

Printing the Class Record Report from TAM

Teachers may use this report for a variety of reasons such as: attendance reports for substitute teachers, free-form document to list books assigned to students, or checklist for field trips.

Navigation: TAM Main Start screen > Reports

1. Click **Class Record**.
2. From the **Please Select** dialog box, click **Current Class/HRM** radio button.
Note: The Report can be ran for multiple class at one time by selecting the **Multiple** radio button. The appropriate classes may then be selected from the **Multiple** button.
3. From the **Select Class** drop-down, click the appropriate class.
4. Click **Continue**.
5. Type appropriate column headings if needed.
6. Click **OK**. Report opens in Adobe.

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