

## Print List of Student Email Addresses, Usernames & Password from PowerSchool:

- select all your students from the PS home page
- choose List Students from the Functions drop down
  - o Enter the following fields and give them a Column Title:

LastFirst  
 Grade\_Level  
 Student\_Web\_ID  
 U\_StudentsUserFields.network\_id  
 U\_Students\_Extension.network\_password

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="LastFirst"/>	<input type="text" value="Name"/>
2.	Fields <input type="text" value="Grade_Level"/>	<input type="text" value="Grade"/>
3.	Fields <input type="text" value="Student_Web_ID"/>	<input type="text" value="Username"/>
4.	Fields <input type="text" value="identsUserFields.network_id"/>	<input type="text" value="Email"/>
5.	Fields <input type="text" value="xtension.network_password"/>	<input type="text" value="Password"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell  (in points)

# Rows In Between Breaks

Other Options  Gridlines  Export

Optional: Sort Field Name	Direction
<input type="text" value="Last_Name"/>	> v
<input type="text"/>	> v
<input type="text"/>	> v

**Submit**

- Enter a Report Title at the top
- Check the box to Export in the Other Options section
- Click Submit at the bottom.