**Running Class Rosters**

PowerSchool has the best class roster tool that I’ve seen.

From the first page

-Click on System Reports

-Scroll to the bottom under Student Listings

-Click on Class Rosters (PDF)

-At the very top, where it says Load Report: Choose the type of report you would like to run.

By Scrolling down to Roster columns (Fields) you can see what the report is going to contain.

If you are adventurous, you can also alter this report to fit your needs. Just click on the fields list and add or subtract the fields you would like on your report.

-Once you have your Load Report chosen, pick your teachers. Hold the command key down to pick the teachers that you want.

-Make sure that you choose period 1, only choose period 1. Otherwise you get a report for each period.

-Include Students who are currently enrolled in class (we extended your school year to include the summer this year)

-Submit

-View

-Print