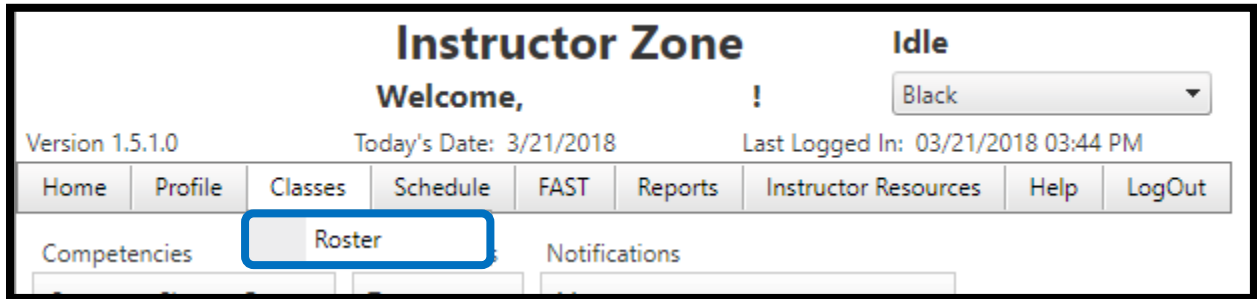


Instructor Zone Classes - Roster

In this guide you will learn how to get your Roster for the class you are teaching.

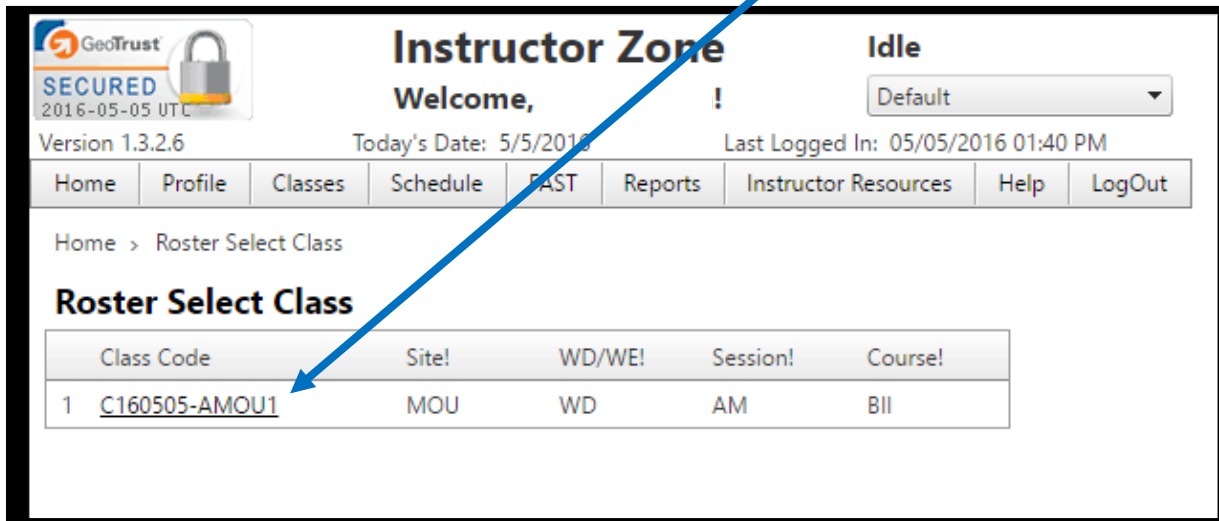
When you need to print your roster for an upcoming class, hover over the Classes tab and click on Roster from the drop-down menu.



This will take you to a new screen where the classes you are scheduled to teach within the next three days are listed.

NOTE: Rosters for classes more than three days out are not available through the Instructor Zone.

To open the roster so you can print, click on the class code listed.



Instructor Zone Idle

Welcome, ! Black

Version 1.5.1.0 Today's Date: 3/22/2018 Last Logged In: 03/21/2018 05:26 PM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Roster Select Class > Roster Report

Roster Report

03-22-18 11:26:29 AM Page No: 1

IDAHO STAR PROGRAM


Course Roster

Class Code: U180324-ALEW1 Site: N/A

Dates	Day	C/R	Times	C/R	Times	End
03-24-18	Sat	RI	8:00 AM			5:00 PM

Notes:

Last Name	I	First Name	Status	KS	SS	IPC	Phone Number	Sex	Age
1		O KENT	_____	_____	_____	_____	208-699-9228 D	M	
2		W TODD	_____	_____	_____	_____	406-544-0769 D	M	
3		W CHARLES	_____	_____	_____	_____	208-476-9899 E	M	
4		- C. LARRY	_____	_____	_____	_____	208-412-0454 C	M	
5		A NANCY	_____	_____	_____	_____	208-949-3779 D	F	
6		J LAWRENCE	_____	_____	_____	_____	509-990-9250 D	M	
7		L KAREN	_____	_____	_____	_____	928-710-1640 D	F	
8		K ANGELA	_____	_____	_____	_____	(208)215-6268 D	F	

Click on the Print Roster  icon to print out the roster for your class. **You will need to print out a roster for each of your classes.**

IMPORTANT REMINDERS:

- ★ If you are scheduled as the AM-A Instructor for a Basic I class where there is also a PM class, you will need to print **both** rosters for the first classroom session.
- ★ Make sure you check the roster the day of the class, even if you have already printed the roster. There can be last minute registrations that will appear on the roster.
- ★ Printed rosters should only be 1 page in length. There are normally no more than 12 students, depending on which class you are teaching. If there are more than 12 students read, the Notes section located in the Course Information area of the roster for additional information on the students and/or class.