How to print a class roster in Skyward

You can generate, preview, and print a class roster from Skyward Educator Access Plus. This guide shows you how to print a class roster in Skyward for one class or all your classes. It also shows how to export the roster to Excel instead.

Prerequisites

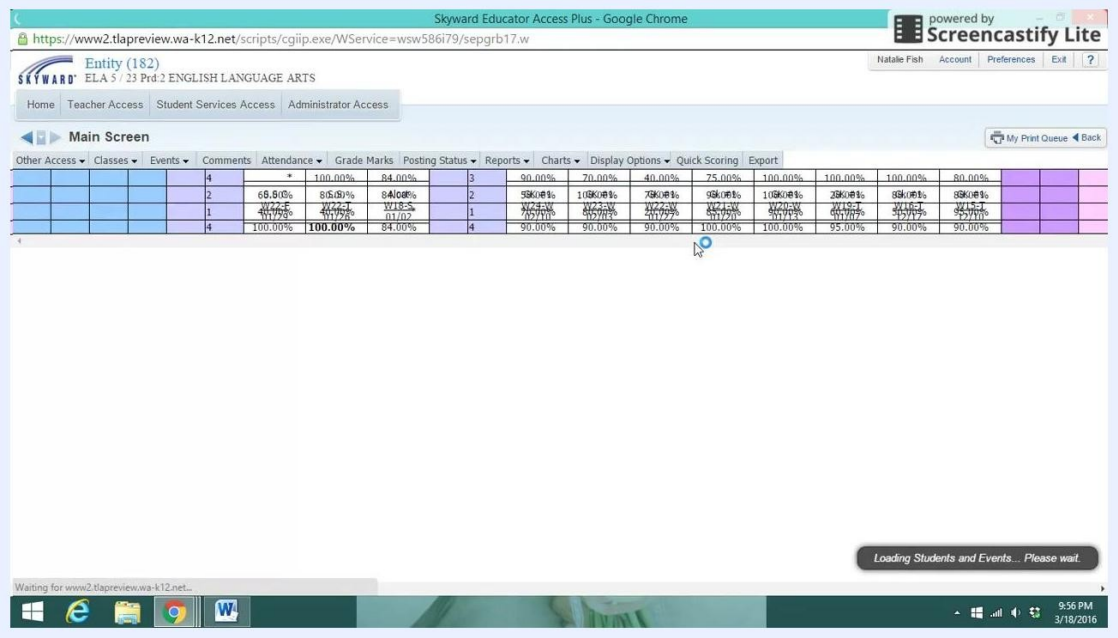
Before you begin, make sure you have:

- A login for Skyward Educator Access Plus
- Access to the **Teacher Access** tab and **My Gradebook**
- At least one class in your gradebook

Steps

1. Log in to Skyward Educator Access Plus

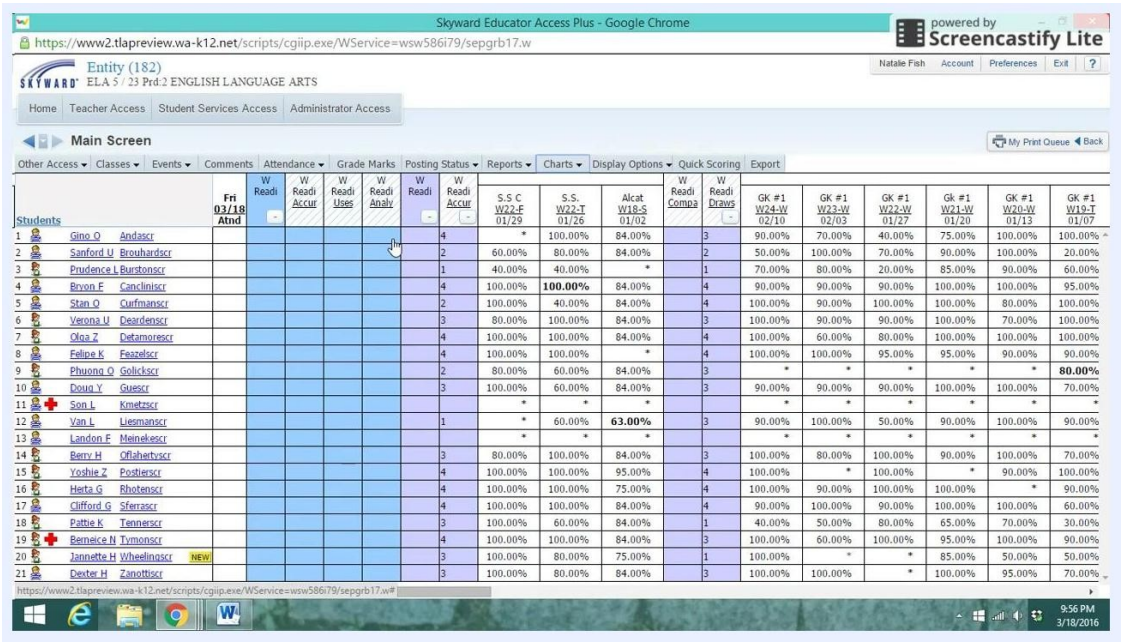
Log in and confirm that you are on the **Educator Access Plus Home** screen. You should see your district information and your print queue.



Skyward Educator Access Plus Home screen showing navigation tabs, the print queue, and district information

2. Go to your gradebook

Click the **Teacher Access** tab at the top of the screen. Then select **My Gradebook** from the dropdown menu.



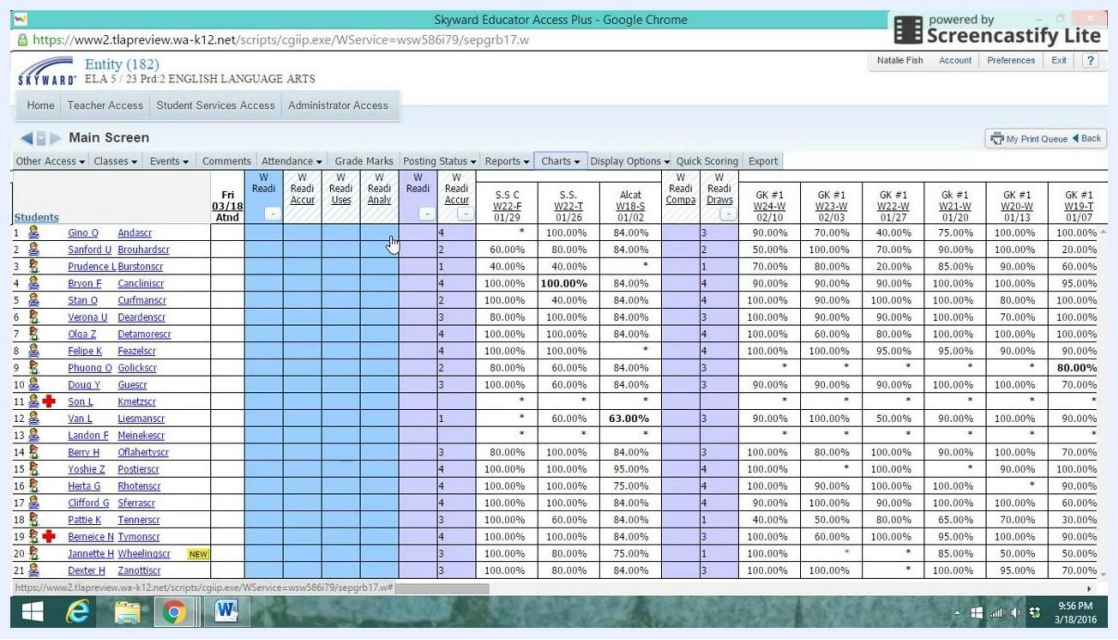
Cursor hovering over the Teacher Access tab on the Skyward home screen

3. Select the class

In your gradebook, find the class you want to print a roster for and select it. If you are prompted, choose the **Standards Gradebook** for that class.

4. Open the Reports tab

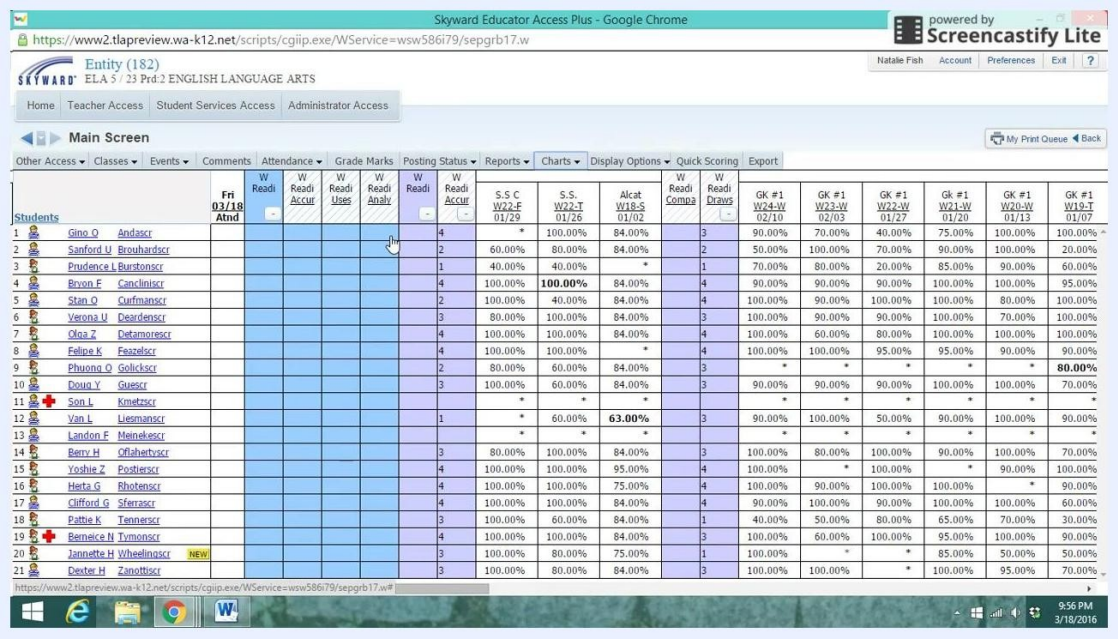
Inside the gradebook, find the row of tabs along the top of the screen. Click **Reports**.



Gradebook tabs including Attendance, Grade Marks, Posting Status, Reports, Charts, Display Options, Quick Scoring, and Export

5. Open the Class Roster report

In the **Reports** dropdown menu, scroll down to the **Class Information** section. Click **Class Roster**.



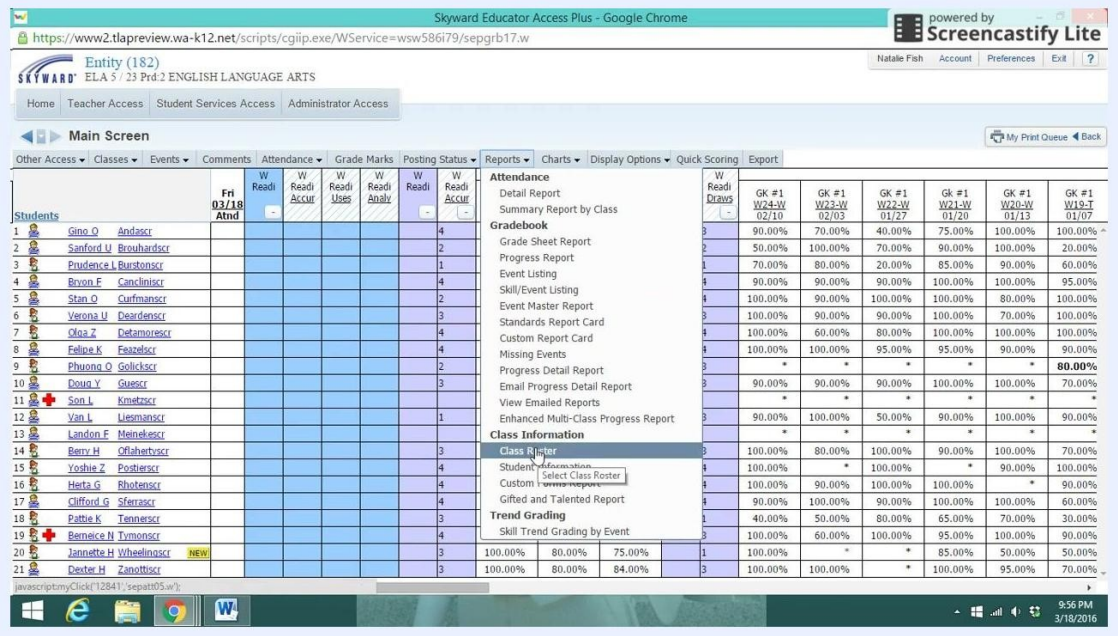
Reports dropdown menu with Class Roster highlighted under Class Information

6. Choose a report template and an output option

In the **Report Templates** window, select the template you prefer, such as **Student Name & Student Info**. Then choose how you want to output the roster:

- Click **Export to Excel** to save the roster as a spreadsheet. This saves you from typing in all the names manually.
- Click **Print** to print the roster directly.

To print the roster, click **Print**.



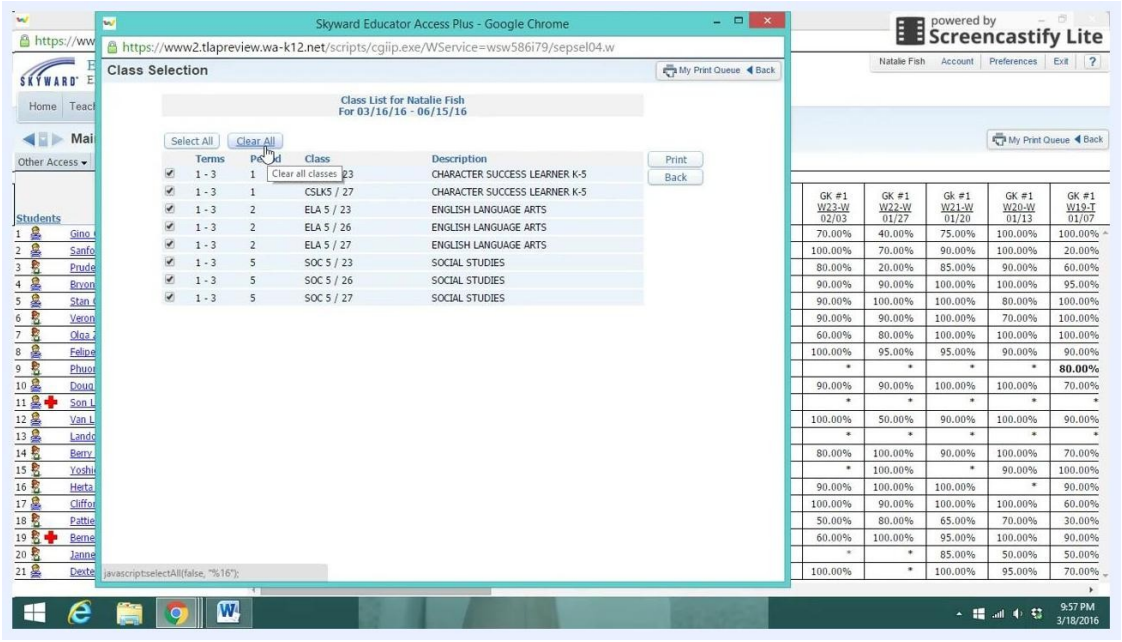
Report Templates window with options for Print, Export to Excel, View parameters of Template, Clone Template, and Select Different Classes

7. Select the classes to include

Choose which classes appear in the roster:

- To print rosters for all your classes, make sure all the boxes are checked.

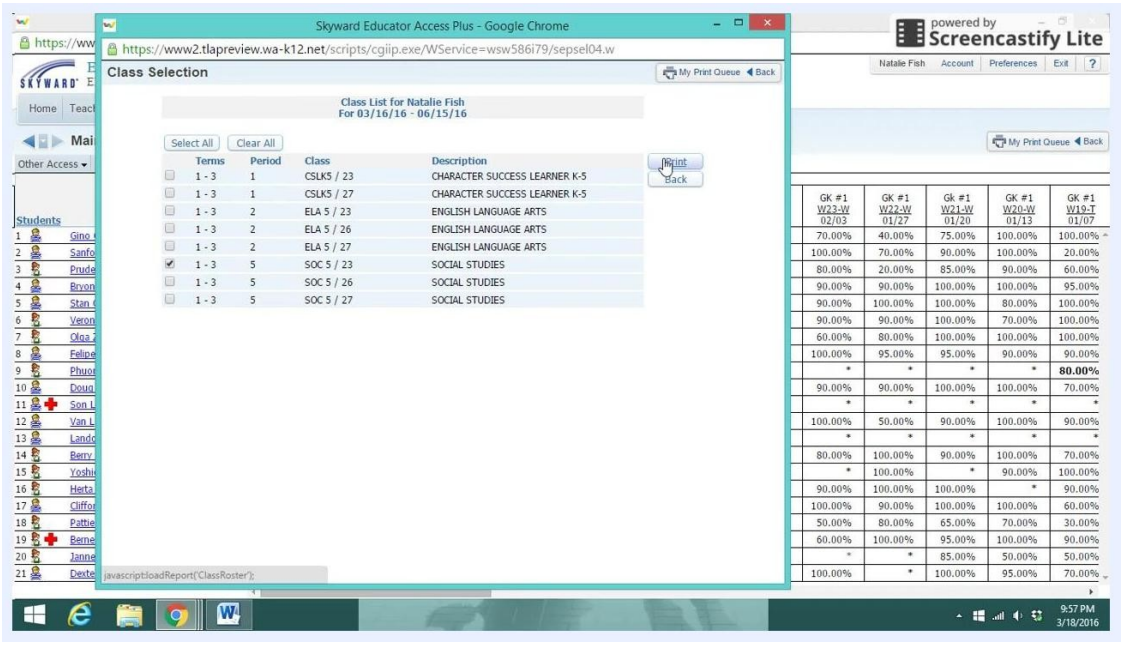
- To print a roster for one class, click **Clear All**. Then check only the box for the class you want.



Class Selection window with a checkbox for each class and the Select All, Clear All, and Print buttons

8. Send the roster to the print queue

After you select your classes, click **Print**. Skyward adds your print job to the print queue, where you can also see other items you have printed.

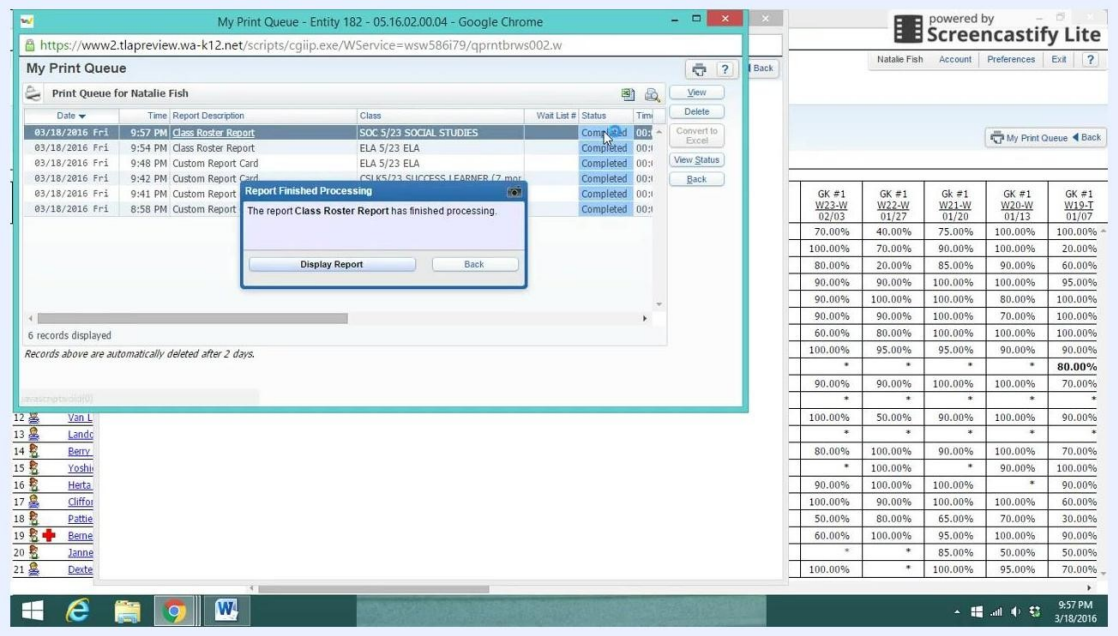


Class Selection window with one class selected and the Print button highlighted

9. Wait for the report to finish processing

Watch the **Status** column in your print queue. The status shows **Running** while Skyward generates the report. When processing finishes, the status changes to **Completed** and the row turns blue.

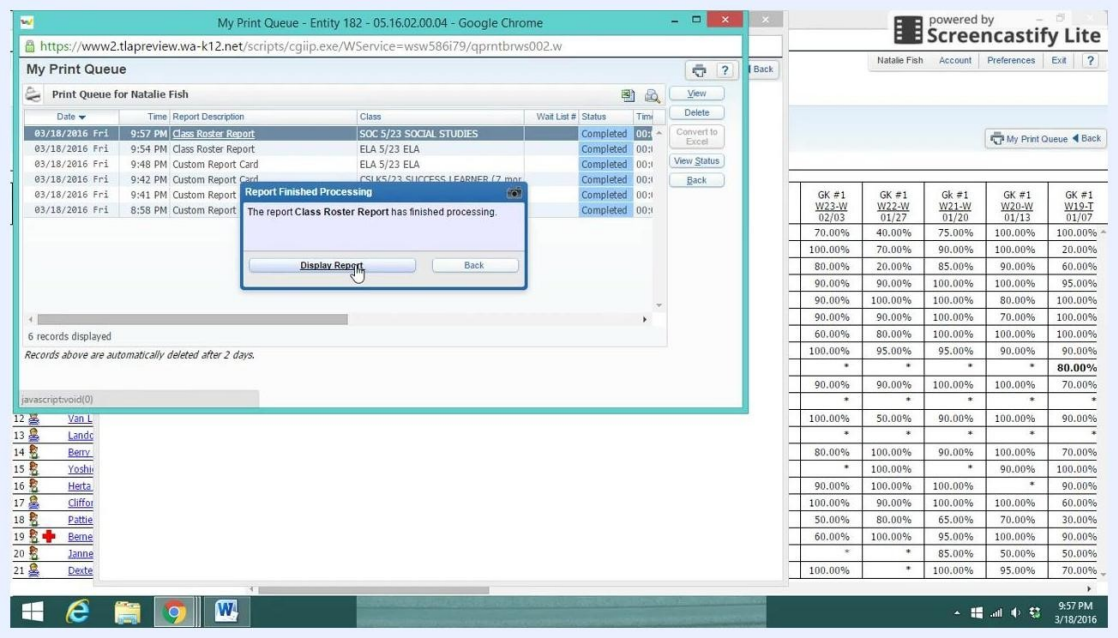
A **Report Finished Processing** dialog box also appears. It states that the report Class Roster Report has finished processing.



Print queue with the Report Finished Processing dialog, Display Report and Back buttons, and the Completed status highlighted in blue

10. Display the completed report

In the **Report Finished Processing** dialog box, click **Display Report**. A print preview of your class roster opens in a new window or tab.



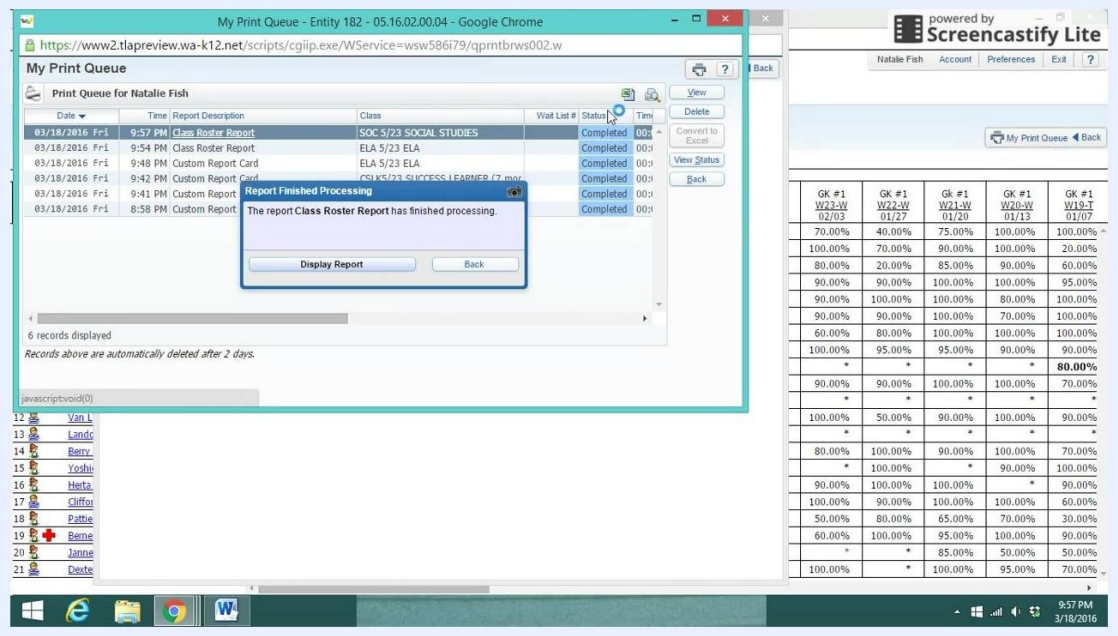
Cursor clicking Display Report in the Report Finished Processing dialog box

11. Review and print your class roster

In the print preview, check that all the student information is correct. The report shows these details:

- Teacher name
- Course and section
- School year, period, and room number
- Student names, grades, birth dates, phone numbers, gender, email addresses, and graduation year
- Total number of students, with a breakdown by gender

When everything looks right, use the print icon or your browser's print function to print the roster.



Class Roster Report print preview showing the teacher, course, student details, and print controls

Summary

You can now print a class roster in Skyward for a single class or for all your classes. Open the **Class Roster** report from the **Reports** tab in your gradebook. Choose a template, select your classes, and click **Print**. When the report finishes processing, click **Display Report** to preview and print it. You can also use **Export to Excel** to save the roster as a spreadsheet.