Roster - Activity Roster (Version 2) - Excel/PDF

Last Modified on 04/03/2019 12:14 pm EDT

Report Description

The Activity Roster (Version 2) - Excel or PDF report displays a roster of the students enrolled in an activity for a program, including the detailed information on the enrollment information for the program.
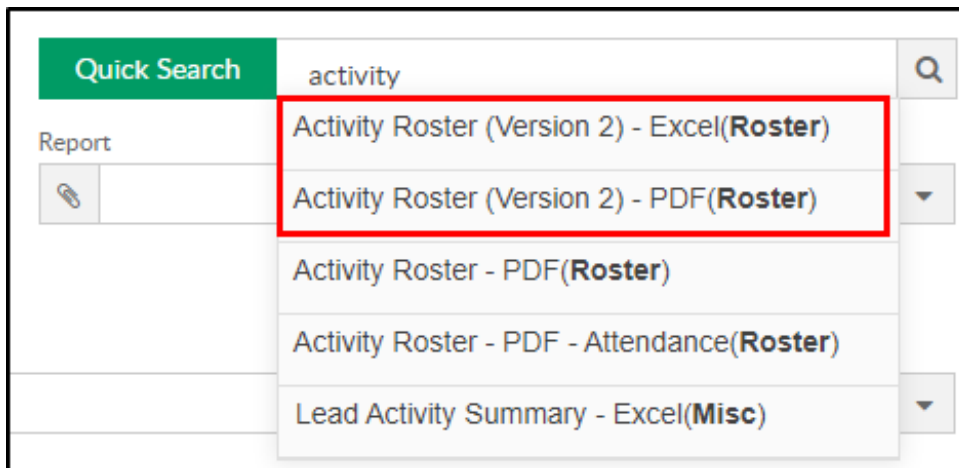
Report Conditions

- Center - leave the Center blank to pull data for all sites
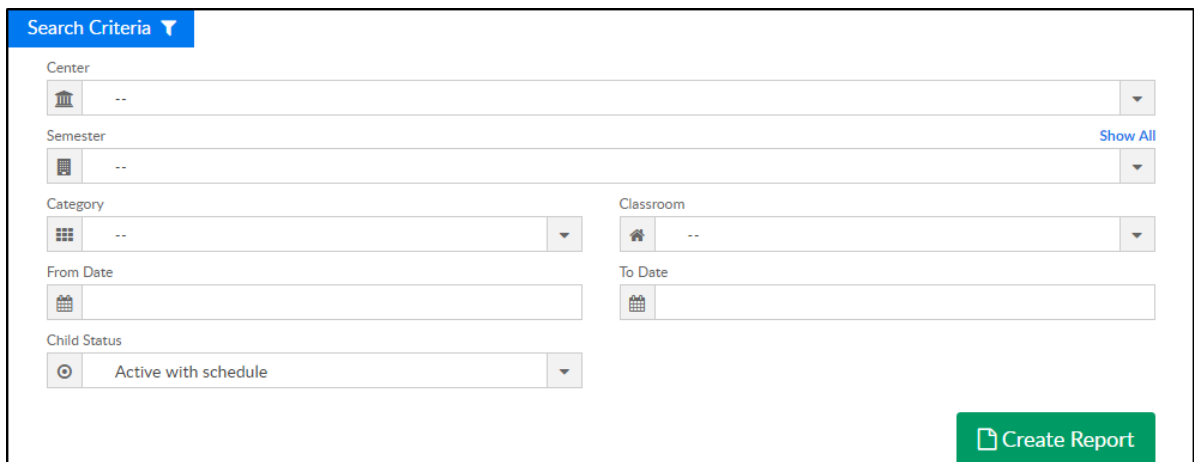
Accessing the Report

1. Click Reports, then select Room/Program
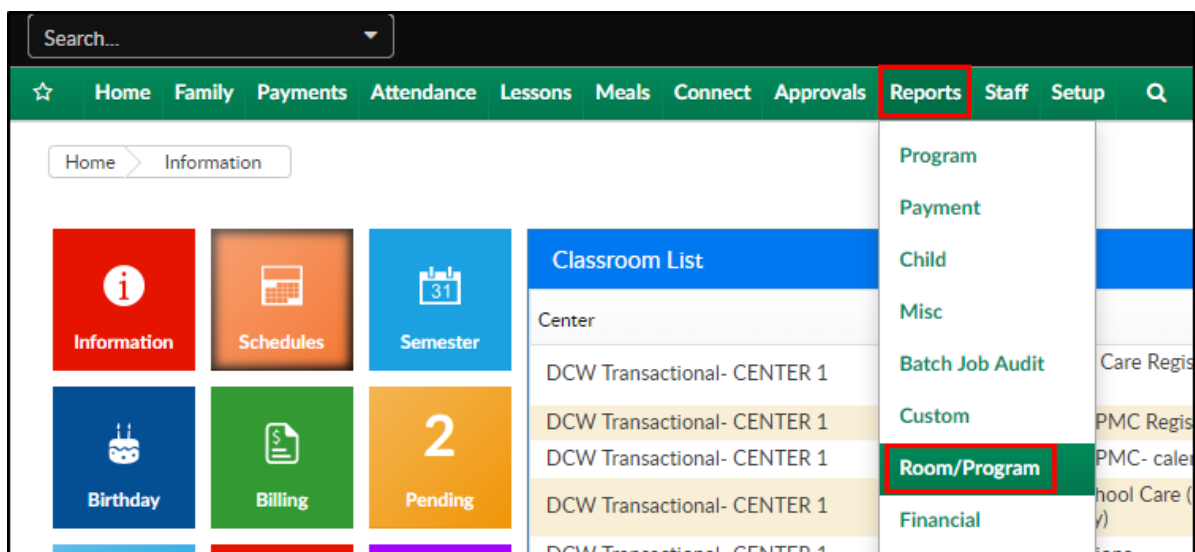
2. In the Quick Search type "Activity" and select to view the report in Excel or PDF

3. Enter the Search Criteria

- Center - select to view a center or leave blank to view all sites
- Semester - select a semester to only view students associated to the selected semester. Please Note: click the Show All link to view/select past semesters

- Category - select a category to only view students associated to the selected category
- Classroom - select a classroom to only view students associated to the selected classroom
- From Date
- To Date
- Child Status - select a student status
  - Active with Schedule
  - Active without Schedule

- Pending
- Withdrawn

4. Click Create Report