

# Print a Class Roster with Grade and Attendance

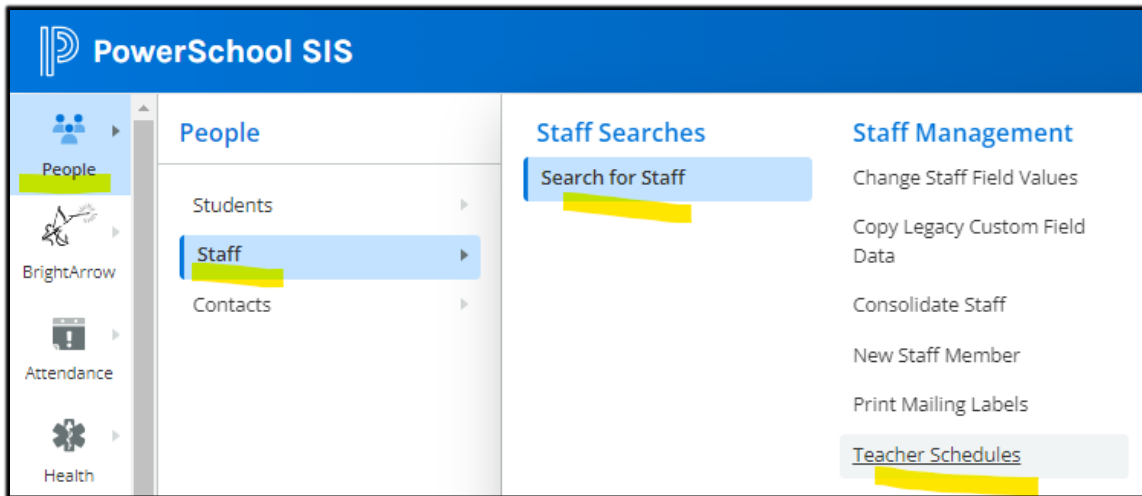
## Overview

This document will cover the following process:

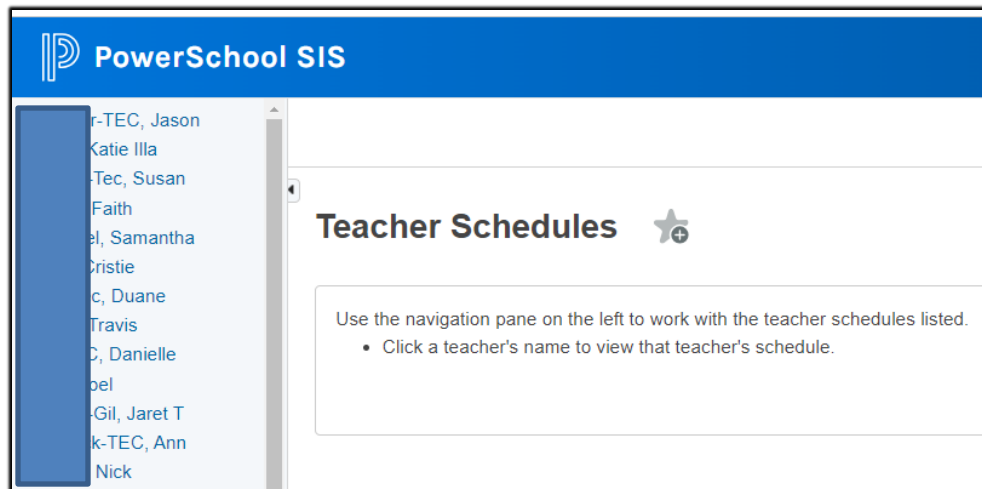
1. Selecting Teacher Schedule
2. Select the desired course
3. Print the desired course with grades and attendance

## Selecting Teacher Schedule:

1. Go to People Icon > Staff > Teacher Schedule



2. From the left side menu select the desired teacher



3. Click on the button to go to PowerTeacher Pro

Teacher Schedule - Samantha

Display today's sections

PowerTeacher Pro New

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock	Bright/Notific
Make all students listed above the current selection							All current students (enrolled as of today)					

Unlock Selected Sections

4. At the top of the page select desired course from drop down menu, from left side menu select A+ Grading, under Grades select Traditional

PowerTe... 1(A) Algebra I Core (i) - 23-24

Class

A+ Grading

Students

Progress

Reports

Settings

Assignments

- Assignment List
- Scoresheet
- Categories

Grades

- Traditional
- Standards

Q4	ABSEN	
C-	71.71%	2
A	95.593%	1
E	56.645%	4
E	49.145%	1
E	37.5%	1
C+	78.028%	3
E	50.988%	2
C	76.118%	1
A	94.935%	2
D-	62.105%	1
A	93.028%	--

5. Right click on the screen, select Print to send data to the printer.

Grades: Traditional - Q4 ⚙️ 🔍

1(A) Algebra I Core (i)

**⚠️ Read Only View**

Class Grade: Q4 Calculation: Category Weighting Show M...

Grade Scale Type: (A+ - E) Grade: C- | 71.71% | --

STUDENT (28)	Q4 ▼	ATTENDANCE		ASSIGNMENTS		
		👤 ABSENCES	👤 TARDIES	🚫 MISSING	🕒 LATE	🔄 INCOMPLETE
1.	C- 71.71%	2	--	--	--	--
2.	A 95.593%	1	--	--	--	--
3.	E 56.645%	4	--	2	--	--
4.	E 49.145%	1	--	--	--	--
5.	E 37.5%	1	--	--	--	--
6.	C+ 78.028%	3	--	--	--	--
7.	E 50.988%	2	--	--	--	--
8.	C 76.118%	1	--	1	--	--
9.	A 94.935%	2	--	--	--	--
10.	D- 62.105%	1	--	1	--	--
11.	A 93.028%	--	--	--	--	--