

## Class Roster Reports for Teachers

The instructions below will guide you through printing Class Roster Reports in the PowerTeacher Portal. Detailed descriptions of the class roster reports are available at the end of this step sheet.

1. Log into the PowerTeacher Portal by typing your username and password. Click **Enter**.




Username:

Password:

Enter

2. If you are logging in for the first time that day you will need to click **Start Page** on the left side menu.



3. Click the printer  of the class for which you would like to print a class roster report.

4. The Print Class Reports screen will be displayed. Choose the appropriate report from the **Which Report would you like to print?** drop down menu. Click **Submit**.

Which report would you like to print?  
For which students?  
Test print? ☐

Watermark Text  
Watermark Mode: Overlay  
When to print: ASAP

Class Attendance Audit  
Class Attendance Audit  
Emergency Contacts Roster  
ES-MS Class Roster  
Field Trip Roster  
HS Class Roster

Submit

5. The reports queue screen will appear. This screen will give you the status of your report.
- Pending = Report is in the queue waiting to start.
  - Running = Report is currently running.
  - Completed = Report is complete and ready for you to view.

To update the status of your report click the word **Refresh**.

#### Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
10/10/2008	<a href="#">HS Class Roster</a>	10/10/2008 9:51 AM		Running 


Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 4 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

6. To view your report click **View**.

#### Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
10/10/2008	<a href="#">HS Class Roster</a>	10/10/2008 9:51 AM	10/10/2008 9:51 AM	Completed <a href="#">View</a> 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 4 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

7. To return to the Report Queue screen at anytime click the **sheet of paper icon** next to the logout button.



## Available Class Roster Reports

### Emergency Contacts Roster

Lists demographic information, parent's names, emergency contacts, allergy information, medical alert information, and medications for all students in your class.

#### Applying Middle Emergency Contacts Roster

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**Eisenhower, Dwight** Id: 45111 GR: 7 Gender: M DOB: 3/15/1995 Home Phone: 555-6244  
 Address: 1212 President Dr #202 City: Bartlett State: TN Zip: 38135  
 Mother's Name: **Eisenhower, Ida** Mother's Day Phone: 555-6101  
 Father's Name: **Eisenhower, David** Father's Day Phone: 555-6222  
 Emergency Contact 1: **Eisenhower, David** Phone: 555-6222 Relationship: **Father**  
 Emergency Contact 2: **Eisenhower, Jacob** Phone: 555-7110 Relationship: **Uncle**  
 Emergency Contact 3: Phone: Relationship:  
 Allergies: **Allergic to Peanuts**  
 Medical Alert: **Asthma Inhaler**  
 Medications:|

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**Kennedy, Jackie** Id: 45444 GR: 7 Gender: F DOB: 4/12/1995 Home Phone: 222-5555  
 Address: 333 First Lady Dr City: Bartlett State: TN Zip: 38135  
 Mother's Name: **Bouvier, Janet** Mother's Day Phone: 555-6111  
 Father's Name: Father's Day Phone:  
 Emergency Contact 1: **Bouvier, Jack** Phone: 555-0000 Relationship: **Father**  
 Emergency Contact 2: **Onasis, Ari** Phone: 555-7117 Relationship: **Friend**  
 Emergency Contact 3: Phone: Relationship:  
 Allergies:  
 Medical Alert:  
 Medications:

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### ES / MS Class Roster

Lists student name, student id, date of birth, home phone, parent's names, and mailing address for all students in your class. Also, provides a space to write in teacher's name.



#### Lakeland Elementary School

Teacher's Name: \_\_\_\_\_

Student	Stud ID	DOB	Phone	Parent's Names	Mailing Address
1 Carter, Jimmy	12456	8/15/1993	901-555-1234	Dad Carter / Mom Carter	1234 Street, Arlington, 38002
2 Carter, Rosalyn	13457	3/2/1994	901-234-1110	June Jones / Bob Jones	4444 Main St., Arlington, 38002
3 Coolidge, Calvin	14567	10/23/1992	901-555-0000	John Coolidge/	2222 Misty Rd, Arlington, 38002
4 Coolidge, Grace	23457	10/23/1992	901-555-0000	John Coolidge/	2222 Misty Rd, Arlington, 38002
5 Eisenhower, Dwight	14689	1/1/1990	555-6789	Eisenhower, J./Eisenhower,Bo	123 Airline, Arlington, 38002

## Field Trip Roster

Lists student name, grade, gender, home phone, mother's day phone, and father's day phone for all students in your class. Also, provides spaces to write in teacher name, destination, departure date, departure time, return date, and return time.

### Lakeland Elementary Field Trip Roster

Teacher's Name: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

	Student	Gr	Sex	Home Phone	Mother's Day Phone	Father's Day Phone
1	Carter, Jimmy	4	M	901-555-1234	901-555-6767	901-555-9999
2	Carter, Rosalyn	3	F	901-234-1110	901-555-7878	
3	Coolidge, Calvin	4	M	901-555-0000		901-555-3434
4	Coolidge, Grace	4	F	901-555-0000		901-555-3434
5	Eisenhower, Dwight	4	M	901-555-6787	901-555-6787	901-555-5555

## HS Class Roster

Lists student name, grade, gender, date of birth, home phone, parent's names, and mailing address for all students in your class. Also, provides a space to write in teacher's name.



### Arlington High School

Teacher's Name: \_\_\_\_\_

	Student	Gr	Sex	DOB	Phone	Parent's Names	Mailing Address
1	Carter, Jimmy	10	M	8/15/1993	901-555-1234	Dad Carter / Mom Carter	1234 Street, Arlington, 38002
2	Carter, Rosalyn	9	F	3/2/1994	901-234-1110	June Jones / Bob Jones	4444 Main St., Arlington, 38002
3	Coolidge, Calvin	10	M	10/23/1992	901-555-0000	John Coolidge/	2222 Misty Rd, Arlington, 38002
4	Coolidge, Grace	10	F	10/23/1992	901-555-0000	John Coolidge/	2222 Misty Rd, Arlington, 38002
5	Eisenhower, Dwight	11	M	1/1/1990	555-6789	Eisenhower, J./Eisenhower,Bo	123 Airline, Arlington, 38002