

How to Print Out Student Rosters from TEAMS

1. Log in to TEAMS

TEAMS Home | TWC Contact Information

Texas Educating Adults Management System
TEAMS

Quick Links

- » Logon
- Sign Up for User ID
- Forgot Password?
- Forgot User ID?

Logon [Need help?](#)

New to Texas Educating Adults Management System? If you already have a User ID for another TWC Internet application, such as WorkinTexas.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](#).

* indicates required information

User ID: *

Password: *

Under Texas state rule, usage may be subject to security testing and monitoring, applicable [privacy provisions](#), and criminal prosecution for misuse or unauthorized use. Texas Workforce Commission collects personal information entered into electronic forms on this Internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see TWC's [Privacy and Security Information](#).

¿Hablo español?
Para servicio en español, póngase en contacto con [La Educación y Alfabetización de Adultos](#).

Technical Requirements
The only browser currently supported is [Microsoft Internet Explorer](#). Click on the link to download the free version upgrade.

Public Computer
If you are using a computer in a public place, logoff and close the browser when you are finished entering information. This is for your protection and will prevent someone else from viewing your information.

[Accessibility](#)
[Equal Opportunity is the Law](#)

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

TEAMS Home Home

Reports

Report Search

Admin Memo Date: 10/22/2018

Admin Memo

TEAMS 3.8 Released!

Included in this release is the following functionality:

- Updates to Planned Gap Functionality
- Period of Participation Calculation
- Period of Participation Report and Report Extract available under Reports > Participant > Period of Participation

Please review the webinar available here: <http://twc.adobeconnect.com/pczgfz29wfgv/>

TWC Will be hosting a series of virtual training sessions to outline the newly available reports later this fall.

<< Previous

Year 2018-2019 Grant Recipient 536 - Denton ISD Year Three

No Grant Recipient Memo found

How to Print Out Student Rosters from TEAMS

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

- Select the correct class name in the proper column. Class Name

- 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.**

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



Contact Hour Periods

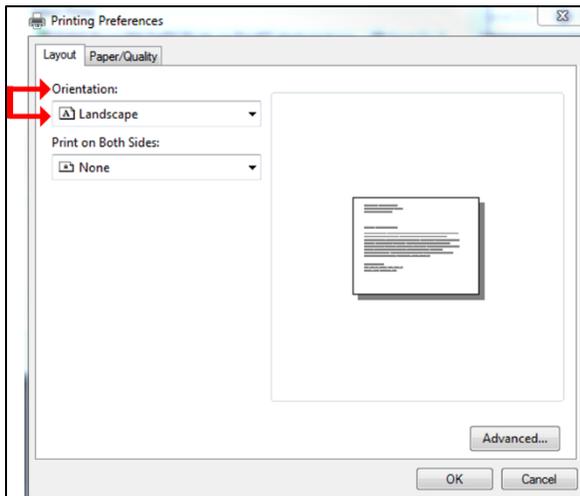
Sign-In Sheet

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*.



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.