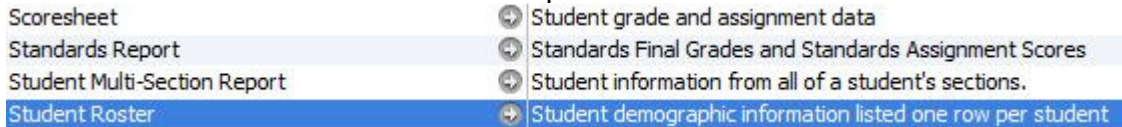


POWERTEACHER – Printing a Student Roster with the Student Number

1. Log into PowerTeacher and launch your gradebook
2. Click on the Reports icon



3. Double click on the Student Roster report



4. The report options for the Student Roster should appear at the bottom of the screen
5. To print a roster for both your am and pm class, choose “Active Classes” next to Sections.
6. Next to Student Info, make sure the Student Name and Student Number box is checked.
7. Next to Sort, choose Student Last Name
8. You can resize and change the order of the columns by clicking and dragging them under Report Preview.
9. Click on the Run Report button at the bottom of the screen to generate the report

A screenshot of the PowerTeacher report configuration screen. The screen is divided into two tabs: Criteria and Layout. The Criteria tab is active. The report is named "Student Roster" and has the description "Student demographic information listed one row per student". The Output Type is set to PDF. The Sections are set to Active Classes. The Students are set to All Enrolled. The Student Info section has checkboxes for Student Name, Student Number, Birthday, Gender, and Grade Level. The Parent Info section has checkboxes for Mother's Name, Father's Name, Home Phone, Guardian Email, and Emergency Contacts. The Sort section has radio buttons for Gradebook Preference, Student Last Name, Student First Name, Student Number, and Birthday. The Report Preview section shows a table with columns for Student Number, Student Name, and Grade Level.

Criteria Layout

Name: Student Roster
Description: Student demographic information listed one row per student

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

Students: All Enrolled Selected Groups and/or Students

Student Info: Student Name Student Number Birthday Gender Grade Level

Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contacts

Blank1 Blank2 Blank3 Blank4 Blank5 Blank6

Sort: Gradebook Preference Student Last Name Student First Name Student Number Birthday

Report Preview:

Student Number	Student Name	Grade Level
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