

Class Roster Reports

1. On the PowerSchool start page, go to System Reports, then down to Class Rosters (PDF).
2. Select the appropriate teacher(s).
3. Select the period(s) you wish to report on by checking off the day and blocks. Leave blank for all periods.
4. Select the students that you wish to include—there are several options.
5. Enter a Heading font, size, line height and style of font. Also indicate how you want the heading to print on multiple pages.
6. Enter the Heading Text. The following example includes name of the school, Title—Class Lists, course name, teacher’s name, number of students in the class and the current date.

Heading text (Fields)

Enter ^([teachername]) to cause the teacher name to appear, and ^(class_expression) for the expression

```
~([schools]name) - Class Lists
Course: ~([courses]course_name)
Teacher: ~([teachername])
Enrolled in Class = ~(No_of_Students)
Date: ~[letter.date]
```

7. Enter a Roster font, indicate size, line height and style of font.
8. In the Roster columns, enter either fields from Students table or DATs (data access tags). The example below has the student’s name and homeroom and then some blank columns to create grid lines that can be used for many different purposes.

Roster columns (Fields)

Format: field name \ column title \ column width \ alignme

```
AB_AKA_Surname\Last Name\1.5\L
AB_AKA_Given_Names\First Name\1\L
Home_Room\Homeroom\1.75\C
\L.5\L
\L.5\L
\L.5\L
\L.5\L
```

- Notice the *AB_AKA_Surname* and *Home_room* are examples of **fields**, whereas *Course: ~([courses]course_name)* is an example of **DATs (Data Access Tag)**
- Also note that there are four sections to each roster column: *field or DAT, 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.
10. Cell padding is the amount of empty space that surrounds the information inside each cell.
11. Choose the page size from the dropdown, the margin size, orientation and reduction values (usually 100).
12. You can add a watermark if needed.
13. Indicate when you want the report to print. The report queue will load. (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. Keep refreshing your report queue)

Another example of a commonly used roster report...

Heading text

~([courses]Course_Name)

~(course_number)~(section_number)

~(Teachername)

~(No_of_Students)

Roster columns

AB_AKA_Surname\Last\1\L

AB_AKA_Given_Names\First\1\L

Student_Number\PS#\1.5\L

Grade_Level\Grade\1.25\L

\\,25\L

\\,25\L