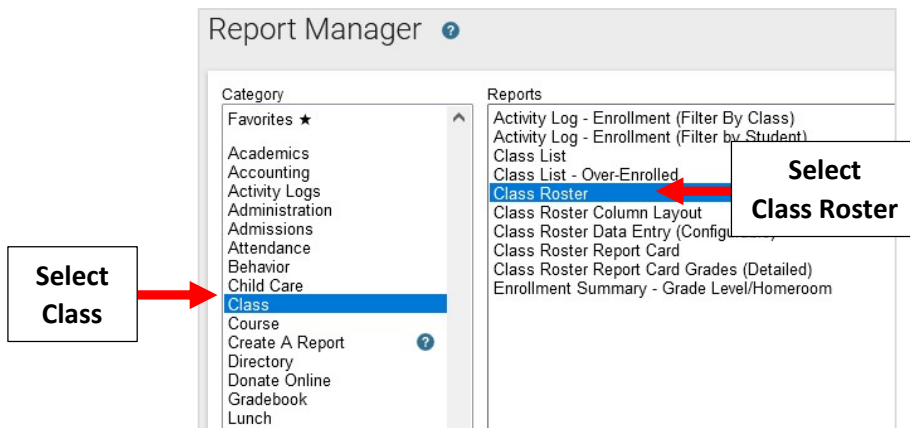# Print Class Rosters in FACTS SIS
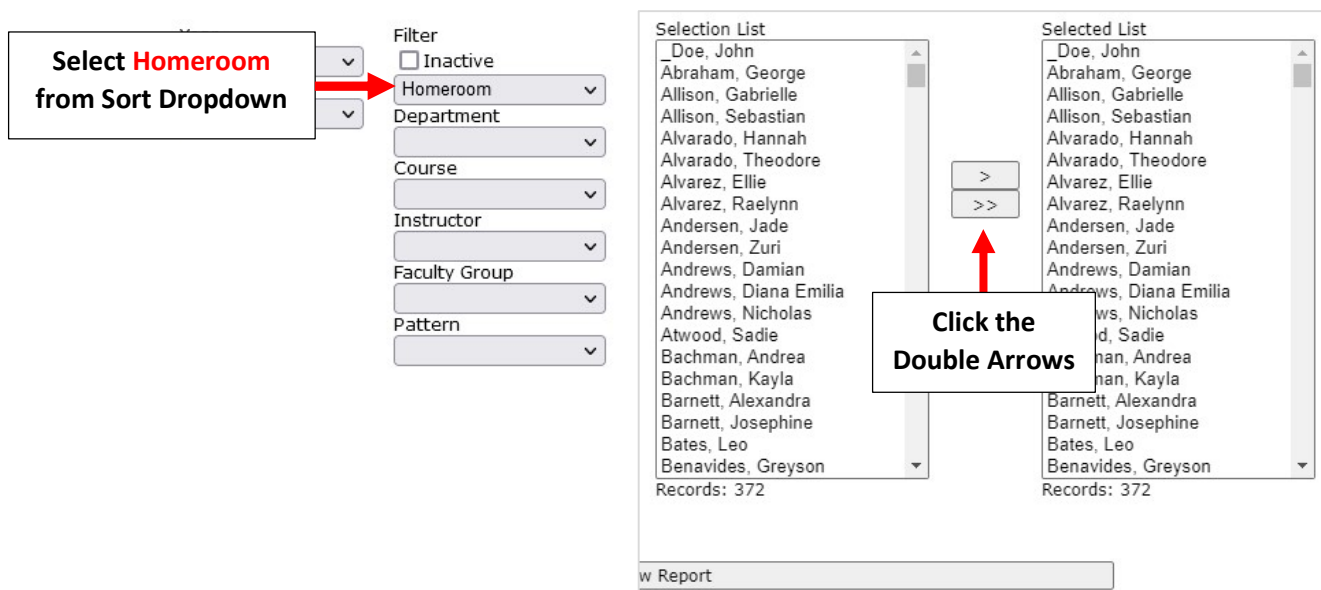
Once logged into FACTS please select Report Manager **from the Left Side Menu**

Select
Report Manager

Select Class > Class Roster

Select
Class Roster

Select
Class

Select Homeroom **from Sort Dropdown. Click the Double Arrows to move all Students to** "Selected List" **and Click** View Report

Select Homeroom
from Sort Dropdown

Click the
Double Arrows

Select Class Name as Sort Optionm then click Submit

Class Roster - Selections

Sort:
- ⦿ Class Name
- ◯ Instructor Name
- ◯ Pattern

Select **Class Name** ➡

Report Template: [⌄]

Submit ⬅ **Click Submit**

Results will print One Homeroom per Page

Class Roster

Homeroom	Room: 204	Pepicelli-Murray, Lee-Ann
1HR-1	Pattern:	8/31/2021

No.	Student	Grd	
1	Andrews, Diana	01	
2	Haindel, Ray	08	
3	Werner, Harrison	01	
4	Wilcox, Jude	01	
5	Wyatt, Arabella	01	
6	Zamora, Violet	01	

Male: 3

Female: 3

Class Roster

Homeroom	Room:	Aldrich, Kevin
2HR-1		8/31/2021

No.	Student	Grd	
1	Alvarez, Ellie	02	
2	Andersen, Zuri	02	
3	Andrews, Damian	02	
4	Booth, Julia	02	
5	Browning, Caleb	02	
6	Burnett, Finley	02	
7	Burrell, Jayden	02	
8	Crawford, Daniel	02	
9	Cunningham, Norah	02	
10	Dougherty, Finn	02	
11	Galvan, Oliver	02	
12	Gamble, Anastasia	02	
13	Hartman, Christopher	02	
14	Howe, Andrew	02	
15	Kane, Henry	02	
16	Smith, John	02	

Male: 10

Female: 6