Parameters: Teachers, Students, Periods

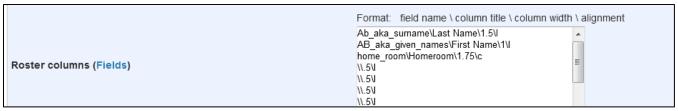
- 1. On the PowerSchool start page, navigate to **System Reports** on the left hand menu, then down to **Class Rosters** (**PDF**).
- 2. Select (highlight) the appropriate teacher(s).
- 3. Select the period(s) that you wish to report on by clicking on the proper period and day. Leave blank to run the report for all periods.
- 4. Select the students that you wish to run the report for. You can choose the students that are currently enrolled in the class, students enrolled on a specific day, or students that were enrolled within a specific date range.
- 5. Enter a heading font, indicate the size, line height and style of the font. Also indicate if you wish the heading to be printed by making a selection on the corresponding drop-down menu.
- 6. Next, enter the Heading Text. The following example includes the name of the school, title Class Lists, course name, teacher's name, number of students enrolled in the class & the date.

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Heading text (Fields)

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

-([39]name) - Class Lists
Course: ~([2]course_name)
Teacher: ~(teachername)
Enrolled In Class =~(No_of_students)
Date: ~[letter.date]
```

- 7. Enter a roster font, indicate the size, line height and style of the font.



- Notice that *lastfirst* and *gender* are **fields**, whereas ~([39]name) and Course: ~([2]course_name) are **DATs** (**Data Access Tags**).
- Also note that there are four sections to each line: field/code, 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. (.5)
- 10. Cell padding is the amount of empty space that surrounds the information inside each cell.
- 11. Indicate the page size by choosing from the corresponding drop-down menu. custom height and width if a custom page was selected.
- 12. Choose the margin size for the report.
- 13. Choose the orientation and/or reduction values for the print out.
- 14. Select watermark text and watermark mode if a water mark is needed.
- 15. Indicate when you want to print this report and click Submit. (The Report Queue will load.)

Note: 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. You may have to refresh the Report Queue page several times before the results finish.