



## Class Roster

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. To keep all students on the same page it is best if you change the Heading Font to Times and the size 12 – click off bold box
6. Print Heading on – First page of each class if you only want the heading to be on the first page if the list could be longer than 1 page you may want to change this to All Pages (3 choices)
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.


In the Heading text copy the information below and paste it into the heading. (do not change the spacing until you look at it as it is a nice contrast like this) I put the word <center> on here so that this information is in the middle of the page.

Info to copy:

```
<center>Teacher: ~(teachername)
Course: ~(coursename)
Grade: ~(Grade_Level)
Section: ~(Section_Number) Room: ~(room)
Enrolled in Class: ~(No_of_Students)
Date: ~[letter.date]</center>
```

If need be change the Column title Font – to Times – Size 12 click bold box

7. Print Column Titles on All Pages
8. Roster Font – Times – Size 10
9. Roster Column Fields copy and paste the below information  
Info to copy: NOTE since AB now has made First\_Name and Last\_Name the Preferred you don’t really need to input AKA  
Last\_Name\Last Name\1.5\L  
First\_Name\First Name\1.5\L

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14. Rule width (points) Horizontal 0.5 Vertical 0.1
  15. Cell padding (points) Horizontal 1 Vertical 1
  16. Page size Usually leave this at Letter Size
  17. Custom size: (leave blank if using regular sized paper (letter, legal) Height Width
  18. Margins (inches) Left 2.7      Top 0.5      Right 2.7      Bottom 0.5

19. Click the submit button on the bottom of this page
  20. You are now taken into the report queue (Don't forget to click the refresh button so that you report finishes generating)
  21. You will now have a class roster for all the teachers you chose.
- NOTE the next time you go into Class Rosters you will NOT have to input the Heading etc as they stay from the last time. You will only need to choose the teacher(s)

For the Margins I changed these so that the class roster is in the middle of the page I left the rest of the fields at the default. See below for a picture of what you page should look like.