

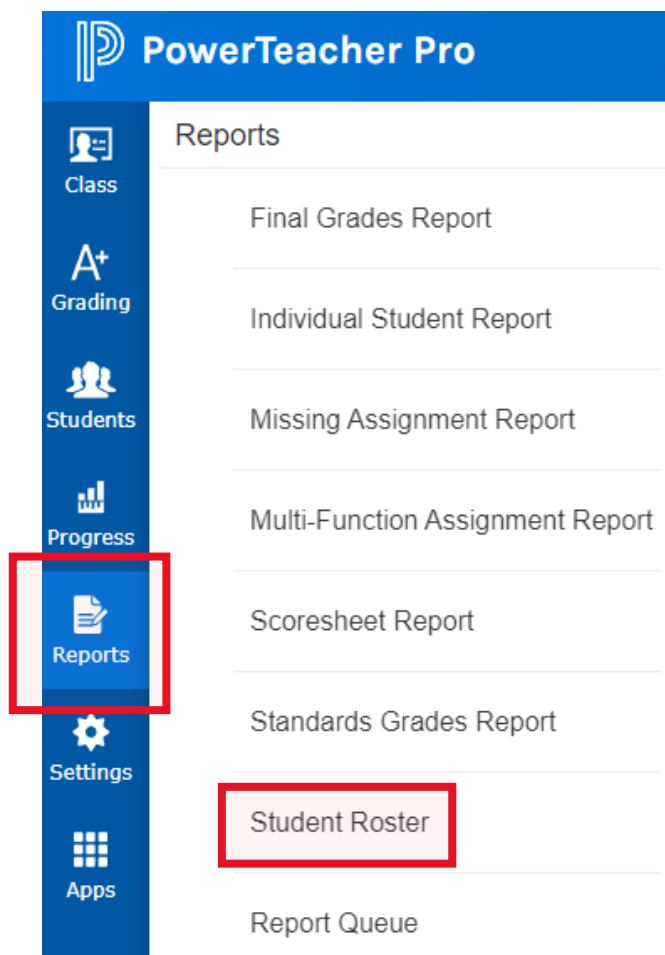
How to create a Class Roster in PowerTeacher Pro gradebook

There are many uses for the Student Roster report in PowerTeacher Pro:

- Daily or Weekly Attendance Roster for Subs
- Weekly Attendance Roster (paper copy) for Teachers
- Birthday Lists
- Emergency Contact lists

Step 1: Login to Gradebook/PowerTeacher Pro

Step 2: Select Reports > Student Roster



Step 3: Select Report Criteria

- Classes: Select which classes you wish to run this report
- Sort Options: What order do you want to display the list?
 - By Last name?
 - By First name?
 - By Birthday?
 - By Student Number?
 - By Grade Level?
- Display Options: What do you want to include in the report?
 - For an attendance roster, add 5 blank columns and name them Monday-Friday or September 5, September 6...
 - For an Emergency Contacts list, add columns from the Contact Columns
 - Otherwise, choose from the Student Column options

The screenshot shows a web interface for configuring a report. On the left is a blue sidebar with icons for Class, Grading, Students, Progress, Reports, Settings, and Apps. The main area has tabs for Criteria, Students, and Format. The 'Criteria' tab is active, showing the following configuration:

- Report Title:** Student Roster Report
- Description:** Student demographic information and blank columns, listed one row per student.
- Classes*:** A dropdown menu set to 'Select Classes' with a blue arrow. To the right, it says 'All Classes (22-23)'. A red annotation '1. Select Class(es)' points to this dropdown.
- Use Custom Class Name:** An unchecked checkbox.
- Sort Options:**
 - Layout:** A dropdown menu set to 'By Student'. A red annotation '2. Sort by:' points to this dropdown.
 - Students:** A dropdown menu set to 'Last Name'.
- Display:**
 - Student Columns:** A dropdown menu set to 'Add Columns' with a blue arrow pointing up. A red annotation '3. Add Blank Columns for an attendance roster/class list' points to this dropdown.
 - Contact Columns:** A dropdown menu.

Below the 'Display' section is a table with columns 'Column' and 'Column Name on Report'. The first row is 'Student Name' with 'Name' in the second column. Below this are several empty rows. A red annotation '4. Rename columns as appropriate' points to these empty rows.

An 'Add Columns' dialog box is open, showing a list of options with 'Add' buttons next to each. The 'Blank' option is highlighted with a red box. The other options are: Student Course, Student Birthday, Student Gender, Student Grade Level, and Student Home Phone.

Step 4: Select Students to include (on Students tab)

- Depending upon the type of roster you are creating, you may want to limit the number of students on the roster (small group work, reading groups, etc.). Add/Remove students as needed using the checkboxes.

Criteria Students **Format**

Include Dropped Students

Show Selected Students Add/Remove Students

The report applies to all students in the selected classes.

FILTER		<input checked="" type="checkbox"/>
Student, Test	2 Classes (More)	<input checked="" type="checkbox"/>
Test, Stan	2 Classes (More)	<input checked="" type="checkbox"/>

Legend

Icons * - Required Field

Step 5: Select how you want to format the report (Format tab)

- Landscape vs. Portrait
- Output: PDF or Excel spreadsheet
- Include “Top Note” (aka Header) or “Bottom Note” (aka Footer)
- Include Signature Line (checkbox to include). Recommended for Sub attendance rosters.

Step 6: Run Report then View Report

- Have fun and play with the options in these reports. Modify criteria or formatting until you are happy. Running the report will simply print to an electronic file first (PDF or Excel).

Step 7: Save Electronically or Print

- Save on your computer for future reference or run on demand as students enter or leave. Note: your settings will be kept as a default based upon how you last ran the report.