Printing Class Lists from the Office

	Click Schedule top tab					
	Click Master side Tab					
	Click (🔽) on the filter					
	Select Teacher Last Name					
Y						
	Manage Filters					
✓ All Records						
atrix	Schedule expression out of sy					
	Course contains = ?					
	Course Grade Level = ?					
	Schedule Validation					
	Teacher Last Name = ?					
😼 Search criteria - Mozilla Firefox						
https://www.myeducation.gov.bc.ca/aspen/searchPrompt.do?filterId=FTR00000009gtD						
Search criteria						
	Primary Staff > Legal last name					
eacher Last Name Here						
eacher Last Name Here	Search based on					
eacher Last Name Here	Search based on					

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

	Reports Help					
	Class Size Verification					
t	Courses	•				
	Master Schedule	ł				
	Requests Not Scheduled					
	Rooms	•		Flavour	SeeNe	Dece
	Student Schedule Change History			Flavour	Secho	Desc
_	Students	·	С	lass Lists		1A.
	Students Not Fully Satisfied		s	tudent Schedul	e Breakdown	1A)
	Students Without Requests	L	s	tudent Schedul	e Summary	IE
	Studies •		s	tudent Schedul	es (Matrix)	
-	Teachers I		s	tudent Schedul	es (Sheet)	
	Quick Chart	Τ				_
	Quidk Report					
-	My Job Queue					

8. A new wizard will appear,

🥑 MyEducation BC: Class Lists - Mozilla Firefox							
A https://www.myeducation.gov.bc.ca/aspen/runTool.do?oid=RPT00000001dLG&toolClass=com.follett.fsc.							
Class Lists							
School	South Kamloops Secondary						
Sections to include	Current selection 👻						
Search value							
Include study sections							
Sort results by	Course						
Format	Adobe Acrobat (PDF)						
Run Cancel							

9. Click RUN