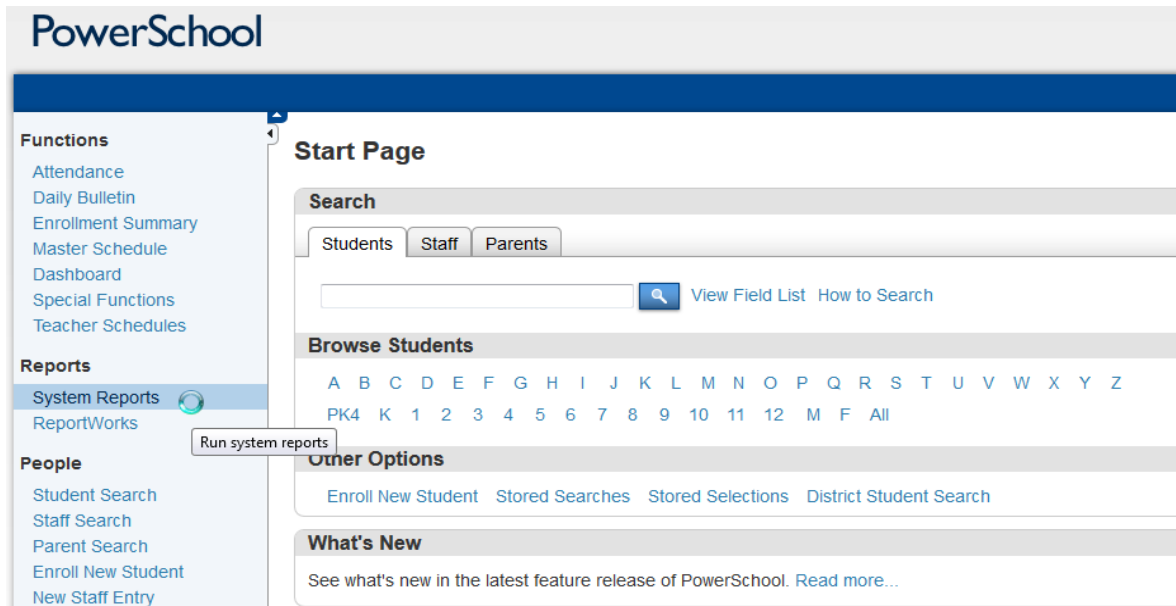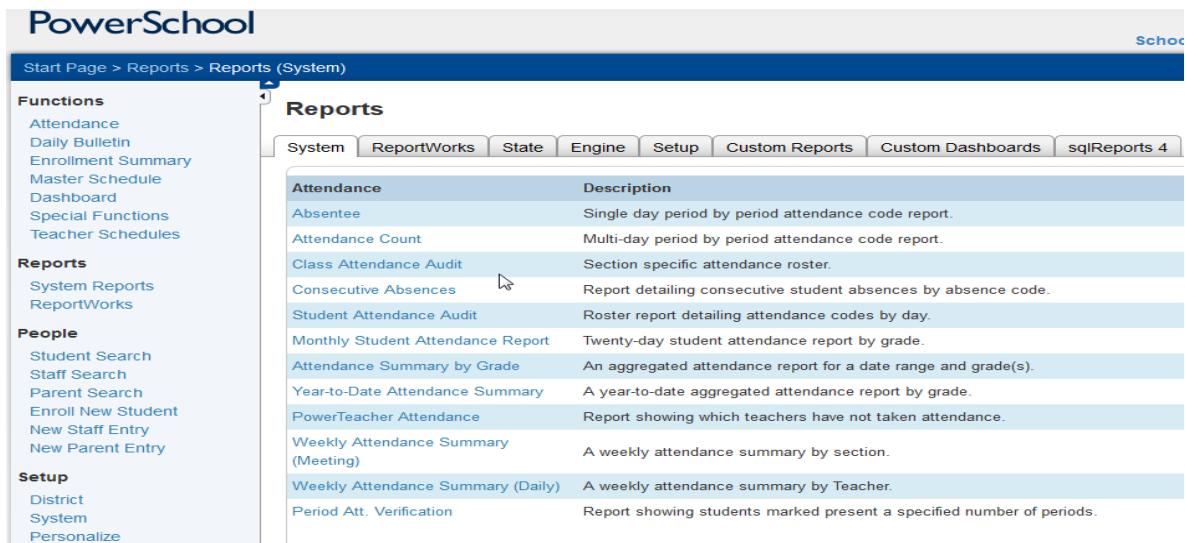# Printing A Class Roster

1. Start on the Powerschool home page. Click on "System Reports".

2. You will see the following screen on the *System Tab.* Scroll to the bottom of the window.

3. At the bottom of the "Reports" menu click on "Class Rosters (PDF)".

Student Listings	Description
At Risk	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
Class Rosters (PDF)	Class information and roll sheets.
Master Schedule (PDF)	User definable student schedule report.
Student Schedule Listing	User definable student schedule report.

4. The class rosters configuration window requires that you enter information in a minimum of three separate portions of the screen.
   a. The small window at the top that lets you select the teachers / classes you wish to print.
   b. The middle section that allows you to set print parameters and enter the code for the Header.
   c. The bottom section where you enter the codes for the fields you wish to display on the roster as well as some final formatting options.

5. The top section - Select the teacher(s) that you wish to print rosters for.

Class Rosters (PDF)

Print rosters for **(hold the CTRL key to make multiple selections)**	Anderson, Brandi Craigo, Tony Michael DeRosa-Davis, Trixi Gibson, Joshua Adam Greenway, John Grindstaff, Heather M
Meeting(s) (leave unchecked for all)	(A) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

6. The middle section - Enter the following text into the "Heading Text" field:

   This is ^(teachername)'s class roster or **Teacher: ~(teachername)**
   Total Students: ^(No_of_students)
   Period: ~(Expression)
   Course Title: ~(coursename)
   Course Number: ~(Course_Number)

The headers that are listed above are just examples and can be edited to fit your schools criteria.

Include students who	◉ are currently enrolled in class
	○ were enrolled on [ ]
	○ were enrolled any time between 8/28/2013 and 10/30/2013
Heading font	Times ▼
Size, line height, style	[ ] 12 (points) ☐ Bold ☐ Italic ☐ Underline
Print heading on	First page of each class ▼
Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression	Teacher: ~(teachername) Period: ~(Expression) Course Title: ~(coursename) Course Number: ~(Course_Number) Total: ~(No_of_students) Signature:_____ Date:_____
Column title font	Helvetica ▼
Size, line height, style	12 [ ] (points) ☑ Bold ☐ Italic ☐ Underline
Print column titles on	All pages ▼
Roster Font	Times ▼
Size, line height, style	10 [ ] (points) ☐ Bold ☐ Italic ☐ Underline

7. The bottom section - Enter the following text into the "Roster Columns" field:

LastFirst\Student Name\2\L
Grade_Level\Grade\.5\c
LunchStatus\Lunch\.7\c
Student_Number \ Student Number \ 1 \ R

Format: *field name \ column title \ column width \ alignment*
Alignment: ***L*** *= Left;* ***R*** *= Right;* ***C*** *= Center*

The columns that are listed above are just examples and can be edited to fit your schools criteria.

8. After entering all of the information click on submit. Note what happens on the print out when using a "custom" field that is not in use.

Roster columns (Fields)	Format: field name \ column title \ column width \ alignment LastFirst\Student Name\2\L Grade_Level\Grade\.5\c LunchStatus\Lunch\.7\c Student_Number \ Student Number \ 1 \ R
Rule width (points)	Horizontal .4 Vertical .1
Cell padding (points)	Horizontal 1 Vertical 1
Page size	Letter (8 1/2" x 11") ▼ Custom size: Height ____ Width ____
Margins (inches)	Left .2 Top .2 Right .2 Bottom .2
Orientation, Scale	Landscape (horizontal) ▼ 100
Watermark text	____ ▼
Watermark mode	Overlay ▼
When to print	ASAP ▼ ____ ▼ ▼

Submit

9. You will be taken to the Report Queue.

10. Click on "View" to view the completed roster report.