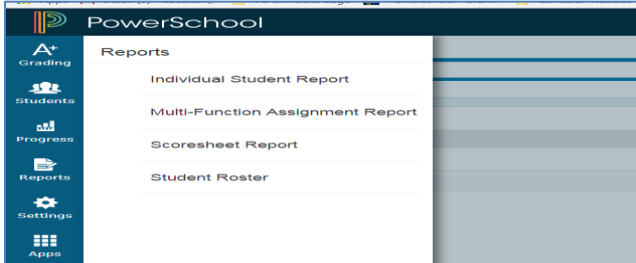


## PowerTeacher Pro

Go Right into PowerTeacher Pro to Reports> Student Roster



Criteria | Students | Format

Report Title: Art Field Trip - Beuker Homeroom

Description: Student demographic information and blank columns, listed one row per student.

Classes: Select Classes (1 Class: ART(A) Art 5(PE))

Use Custom Class Name:

Sort Options: Students (Last Name)

Display Columns: Add Columns

Column	Column Name on Report	Order	Remove
Student Name	Name	▼	-
Course	Course	▲ ▼	-
	Form handed out	▲ ▼	-
	Form handed in	▲ ▼	-
	Paid 1st deposit	▲ ▼	-
	Blank	▲ ▼	-
	Blank	▲ ▼	-
	Blank	▲ ▼	-
	Blank	▲ ▼	-
	Blank	▲ ▼	-
Birthday	Birthday	▲ ▼ ↻	-
Grade Level	Grade	▲ ▼	-
Student Number	Id	▲	-

Legend  
Icons \* - Required Field

**TABS**

**Criteria**

- \*Name your Report Title
- \*Select which class
- \*Tick off Use Custom Class Name –if you have created one.
- \*Sort options Choose how you would like to sort your data
- \*Display Columns- Choose which Fields from PowerSchool you would like to add. Name / Birthday/ Grade/ etc. *Mother/Father Names do not pull*
- \*You can add Blank columns and title them

**Students**

You can add and remove students from your list, and include dropped students

**Format**

- \*Orientation- Landscape or portrait
- \*Output- Excel or PDF
- \*You can Add a top note Bottom Note and Signature online and then hit Run Report