# Find & Print a List Students

Search for your group of students, for example - **\*birthday=today or not_enrolled_in_period=1**
Here we will be searching for the Football team.



\*Once you have your list of students (we have 59 on the football team), drop down "Search a function for this group of students" and choose the List Student option.

The Student List page is displayed. Here you will enter the fields that you want to appear on your report (list). Enter the title for your report.

Now enter the fields that you want displayed; key in a title for the column heading. If you need to find the code for the field, click on the Fields link and choose a field from the list.

As you can see, you are allowed up to 10 columns.

Student List - 59 students will be listed



'Padding In Each Cell' will add space around the data. Note that it is measured in points. If you don't know what number to use, start with 4.

'#Rows In Between Breaks' can be filled in and you can also select Gridlines to display

Choose your sort if you have an order preference.

When you are finished with this screen, click Submit and your list will display. If the list display needs to be modified, you can click back to Student List in the breadcrumbs and it should return you to the setup screen to modify your report.

Football Roster 09-10                                                                                                      App

| Name | ID | Home Phone | Emergency Contact | Emergency Phone |
|------|-----|-----------|-------------------|-----------------|
| Adams, Corby | 3 | 916-555-2892 | Donovan Bowen | 281-653-6052 |
| Alfonso, Scott | 6 | 916-555-2569 | | |
| Allred, Alfred P | 8 | 916-555-2209 | Michael Garner | 281-653-6071 |
| Anderson, Barry | 12 | 916-555-2932 | Brooks Steele | 281-555-1311 |
| Anderson, Richey | 21 | 916-123-1234 | | |
| Anderson, Trevor B | 26 | 916-555-1598 | Pinkerton Rowland | 281-653-6764 |
| Aust, Joseph B | 32 | 916-555-1002 | Eric Calladine | 281-555-1675 |
| Bevan, Adam C | 42 | 916-555-1453 | Brett Rushton | 281-653-6205 |
| Birkeland, Matthew S | 43 | 916-555-1299 | Joshua Parry | 281-653-6217 |
| Brickman, Daniel G | 57 | 916-555-3265 | Colby White | 281-555-1511 |
| Brito, Jordan H | 62 | 916-555-1302 | Parker Andersen | 281-653-6267 |
| Brooks, Parker | 66 | 916-555-3168 | Brennen Laughter | 281-653-6672 |
| Cheatham, Dewey | 78 | 916-555-2932 | | |
| Curtis, Jared G | 96 | 916-555-1589 | Joseph Prawitt | 281-653-6413 |
| Davis, Frank | 108 | 916-555-1692 | Justin Wallis | 281-653-6436 |
| Eastman, Morgan | 125 | 916-555-2120 | Garrison Gust | 281-653-6494 |
| Fisher, Christopher F | 139 | 916-555-1775 | Justin Brush | 281-653-6534 |
| Garner, Justin | 148 | 916-555-1036 | John Whittle | 281-653-6576 |
| Gerchak, Andrea D | 150 | 916-555-3381 | Cody Anderson | 281-555-1479 |
| Gilbertson, Cameron R | 155 | 916-555-3008 | Derek Bingham | 281-555-1624 |
| Gould, Danny K | 163 | 916-555-2832 | Adam Curtis | 281-555-1036 |
| Griffis, Dan D | 169 | 916-555-1754 | Daniel Harris | 281-653-6629 |
| Grim, Jesse H | 170 | 916-555-1990 | Kelly Hawkins | 281-653-6633 |

To print this list hold down your left mouse button and select from 'Football Roster' down and over to include all the data, right click on the data and choose Copy. Open Word and chose Paste; printed it from there. If you choose to print directly from the PowerSchool page, you will get the entire page with the Functions list on the side.

*Since PowerSchool only displays the first 500 names, you will need to use Select Students by Hand option in the drop down Functions to see the entire list. If you need to print the entire list, choose the List Students option, follow through the Report page setup and Submit.