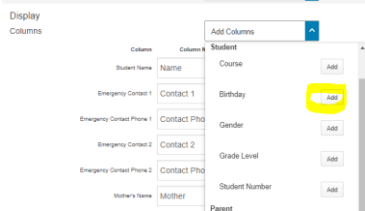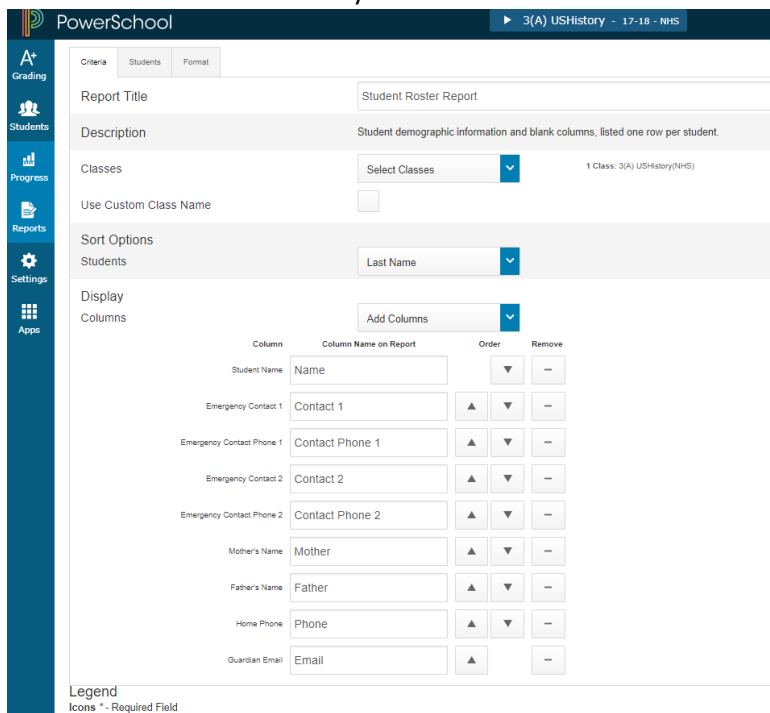# Class Roster with Emergency Contact Info

- ***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:

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