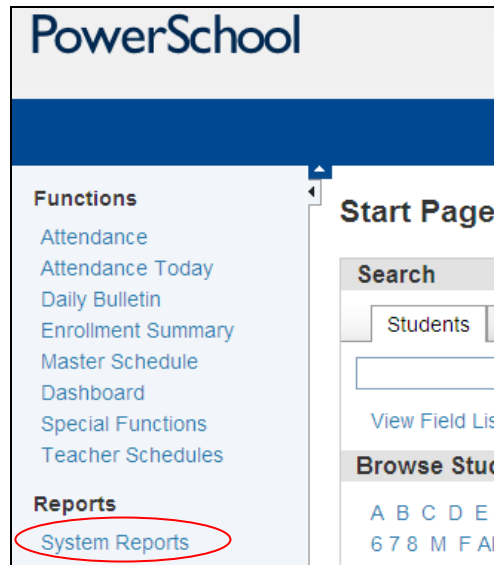
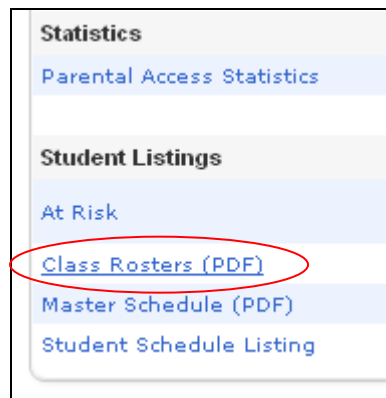


## PowerSchool Custom Class Roster

From the Start page select Reports from the Functions menu on the left.



Choose Class Roster PDF under the Student Listings heading.



Choose the Teacher(s) that you want to print. To choose more than 1 hold down your control key and select.

Choose the period(s) to include on the report.

Be sure to check -"are currently enrolled in class"- to get only active students in the class.

## Class Rosters (PDF)

**Print rosters for**  
(hold the CTRL key to make multiple selections)

Abram, Michael  
Accatino, Steve  
Adams, Mark B  
Berndt, Gordie E  
Bowe, Sheldon K  
Brachemyer, Dan

**Meeting(s) (leave unchecked for all)**

	A	B
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

**Include students who**

are currently enrolled in class

were enrolled on

were enrolled any time between  and

**Heading font** Times

**Size, line height, style** 10 12 (points)  Bold  Italic  Underline

**Print heading on** First page of each class

You can select from several formatting options . List the Heading text for the fields that you will want to include in the format shown below. Continue on with more formatting option along with your Roster column fields. There is an excellent tutorial that explains all the fields in the Mastery in Minutes tutorials.

**Heading text (Fields)**  
Enter ^(teachname) to cause the teacher name to appear

^(teachname)  
^(course\_number)  
^(expression)  
^(room)

**Column title font** Helvetica

**Size, line height, style** 10 12 (points)  Bold  Italic  Underline

**Print column titles on** All pages

**Roster Font** Times

**Size, line height, style** 10 12 (points)  Bold  Italic  Underline

**Roster columns (Fields)**

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

last\_name\Last Name\1.75\L  
first\_name\First Name\1.25\L  
home\_phone\Student Phone\1\C

**Rule width (points)** Horizontal  Vertical

**Cell padding (points)** Horizontal  Vertical

**Page size**

Custom size: Height  Width

**Margins (Inches)** Left  Top  Right  Bottom

**Orientation, Scale**

**Watermark text**

**Watermark mode**

**When to print**

Once you are finished, click Submit which takes you to your Report Queue and once completed you can view and/or print.

Printing Class Rosters - Microsoft Internet Explorer

Address: <https://powersource.pearsonsch...>

Links: Altiris Console, Helpdesk Queue, Operations Queue, Systems Queue, Worker Report, Desktop Queue, Quick Incidents, New Incident, Google

File Edit View History Bookmarks Window Help

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Done Internet

start

Inbox - ... New Doc... 2 Micro... 2 Inter... unbled -...

9:51 AM

**Abram, Michael**  
**SOC1000**  
**125**

Last Name	First Name	Student Phone
Bailey	Jenilyn	916-555-1511
Briio	Jordan	916-555-1302
Bushman	Joshua	916-555-2423
Emch	Felicia	916-555-1623
Gilbert	Isaac	916-555-2039
Hazelgren	Amanda	916-555-1029
Kakac	Brittney	916-555-2968
Kern	Jennifer	916-555-1794
Lehbear	Joseph	916-555-3492
Mai	Lee	916-555-3355
Montplaisir	Aaron	916-555-3228
Nuffer	Brandon	916-555-1071
Nyberg	Lucas	916-555-3360
Odney	Ian	916-555-3361
Olsgaard	Nicholas	916-555-2976