

Printing the Student Roster

1

- Control Panel
- Files
- Course Tools**
 - Add Users by Role
 - Advanced Group Management
 - Announcements
 - Blogs
 - Collaboration
 - Contacts
 - Course Calendar
 - Course Materials
 - Discussion Board
 - Download PRS Roster
 - Export PRS Roster
 - Glossary
 - Journals
 - LU Early Warning
 - LU Incident Report
 - Post Final Grades
 - Rubrics
 - SafeAssign
 - Send Email
 - Student Roster**
 - Tasks
 - Tests, Surveys, and Pools
 - WebAssign
 - Wikis

2

1. Expand the Course Tools area.
2. Click on Student Roster.
3. Scroll to the bottom of the page and click on Printable Attendance Sheet.
4. Print the page by right-clicking your mouse or typing Ctrl + P.

3

- Photo Roster
- Printable Attendance Sheet**
- Printable Attendance Sheet with 20 columns**

Student Roster - Attendance
THEO626_D01_201330

Date _____

Name	Present?
Ad	_____
All	_____
Be	_____
Da	_____
Do	_____
Gar	_____
Gre	_____
Hy	_____
Kar	_____
Ma	_____
Ma	_____
Me	_____
Per	_____
Per	_____
Sch	_____
She	_____
Str	_____
Tot	_____

4

- Back
- Forward
- Reload
- Save as...
- Print...**
- Translate to English
- View page source
- View page info
- Adobe Acrobat - Create PDF
- Inspect element