
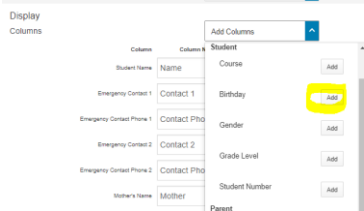
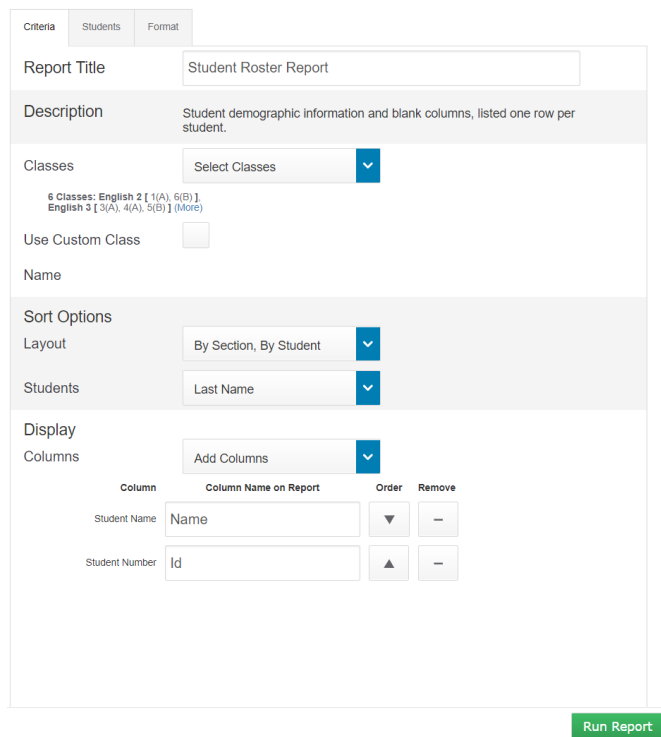


## Class Rosters in PowerTeacher Pro

- \*\*\*This will NOT work in Safari, Please use Chrome or Firefox\*\*\*
- From PowerTeacher Pro
- Click Reports in the Charms bar 
- Select Student Roster
- Give your report a title
- Select which classes you want to print from
- Select your sort option
- Add whatever columns you want to print on your roster by clicking Add Columns button, select the Add button next to each piece of information you want to include



- Here is a screenshot of what your entire screen should look like:



Criteria Students Format

Report Title Student Roster Report

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

Classes Select Classes

6 Classes: English 2 [ 1(A), 6(B) ], English 3 [ 3(A), 4(A), 5(B) ] (More)

Use Custom Class

Name

Sort Options

Layout By Section, By Student

Students Last Name

Display Columns

Column	Column Name on Report	Order	Remove
Student Name	Name	▼	—
Student Number	Id	▲	—

Run Report

- Click Run Report button at the bottom right
- This generates a PDF file that you can download and save or Print