

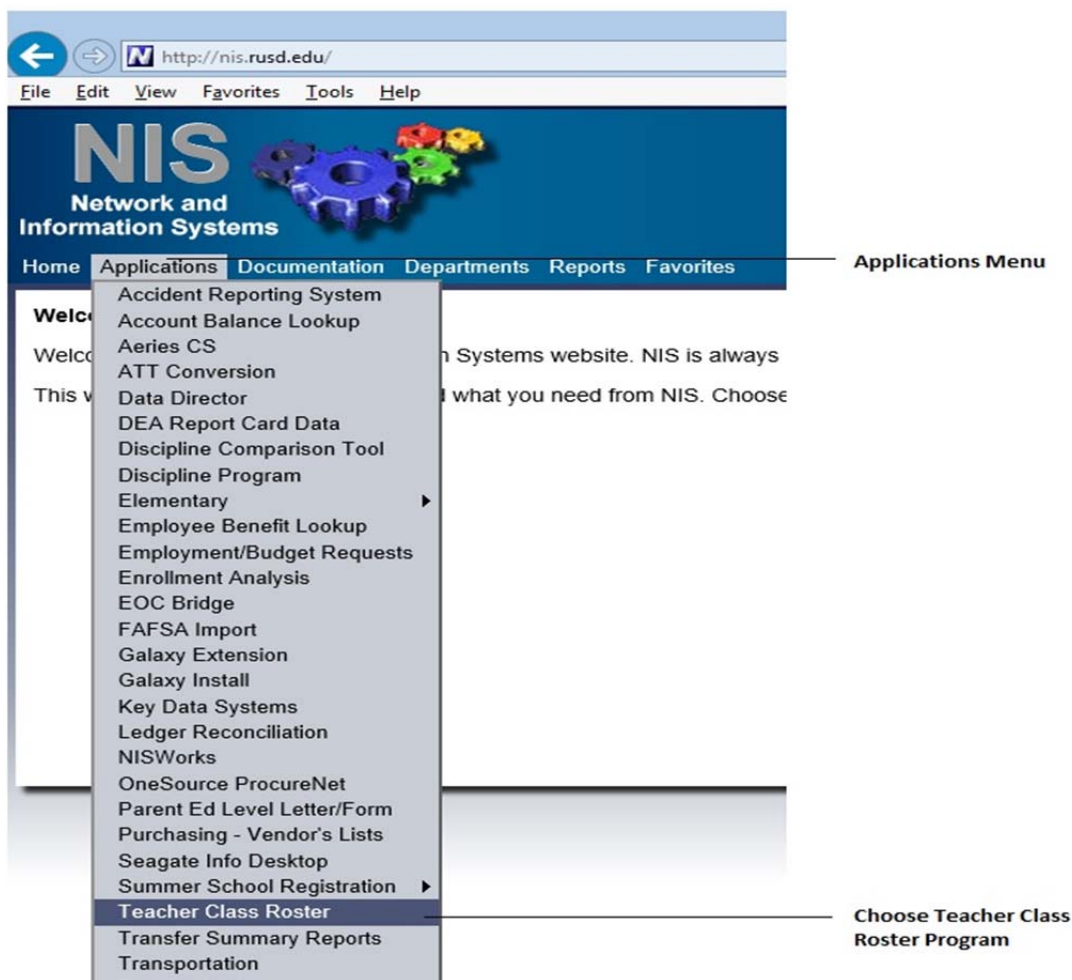
Teacher Class Roster

The Teacher Class Roster application displays student information for each class for secondary schools. It was developed by Technology Services department at RUSD. The application can be used by teachers and administrators of secondary schools to identify the school programs that their students are currently participating. For instance, it can help identify students currently in AVID or Title 1 program. In addition, it can show whether the student is a GATE student or his/her EL Phase code. Knowing this information, teachers and administrators can tailor their approach of teaching to their students so that they can be more effective in the classroom.

Accessing the application

To access the Teacher Class Roster application, following these instructions:

1. Open Internet Explorer and go the NIS website at <http://ts.rusd.edu>
2. Move the mouse to the applications menu link at the top of the page and choose (click) the Teacher Class Roster Program link



3. If you are *not* logged into the system, please use the log in link to log into the system. To log in, use windows user id and password. This is the same password that RUSD employees use to log into their work computers. If there are any issues with the login, please contact the NIS helpdesk at x81099.



Using the Application

Once users have accessed and logged into the application, they will be guided to the Selection page. Here users will be able to choose which data they would like to see. For instance, they can view information for all 7th grade students or they can view information for classes taught by a specific teacher. Each choice is explained below:

1. School drop down list - this option allows administrators to who work at multiple locations to see data for a different school.

School:

2. School Year drop down list – this option allows users to view data for a previous school year. By default, this option chooses the current school year.

School Year:

3. Grade – use this option to print only students at a specific grade level. If no option is chosen, then students at all grade levels will be printed.

Grade:

4. Term – this is a required option. Allows users to between fall and spring semester for middle and high schools.

Term:

5. Teacher – use this option to view data for a specific teacher. If no option is chosen, the system will show data for all active teachers at the specific school chosen in step 1

Teacher:

6. Print Phone – use this option to specify if the phone number should be printed on the final report. By default, the application does print the student’s phone number.

Print Phone?

7. Report Spacing – allows users to choose between a single or double space on the report. By default, the application prints using single space.

Report Spacing

8. Print – allows user to choose on whether to print on plain paper (without a grid) or on a form (with a grid). By default, the report is printed on plain paper.

Print

9. Programs – allows user to specify all or specific programs for which students are part of to be displayed on the report. By default, the application chooses all the programs (see below). However, users can click the ‘Deselect All Programs’ button and then click each individual program. The programs are listed using the program code (ex. GATE, ELP, 1, 4, etc...) followed by a dash and then the program name.

Please choose from the following programs:

- GATE - Gifted & Talented
- ELPC1 - EL Phase Code Beginning
- ELPC2 - EL Phase Code Early Intermediate
- ELPC3 - EL Phase Code Intermediate
- ELPC4 - EL Phase Code Early Advanced
- ELPC5 - EL Phase Code Advanced
- ELP - English Level Proficiency To be Determined
- ELPF - English Level Proficiency FEP
- ELPL - English Level Proficiency LEP
- ELPR - English Level Proficiency Redesignated
- SE - Special Education
- 1 - 09th Grade Team
- 2 - Non-Grad-failed CAHSEE
- 3 - AB 1802 - CAHSEE
- 4 - AB 1802 - CST Middle Schools
- 7 - Acceptable Use Policy

10. Printing the Report - Once all choices are made, users can click the 'Show Report in Acrobat (PDF)' button to view the information in adobe acrobat or click the 'Show Report in Excel' to view a spreadsheet of the same information. They can also click the 'Cancel' button. This button changes the choices made on the drop down lists to the application default choices.

11. Codes -The report shows the students in the class and the program code for each program the student is enrolled in. In Aeries, the program codes are numbers unlike the previous version. So it is necessary to sometimes translate the program code to the program name. To show the list of all program codes with their name, click on the 'Print Codes and Descriptions (Legend)' button.