

Exporting a Class Roster from Skyward

1. Login to Skyward. Click on the **Teacher Access** tab. Choose **My Classes**.



2. Click on **Class Options**.

[Show All Classes](#)

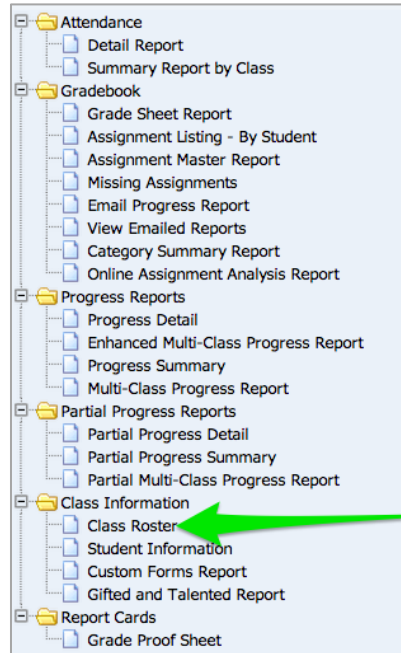
051 North Central High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
WLG	WLG	1 - 2	1	MTWRF	6312I1 / 001	SPANISH 9	Class Options
STY	STY	1 - 2	2	MTWRF	9300A1 / 115	STUDY	Class Options
WLG	WLG	1 - 2	3	MTWRF	6312G1 / 001	SPANISH 7	Class Options
HLP		1 - 2	6	MTWRF	0000S1 / 006	SCHROEDER HELPE	Class Options
WLG	WLG	1 - 2	6	MTWRF	6312C1 / 006	SPANISH 3	Class Options
HLP		1 - 2	8	MTWRF	0000S1 / 008	SCHROEDER HELPE	Class Options
WLG	WLG	1 - 2	8	MTWRF	6312C1 / 006	SPANISH 3	Class Options
WLG	WLG	1 - 2	9	MTWRF	6312C1 / 007	SPANISH 3	Class Options
WLG	WLG	1 - 2	10	MTWRF	6312C1 / 008	SPANISH 3	Class Options
HRM	HRM	1 - 4	11	MTWRF	11HMRM / 009	GRADE 11 HMRM	Class Options

3. Choose **Reports**.



4. Select **Class Roster**.



5. From the drop down menu, choose the class whose roster you would like to export and click the **Export to Excel** button.

Select Parameters for Class Roster Report for 6312G1 / 001 Prd:3 SPANISH 7

View Report for All Students Select Classes to View Report Export to Excel

Class Roster Report Options: 47 chars - Portrait Report

Students

Display Students enrolled for Term:

Options

Name Display: Last, First MI First Middle Last Last First Middle First MI Last

ID Display: Student ID Internal ID Name Key None

Sort by: Last Name

Display Information: Grade Phone Number Gender Student Access Login and Password

Family Information: Primary Guardian All Guardians

Grad Year Second Phone Current Cumulative GPA Print Student Picture

Birth Date Third Phone Home Address

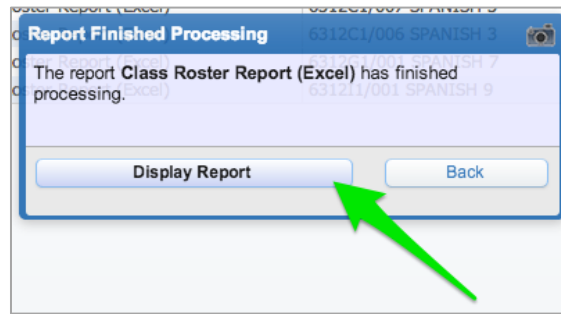
Advisor Email Mailing Address Student Indicators

Phone 2 Phone 1 Email

Phone 3 Phone 2 Home Address Mailing Address

Report Range Templates Restore Defaults

6. Select **Display Report**.



7. Students' names will appear in an Excel file.

	A	B	C	D	E	F
1	1serst06.p			North Central		
2	05.14.06.00.06			Class Roster I		
3						
4	Teacher:				School Year: 2014-2015	
5	Course: 6312G1 / SPANISH 7		Sec: 001		Period: 3	
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7	Last, First MI	Student ID				
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35	Williams, Courtney C.	00000000				
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