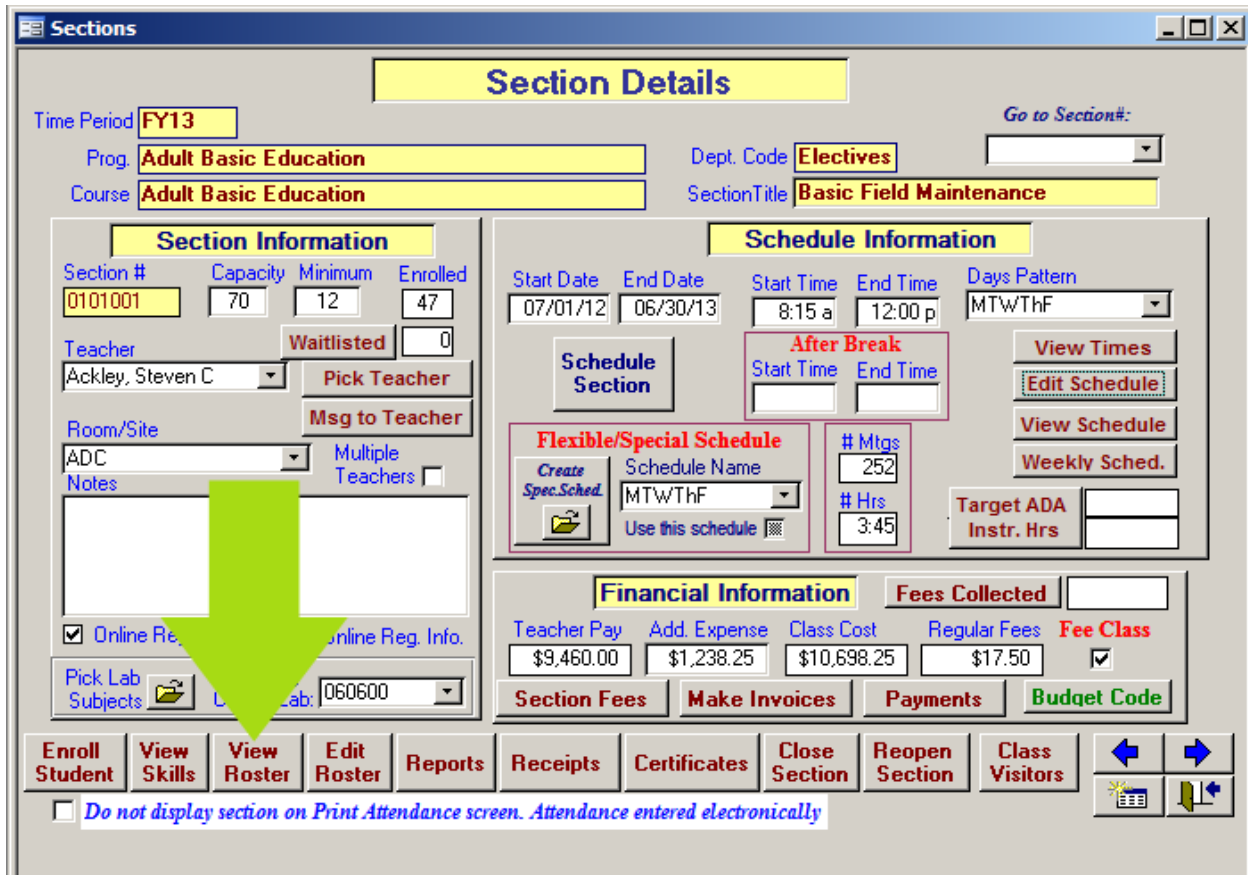# Section – View Roster

To view the class list with each student's cumulative hours and number of meetings attended to date, from the Section screen, click on the "View Roster" button at the bottom of the screen.

You cannot edit anything on this screen, except the screens accessed from the icons on the left of the ID numbers

**Accessing information with the icons on the left of the View Roster screen:**

1. Student Demographics: to edit student's information, click on "Demographic" icon next to student's name.

2. Student Fees: To see a complete history of a student's payments, click on the "Fee Info." icon next to the student's name. This screen is identical to the one accessed from the Student Demographic screen when clicking the "Fees" button at the bottom of the screen.

3. Student Attendance: View daily details of a student's attendance by clicking on the "Attendance" icon next to the student's name. The student's attendance for each meeting for that section will show.

Buttons at the bottom of the "View Roster" screen:
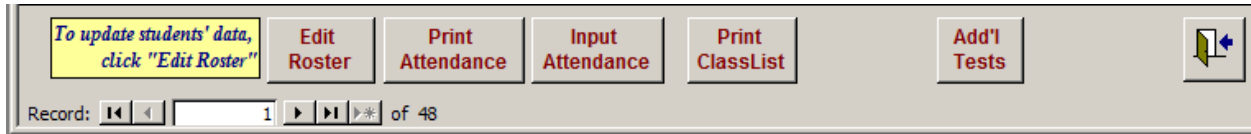
1. Edit Roster: This button acts as a "toggle" between the View Roster and Edit Roster screens.

2. Print Attendance: print a report of your class attendance

3. Input Attendance: takes you directly to the screen in which you can manually input or edit a student's attendance.

4. Print Class List: allows you to print a report with students' names, ID numbers, ADA types, enrollment statuses and enrollment dates

5. Add'l Tests: access to "Student Additional Tests" screen.