

EDUSOFT ROSTERS FIX

If you successfully scan data into Edusoft yet reports are not showing any data, it is likely that the system is using outdated rosters.

When creating a report, look at the *Rosters* option at the bottom of the dialog box for **Select Students Based on:** and it probably shows an old School Year.

If so, click on *Rosters* to change that.

Choose periods:

All
 Specific: [View periods](#) [Select Periods](#)

Select Students Based on: [Tell me more...](#)

Teachers:	All
Grades:	All
Ethnicities:	All
Ed Programs:	All
Custom Groups:	All
Gender:	All
Course:	All
Test Delivery:	All
Roster:	2010-2011 School Year

[Clear Options](#)

[Cancel](#) [Run report now ▶](#) [Schedule report ▶](#) [Save report options ▶](#)

On the next screen, select the current school year in the pull-down box. There may be a pause as Edusoft loads in data.

Select Roster

Students from your Student Information System (Select year and terms below)

School Year:	Terms:
2010-2011	<input type="checkbox"/> Quarter 1 (3168) Show Schools
2029-2030	<input type="checkbox"/> Quarter 2 (3002) Show Schools
2019-2020	<input type="checkbox"/> Quarter 3 (2986) Show Schools
2011-2012	<input type="checkbox"/> Quarter 4 (2930) Show Schools
2010-2011	<input checked="" type="checkbox"/> School Year (3233) Show Schools
2009-2010	
2008-2009	
2007-2008	
2006-2007	
2005-2006	
2004-2005	
2003-2004	
2002-2003	
2001-2002	
2000-2001	
1999-2000	
1998-1999	

[CONTINUE ▶](#)

When the screen resets to the new year, click to put a check mark beside each roster option.

Select Roster

Students from your Student Information System (Select year and terms below)

School Year:	Terms:
2011-2012	<input checked="" type="checkbox"/> Quarter 1 (3011) Show Schools
	<input checked="" type="checkbox"/> School Year (2951) Show Schools

[CONTINUE ▶](#)

Then click Continue and when you run your report you will hopefully now see some results.