro Date	olment 2	<u>Sex</u>	<u>Date Of</u> <u>Birth</u>	<u>Home</u> <u>Group</u>	<u>Year</u> Level	Indigenous Code	<sup>5</sup> Edit	First Aid Attr	Full Time / Part Time	Student Profile	ActiveStudent
<u>ТКеу</u> )00	<u>VSN</u> 555555550	<u>First Name</u> Katie	<u>Last Name</u> Kanga	<u>Prefer</u> <u>Name</u>	rred Enro Date	<u>olment</u> <u>2</u>	Sex F	<u>Date Of</u> <u>Birth</u> 21/04/2008	Home Group AW	<u>Year</u> Level 2	Indigenou: Code N	<sup>5</sup> Edit ☑ 🗑	First Aid Attr	Full Time / Part Time F 🖉	Student Profile	ActiveStudent
<b>TKey</b> 000 002	VSN 555555550 555555552	<u>First Name</u> Katie Paul	<mark>Last Name</mark> Kanga Penguin	<u>Prefer</u> <u>Name</u>	rred Enro Date	<u>olment</u> ≩	Sex F M	Date Of Birth 21/04/2008 14/09/2008	Home Group AW AW	Year Level 2 2	Indigenous Code N N	• Edit	First Aid Attr	Full Time / Part Time F	Student Profile Profile Profile	ActiveStudent
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