

## Creating Class Lists by Teacher for Currently Checked Out Textbooks

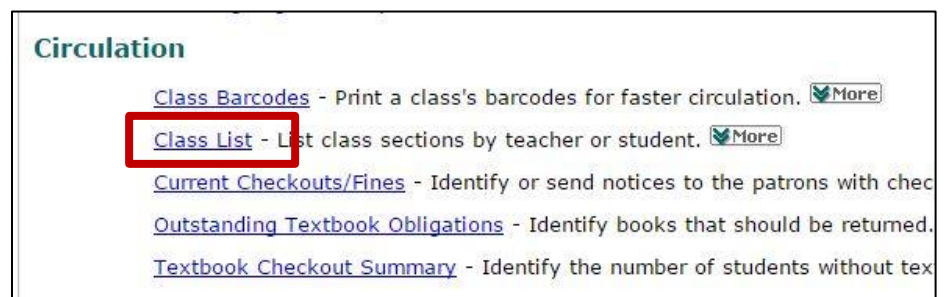


- Select **REPORTS**



1. Select **TEXTBOOK REPORTS**

2. Select **CLASS LIST**



For Teachers ▼

Select & Sort by **Teacher Name**

From  to

☐ Start a new page for each teacher ▼

Additional options Include Current sections ▼

Only class periods from  to

Show ☐ Teachers and their classes only

☒ Teachers, students and any checked out ▼ textbooks

3. To print your class lists, type your last name in the **FROM** and **TO** boxes.

4. Select **TEACHERS, STUDENTS AND ANY CHECKED OUT TEXTBOOKS.**

5. Select **RUN REPORT**

6. This will take you to the list of reports – Select **VIEW** to see the report(s)

7. You can save or print the pdf file