

## 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](#)

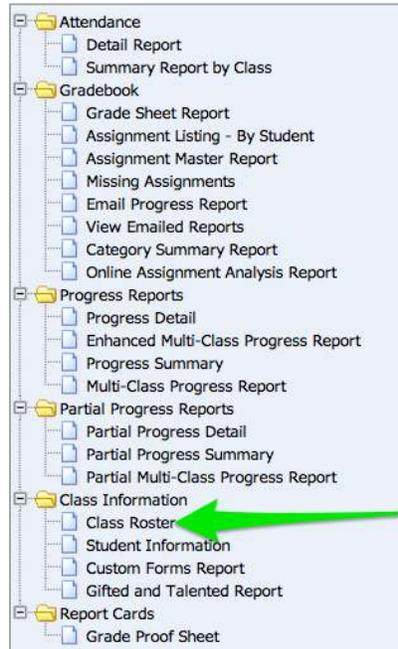
**051 North Central High School**

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

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: T1 : 08/04/2014 - 10/03/2014

**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

Email  
 Phone 3  
 Mailing Address

Report Range Templates  
Restore Defaults

6. Select **Display Report**.



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

A screenshot of an Excel spreadsheet showing a class roster. The spreadsheet has columns labeled A through F. Row 1 contains the file name "1serst06.p". Row 2 contains the date "05.14.06.00.06". Row 3 is empty. Row 4 contains "Teacher". Row 5 contains "Course: 6312G1 / SPANISH 7". Row 6 is empty. Row 7 contains "Last, First MI" and "Student ID". Row 8 contains a student's name and ID. Row 9 is empty. Row 10 contains a student's name and ID. Row 11 contains a student's name and ID. Row 12 contains a student's name and ID. Row 13 contains a student's name and ID. Row 14 contains a student's name and ID. Row 15 contains a student's name and ID. Row 16 contains a student's name and ID. Row 17 contains a student's name and ID. Row 18 contains a student's name and ID. Row 19 contains a student's name and ID. Row 20 contains a student's name and ID. Row 21 contains a student's name and ID. Row 22 contains a student's name and ID. Row 23 contains a student's name and ID. Row 24 contains a student's name and ID. Row 25 contains a student's name and ID. Row 26 contains a student's name and ID. Row 27 contains a student's name and ID. Row 28 contains a student's name and ID. Row 29 contains a student's name and ID. Row 30 contains a student's name and ID. Row 31 contains a student's name and ID. Row 32 contains a student's name and ID. Row 33 contains a student's name and ID. Row 34 contains a student's name and ID. Row 35 contains a student's name and ID. Row 36 contains a student's name and ID. A green box highlights the area containing student names and IDs from row 8 to row 35.

	A	B	C	D	E	F
1	1serst06.p			North Central		
2	05.14.06.00.06			Class Roster		
3						
4	Teacher				School Year: 2014-2015	
5	Course: 6312G1 / SPANISH 7		Sec: 001		Period: 3	
6						
7	Last, First MI		Student ID			
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