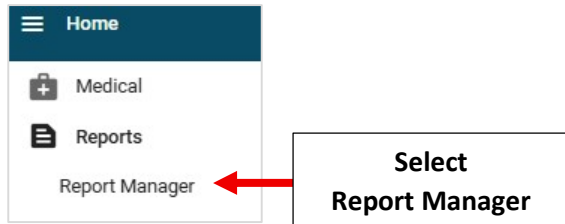


Print Class Rosters in FACTS SIS

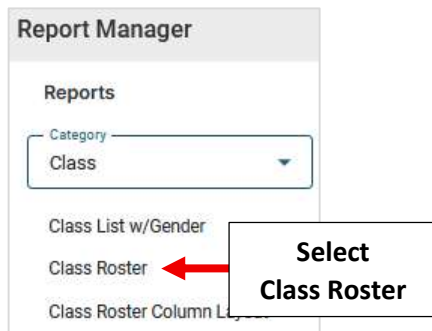
Once logged into FACTS please select **Reports > Report Manager**



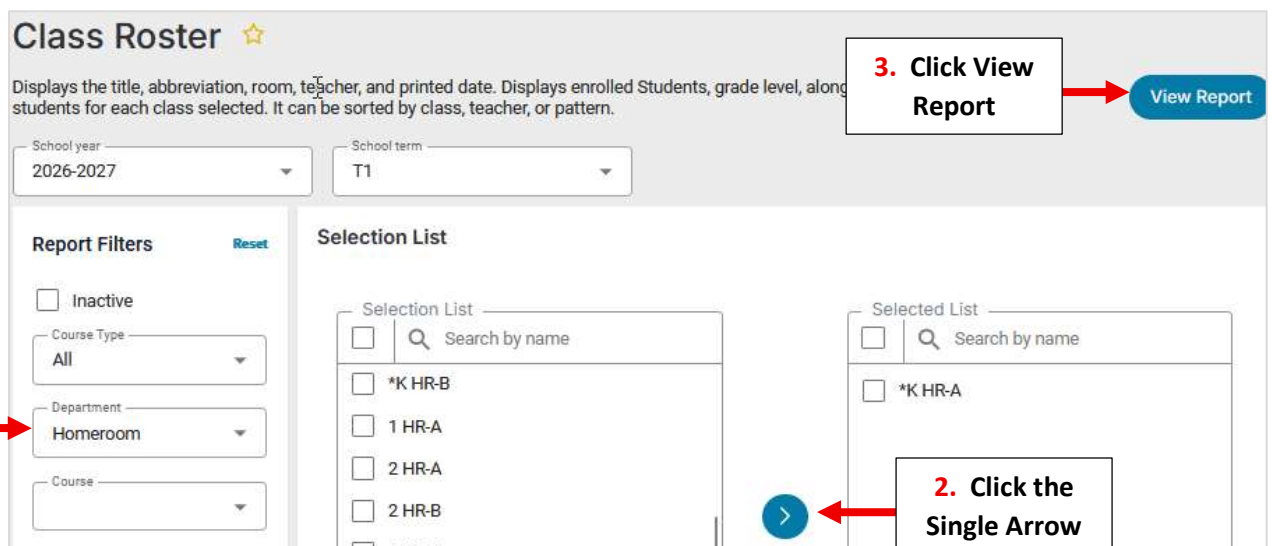
Select **Class**



Select Class Roster



Select **Homeroom** from Sort Dropdown. Click the Single Arrow to move all Homeroom to **"Selected List"** and Click **View Report**



Select **Class Name** as Sort Option and click **Submit**

1. Select Class Name

Class Roster - Selections

Sort:

☒ Class Name

☐ Instructor Name

☐ Pattern

Report Template:

2. Click Submit

Results will print **One Homeroom per Page**

Class Roster

Homeroom Room: 204 **Pepicelli-Murray, Lee-Ann**
1HR-1 Pattern: 8/31/2021

No.	Student	Grd
1	Andrews, Diana	01
2	Haindel, Ray	08
3	Werner, Harrison	01
4	Wilcox, Jude	01
5	Wyatt, Arabella	01
6	Zamora, Violet	01

Male: 3
Female: 3

Class Roster

Homeroom Room: **Aldrich, Kevin**
2HR-1 8/31/2021

No.	Student	Grd
1	Alvarez, Ellie	02
2	Andersen, Zuri	02
3	Andrews, Damian	02
4	Booth, Julia	02
5	Browning, Caleb	02
6	Burnett, Finley	02
7	Burrell, Jayden	02
8	Crawford, Daniel	02
9	Cunningham, Norah	02
10	Dougherty, Finn	02
11	Galvan, Oliver	02
12	Gamble, Anastasia	02
13	Hartman, Christopher	02
14	Howe, Andrew	02
15	Kane, Henry	02
16	Smith, John	02

Male: 10
Female: 6