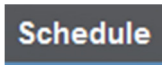
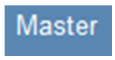
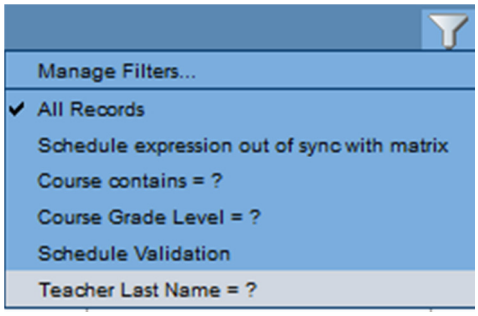
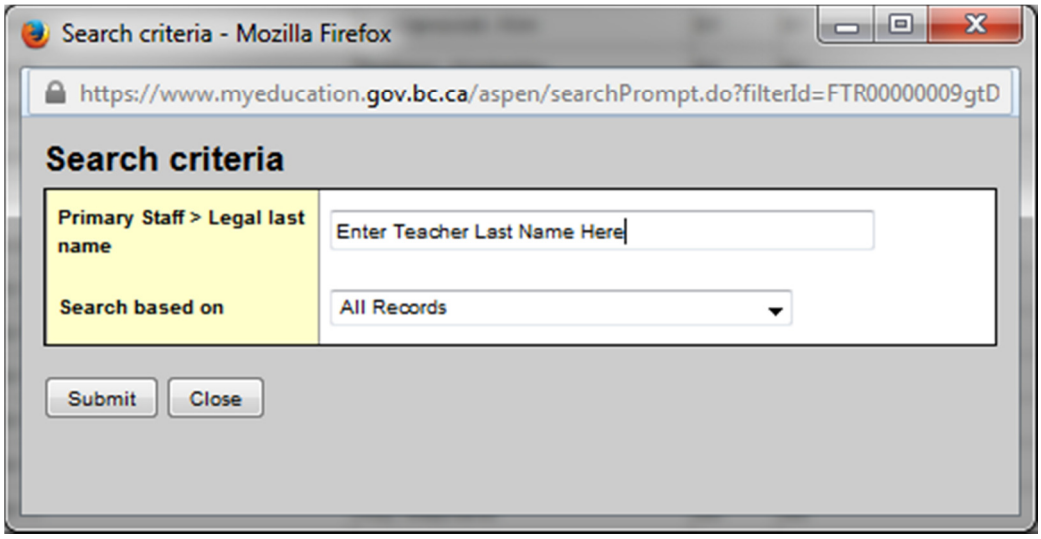
Printing Class Lists from the Office

1. Click 

top tab
2. Click 

side Tab
3. Click ( ) on the filter
4. Select Teacher Last Name = ?

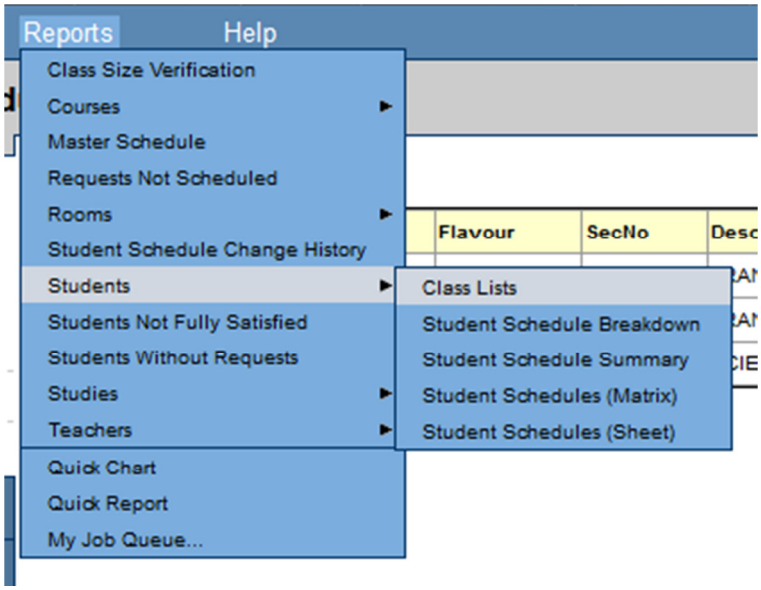




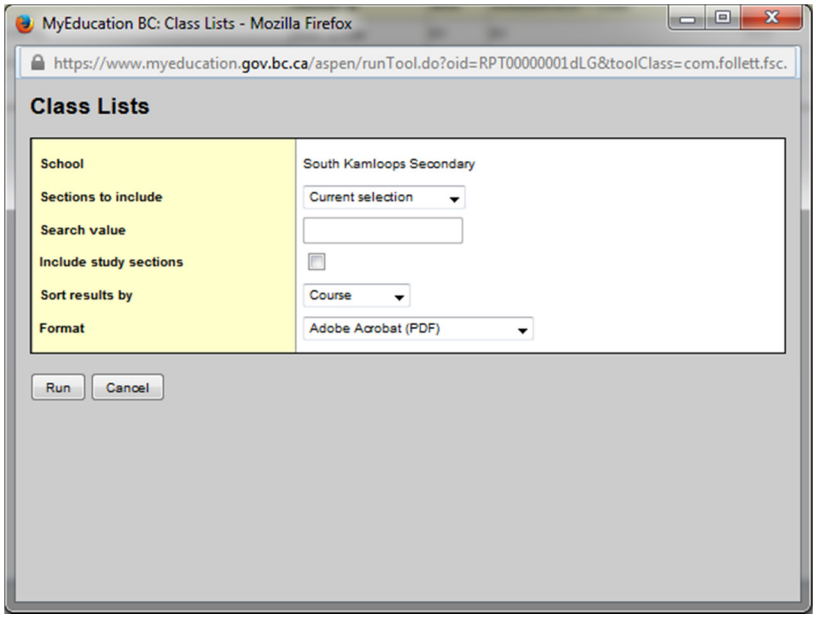
And click **Submit**

5. A listing of the courses (and sections) associated with that teacher (or teachers if they have the same last name) will appear.
6. Select the course(s) you want to print the class list for. Click **Options**, then **Show Selected.**

7. Click **Reports**, then **Students,** then **Class Lists**



8. A new wizard will appear,



9. Click **RUN**