



List Student

Search for your group of students. Here we will be searching for the Football team.

Once you have your list of students drop down "Search a function for this group of students" and choose the List Student option.

The Student List page is displayed. Here you will enter the fields that you want to appear on your list.

Enter the title which will be your report title. Now enter the fields that you want displayed as key in a title for the column. If you need to find the code for the field, click on the Fields link and choose a field from the list.

In the column on the right, key in the title for the column that you want to see on your report. As you can see, you are allowed up to 10 columns.

Padding In Each Cell will add space around the data and note, it is measured in points. If you don't know where to start with this number, try 4. #Rows In Between Breaks can be filled in and you can also select Gridlines to display. Below that is your sort options fields which you can list in ascending or descending order.

When you are finished with this screen, click Submit and your list will display. If the list display needs to be modified, you can click back to Student List in the breadcrumbs and it should return you to the setup screen to modify.

Examples of List Students Screens:

Student List - 32 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="lastfirst"/>	<input type="text" value="Student"/>
2.	Fields <input type="text" value="students_counselor"/>	<input type="text" value="Counselor"/>
3.	Fields <input type="text" value="*gpa"/>	<input type="text" value="GPA"/>
4.	Fields <input type="text" value="*credit_hours"/>	<input type="text" value="Credit Hours"/>
5.	Fields <input type="text" value="*Cumulative_GPA"/>	<input type="text" value="Cumulative GPA"/>
6.	Fields <input type="text" value="*Current_GPA"/>	<input type="text" value="Current GPA"/>
7.	Fields <input type="text" value="Per.att;1"/>	<input type="text" value="Period 1 attendance"/>
8.	Fields <input type="text" value="*period_info;1(A);teacher_nam"/>	<input type="text" value="Period 1 Teacher"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

student/counselor list Apple Grove High School

Student	Counselor	GPA	Credit Hours	Cumulative GPA	Current GPA	Period 1 attendance	Period 1 Teacher
Adair, Brandon	Mr. Smith	3.1957	23.5	3.1957	2.3704	7	
Adams, Corby		3.3861	10.0	3.3861	3.5926	0	Accatino, Steve
Adams, Julie	James Lundgren	3.2816	23.0	3.2816		0	Adams, Mark B
Ahlberg, Emmy	Christopher Aldene	3.4167	10.5	3.4167	3.3704	0	
Aikinson, Andy G		3.2728	22.0	3.2728	3.7780	2	Grogan, Lynn N
Alfonso, Scott		3.1834	10.0	3.1834	2.4076	0	
Allen, Victor C	Patricia Peron	3.3793	15.0	3.3793	2.5001	0	
Allred, Alfred P		1.4243	6.5	1.4243	2.6111	0	
Allred, Christopher N		3.0521	16.0	3.0521	3.5387	0	Lura, Colleen R
Allred, Jacee L		2.9535	21.0	2.9535	3.8668	0	
Almanza, Harold		1.9334	13.5	1.9334	0.9091	9	Mantezimbe, Yoruba