How to Print Out Student Rosters from TEAMS

1. Log in to TEAMS

S WORKS	Т <u>же н</u>	ome TWC Contact Information
* Texa	s Educating Adults Management System	
Quick Links ^{>} Logon Sign Up for User ID Forgot Password? Forgot User ID?	Logon New to Texas Educating Adults Management System? If you already have a User ID for another TWC Internet application, such as Workin Texas com, Unemployment Tax Services, Unemployment Benefits Services, Career Schools and Colleges, try logging on with that ID. Otherwise, please sign up for a User ID. 'miclicates required information User ID: 'masser or used information 'masser rule, usage may be subject to security testing and monitoring, applicable <u>grivacy provisions</u> , and oriminal prosecution for misuse or usedhorized use. Texas Workfore Commission collects personal information entered in divelectoric form, please see TWC's <u>Privacy and Security Information Logon </u>	 Abla españo!? Para servicio en español, póngase en contacto con La Educación y Alfabetzación de Adutos. Polnical Requirements The only browser currently supported is Microsoft Internet Explorer. Click on the unpraved. Polnic Computer Hy ou are using a computer in a public polar de netreng information. This for your protection and will prevent someone else from viewing your information. Locessibility Equal Opportunity is the Law

2. Once logged in, click on **Classes**.

TEAMS Home	Home
Reports	Welcome to TEAMS
Report Search	
Admin 🕨	Memo Date: 10/22/2018
Grant Recipients	Admin Memo
Statewide List of Providers	
Assign Provider to Grant Recipient	TEAMS 3.8 Released!
Sites	Included in this release is the following functionality:
Staff	Included in this release is the following functionality.
Staff Development	Updates to Planned Gap Functionality Period of Participation Calculation
State Trainers	 Period of Participation Report and Report Extract available under Reports > Participant > Period of Participation
Classes	
Training Services	Please review the webinar available here: http://twc.adobeconnect.com/pczgfz29wfgv/
Participants	TWC Will be hosting a series of virtual training sessions to outline the newly available reports later this fall.
Summary	
Reporting Year Locks	< Previous
Waiting List	
Data Match And	Year 2018-2019 V Grant Recipient 536 - Denton ISD Year Three
Survey	No Grant Recipient Memo found
 нер	

How to Print Out Student Rosters from TEAMS

3. Search for your zone and class, then click search.

	School Year 2018-2019 ▼ Grant Recipient 536 - Denton ISD Year Three
DN-Denton LV-Lewisville CL-Cleburne CN-Collin North CS-Collin South CPW-Career Pathways	Class Information Class Name Class Number Provider Name Site Name Class Begin Date between* 7/1/2018 and* 6/30/2019 Search Add New Class

- 4. Select the correct class name in the proper column.
- 5. Scroll down to **Contact Hour Periods** and (**Sign-in Sheet**) click on the **month** and **day** and choose the **correct date** of the class that you want to print out your roster. YOU CAN'T PRINT MULTIPLE DAYS AT THE SAME TIME.

Class Name

Contact Hour Periods		
Sign-In Sheet		
Paper Size: Letter (8.5 X 11) ▼ July	¥	Print Sign-In Sheet

Staff Development	Site Name*	· · · ·	Coursew	ork*				Staff Development		Site Name*		Course	work*				
State Trainers	Regin Date*			State Trainers		Begin Date*											
Classes	End Date*	_						Classes Training Services		End Date*				1			
Participants	Administrator/Coordinator	r						Participants		Administrator/Coordi	inator		1 2				
Summary >	Class Type (Choose all	that appl	y)*					Summary	•	Class Type (Choose	e all that ap	ply)*	3				
Reporting Year Locks	ESL 🖉 ABE 🖉 ASE							Reporting Year Locks		🗆 ESL 🗹 ABE 🗹 AS	E		4 5				
Waiting List	Edit	Delete						Waiting List	Þ	Edit	Delete		7				
Data Match And Survey	Assigned Staff							Data Match And Survey	A	Assigned Staff			8 9 10				
Help	Last Name First I	Name	SSN	Begin D	ate Er	nd Date	Action	Help	1	Last Name F	irst Name	SSN	11	Begin Da	ite	End Date	Action
	Add Staff								ŀ	Add Staff			12 13 14 15				
	Contact Hour Perio	ds							C	Contact Hour P	eriods		16				
	Sign-In Sheet									Sign-In Sheet			18				
	Paper Size: Letter (8.5 X	11) 🔻	July T	Print Sign-	In Sheet					Paper Size: Letter (8	3.5 X 11)	July	19 • • •	Print Sign-I	n Sheet		
ľ			August		*Click on mo	onth for daily co	ontact hours								*Click on r	month for daily	contact hours
	Month	Begin	September October	End Date	Direct Hou	irs A	Action		1	Month	Beg	in Date	End Da	ate	Direct H	ours	Action
			November														
			January														
			March														
			April														
	Contact hours validated	by	June						(Contact hours valid	lated by						

6. After choosing the correct date, click on **Print Sign-In Sheet**

Contact Hour Periods	
Sign-In Sheet	
Paper Size: Letter (8.5 X 11) ▼ November ▼ 8 ▼ Print Sign-In Sheet	

7. A PDF Document will download (see left corner of your screen), open it and print your sign-in sheet.



8. Print sign-in sheet using the Orientation *Landscape*.

Layout Paper/Quality	
Orientation:	
A Landscape	•
Print on Both Sides:	
In None	•
	·
	Advanced
	OK Cancel

- 9. You must print your sign-in sheets **the day of the class** so that the roster is current with new students.
- 10. Repeat this process every time you need sign-in sheets.