PowerSchool

Parameters: Teachers, Students, Periods

1. On the PowerSchool start page, navigate to **System Reports** on the left hand menu, then down to **Class Rosters (PDF)**.

2. Select (highlight) the appropriate teacher(s).

3. Select the period(s) that you wish to report on by clicking on the proper period and day. Leave blank to run the report for all periods.

4. Select the students that you wish to run the report for. You can choose the students that are currently enrolled in the class, students enrolled on a specific day, or students that were enrolled within a specific date range.

5. Enter a heading font, indicate the size, line height and style of the font. Also indicate if you wish the heading to be printed by making a selection on the corresponding drop-down menu.

6. Next, enter the Heading Text. The following example includes the name of the school, title Class Lists, course name, teacher's name, number of students enrolled in the class & the date.

7. Enter a roster font, indicate the size, line height and style of the font.

8. In the Roster Columns, enter either fields from the Students table or DATs (data access tags). For example to display the student's name, homeroom, and \\5\l to create grid like lines that can be used for many different purposes.

    -   Notice that *lastfirst* and *gender* are **fields**, whereas *~([39]name)* and *Course: ~([2]course_name)* are **DATs (Data Access Tags)**.
    -   Also note that there are four sections to each line: field/code, title, column width, and alignment with each section separated by a backslash (\).

9. Rule width refers to the thickness of the grid lines on the roster. (.5)

10. Cell padding is the amount of empty space that surrounds the information inside each cell.

11. Indicate the page size by choosing from the corresponding drop-down menu. custom height and width if a custom page was selected.

12. Choose the margin size for the report.

13. Choose the orientation and/or reduction values for the print out.

14. Select watermark text and watermark mode if a water mark is needed.

15. Indicate when you want to print this report and click Submit. (The Report Queue will load.)

> *Note: If you print rosters for every teacher and every period, this process may take a long time, depending on the complexity and size of your schedules. You may have to refresh the Report Queue page several times before the results finish.*