Configuring and Printing the Class Roster Report Template

This Document will allow you to configure and print the Class Roster Report Template in PowerSchool. This Configuration is user specific and must be completed by anyone trying to run this report for the first time.

Overview
This document will cover the following process: Configuring the Template for the Class Roster Report

Step 1- Heading font, Size and Line Height
Step 2- Heading Text and Column title font, size, line height, and style. Print column titles on
Step 3- Roster Columns
Step 4- Printing Options

Configuring the Template:

1. **Navigate to the template: [Start Page > Data and Reporting > Reports > System Reports > Class Roster Report]**

   ☐ Set the Heading font, Size, line height and style as seen in the screenshot or per your preferences:
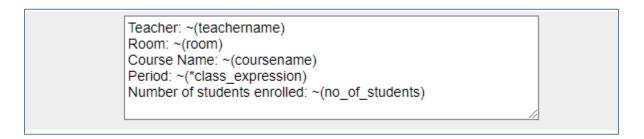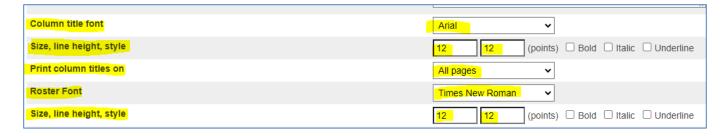

2. **Heading Text**

   ☐ Type in the Heading text exactly as seen in the second picture:

```
Teacher: ~(teachername)
Room: ~(room)
Course Name: ~(coursename)
Period: ~(*class_expression)
Number of students enrolled: ~(no_of_students)
```
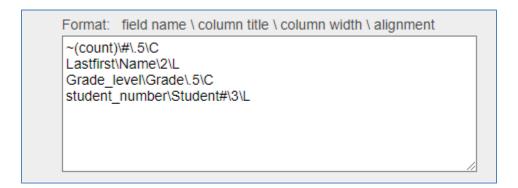
☐ Select the Column title font, size, line height and style and print column title selections as seen in the picture or per your preferences.

Column title font	Arial ⌄
Size, line height, style	12 12 (points) ☐ Bold ☐ Italic ☐ Underline
Print column titles on	All pages ⌄
Roster Font	Times New Roman ⌄
Size, line height, style	12 12 (points) ☐ Bold ☐ Italic ☐ Underline

3. Roster Columns

☐ Add the Roster Column fields as seen in the picture below:

```
Format:   field name \ column title \ column width \ alignment

~(count)\#\.5\C
Lastfirst\Name\2\L
Grade_level\Grade\.5\C
student_number\Student#\3\L
```

☐ Add the Rule width, Cell Padding, margins and orientation, scale per the below screenshot. You can modify these to your preferences, however these settings work well.

Rule width (points)	Horizontal .5 Vertical .1
Cell padding (points)	Horizontal 2 Vertical 2
Page size	Letter (8 1/2" x 11") ⌄
	Custom size: Height ____ Width ____
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation, Scale	Portrait (vertical) ⌄ 100
Watermark text	

☐ Click SUBMIT to Save your settings. These settings can be modified to your preferences.

4. **Printing Options**

☐ **Print Rosters for**-Select the Teacher(s) you wish to print a Class Roster for, you can CTRL Click to select more than one teacher at a time

☐ **Select the Meetings you would like to Print**-this is the Period of the Day

☐ **Include Students who**-Make selections for printing

☐ Click **SUBMIT**

☐ Once you Hit Submit the Report Queue will open, right click on the Completed **View** hyperlink to open the report in another tab