

Running a Roster Report:

Step #1:

Select your Class.

Select Roster Report.

Click Send.

PLATO Web Learning Network
Administrator Edition

Report Selection

Select either a Class or a Group, and then select the type of Report.

Select Group: None

Select Class: test 1

Select Report: Roster Report

Send Reset

Note: If you plan to print a report, make sure you set the paper orientation in your printer settings to landscape.

You are logged in as:
Account Coordinator

v4.20.6-91
PLATO Web Tier Server
Version: 4.20.6-91

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Step #2:

Change title if you want.

Choose HTML.

Click Send.

PLATO Web Learning Network
Administrator Edition

Roster Report Setup

Report Title: Roster Report

Report on everyone in this class

Class: test 1

Display Options:

Display in Printer-Friendly Format (PDF) Display in HTML Format

Page Size: Letter

Portrait Landscape

Encryption Password: _____

Includes Adobe Acrobat Reader Printer-Friendly Format (requires latest Acrobat browser plugin)

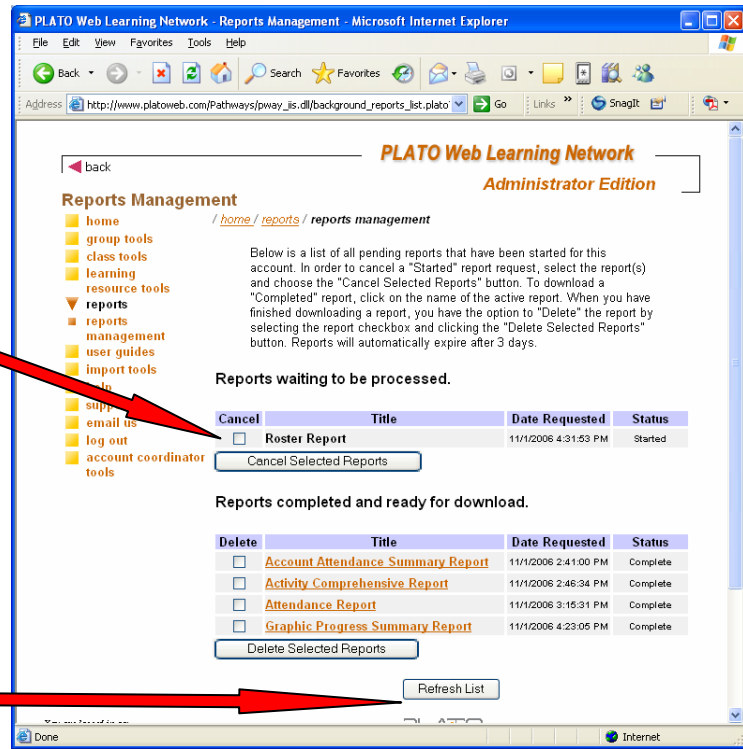
Send Reset

You are logged in as:
Account Coordinator

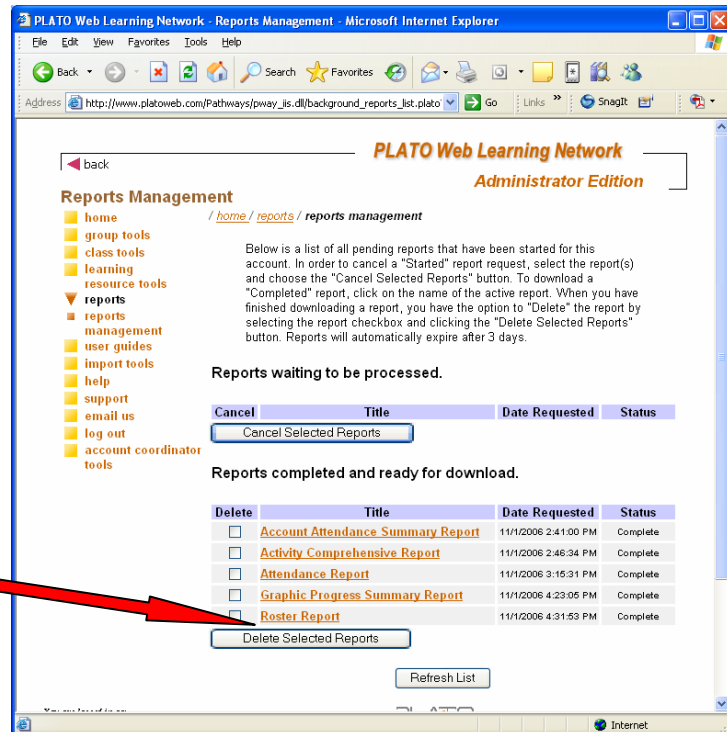
v4.20.6-91
PLATO Web Tier Server

Step #3:

Your report is being processed.



Click Refresh List.

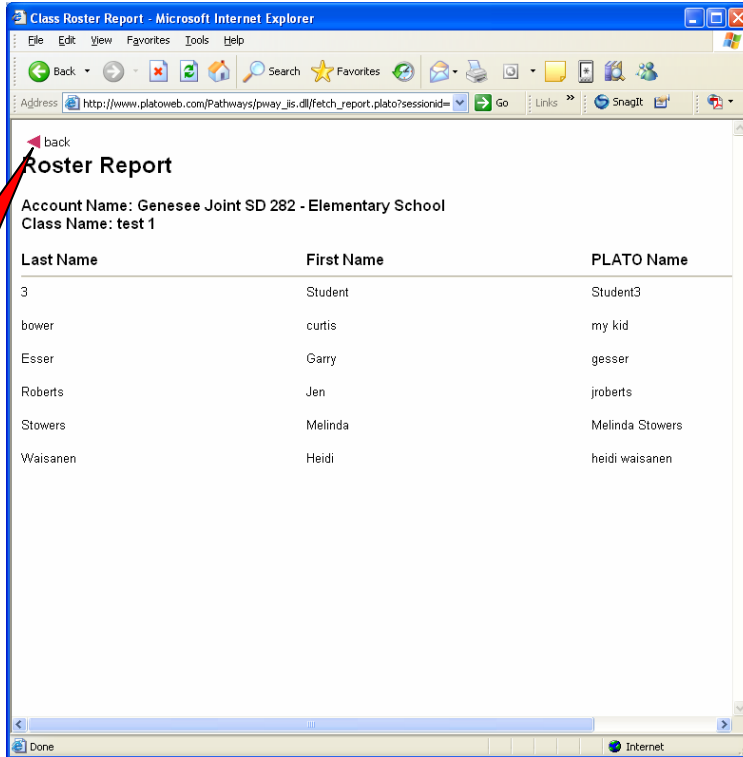


Click on your report to preview.

Step #4:

Your report will look like this.

Click back to exit out of the report option and for more choices.



Step #5:

Once on this page you can choose your next option.

