



ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

Division of Emergency Management

Instructors – How To View And Print A Roster



Your instructor account is on the Acadis Readiness Suite administration site. <https://azdema-admin.acadisonline.com>
Your username will be first name.last name, **NOT** your email address.

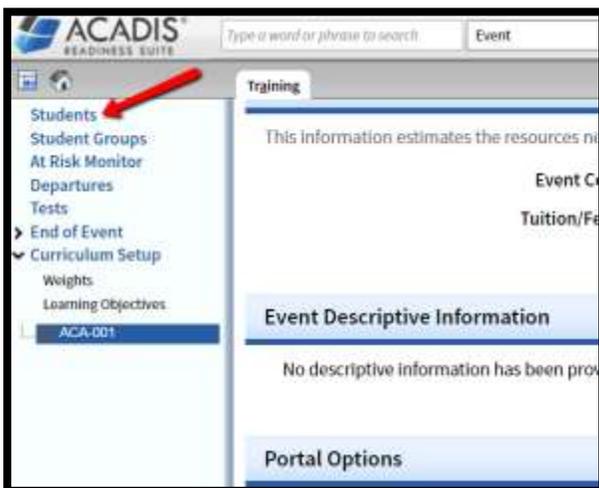
1. On the Training Tab, in the Management Monitors section, click on “Training – Events”



2. You will see a list of events that you are scheduled to teach. You will only see events that are assigned to you. Click on the class that you wish to view. Click on the class that you wish to view.

Event	Event Dates	Started	Enrolled	At Risk	Incomplete/Departed	Attrition	Graduated	Status
IT-ACA1 - ACA-001	10/03/2018 - 10/11/2018	4	4	0	0	0.00%	0	Active
ICS-G775 - G775-001	10/09/2018 - 10/10/2018	6	6	0	0	0.00%	0	Active
PIO-G290 - G290-002	10/23/2018 - 10/24/2018	28	28	0	0	0.00%	0	Active
3 Events	Totals	38	38	0	0	0.00%	0	

3. Click on “Students”.



4. Click on “Reports”, then “Event Roster Report”.

The screenshot shows the 'Acadis Orientation - ACA-001' interface. At the top, there is a 'Students (4)' section with a 'Filters' dropdown. Below this is a table with columns: Name, User ID, Sending Organization, Ful. Req, Tests Taken, Failed, At Risk, and Avg. The table lists four students: Campa, Robert; Hassett, Katherine; Moreno, Vanessa; and Scott, Becky. All are from the 'Arizona Department of Emergency and Military Affairs' and have 0/0 tests taken, 0 failed, and 0.00% at risk. To the right of the table is a 'Reports' dropdown menu with options: Student Bio Report, Event Roster Report (highlighted), Student Transcript Report, and Student Distribution Report. A red arrow points to the 'Reports' button, and another red arrow points to the 'Event Roster Report' option.

Name	User ID	Sending Organization	Ful. Req	Tests Taken	Failed	At Risk	Avg.
Campa, Robert		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%
Hassett, Katherine		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%
Moreno, Vanessa		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%
Scott, Becky		Arizona Department of Emergency and Military Affairs	0/0	0	0	0	0.00%

There are multiple fields to include in the printed roster. From the Student Status section, check “Enrolled” and “Student Name”.

The screenshot shows the 'Class Roster Report' configuration screen. Under 'REPORT INFORMATION', the 'Student Status' section has 'Enrolled' checked and 'Completed', 'Departed', and 'Incomplete' unchecked. Under 'ADDITIONAL INFORMATION', the 'Student Information' section has 'Student Name' checked and 'User ID', 'SSN (last digits only)', 'Gender', and 'Emergency Contact' unchecked. There are 'Enrollment Information' and 'Enrollment Status' sections which are currently empty. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Scroll down and check “Sending Organization” and click “Continue”

The screenshot shows the 'Class Roster Report' configuration screen, scrolled down. The 'Enrollment Information' section now has 'Sending Organization' checked and 'Enrollment Status', 'Title/Rank', and 'Sending Organization Parent' unchecked. The 'SORTING' section has 'Group By' set to 'Student Group' and 'Sort By' set to 'Student Name'. At the bottom right, there are 'Cancel' and 'Continue' buttons. Red arrows point to the 'Sending Organization' checkbox and the 'Continue' button.

This will produce a roster that you can use as a sign-in sheet. Please print up and have students sign one for each day of the class.



Summary:

Training Tab > Training-Events > (Choose Class) > Students > Reports > Event Roster Report > Choose “Enrolled”, “Student Name”, and Sending Organization > Continue. You can then print the completed roster.

For more information, please contact the DEMA Training Branch at 602-464-6306 or training@azdema.gov.