

Roster Reports

A roster report is a listing of students organized by class for each teacher selected at the time the report is generated. You can choose which student information to include on the report in step 7.

1. Click **Reports** under the **Functions** section of the **Main Menu** on the left of the **Start Page**.
2. At the **Reports** screen click **Run Reports**.
3. At the **Run Report** screen, scroll down to **Student Listings** and click **Class Rosters (PDF)**.
4. In the **Print Roster(s) for** drop-down box, choose the teacher(s) whose roster(s) you want to print. Hold the **Command (Apple)** key while clicking to choose more than one teacher. To choose all teachers – click the first name, hold the shift key down, then scroll down and click the last name in the list.
5. Click to check the box(es) for the correct period(s). If no box is checked, you will get rosters for all classes taught by selected teachers.
6. Choose the following settings:
 - Include student who** – are currently enrolled in class
 - Heading font** – Helvetica
 - Size, line height, style** – 14, 16, Bold
 - Heading text** – Copy the text below and paste it in the **Heading Text** box:

~(schoolname)
Teacher: ~(teachername)
Course Number: ~(course_number) Section Number: ~(section_number)
Course Name: ~(coursename)

Heading text (Fields)

Enter ~(teachername) to cause the teacher name to appear, and ~(class_expression) for the expression.

```
~(schoolname)  
Teacher: ~(teachername)  
Course Number: ~(course_number) Section Number: ~  
(section_number) Course Name: ~(coursename)
```

Column title font – Helvetica
Size, line height, style – 10, 12, Bold
Roster font – Helvetica
Size, line height, style – 10, 12

7. Roster columns (Fields) - Copy the text that corresponds to the information you want to include in the report and paste it in the Roster Columns box. (other fields can be added by following the same pattern –check the **Fields** list)

Note: Portrait Orientation with ½ inch margins allows 7.5 inches of space.
Landscape Orientation with ½ inch margins allows 10.5 inches of space.

If you want to include:

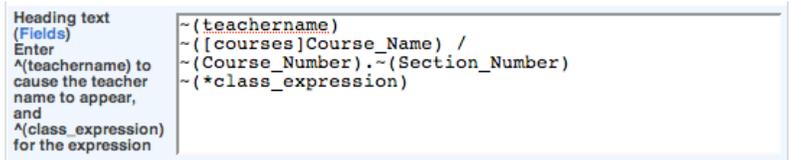
Copy and Paste:

Row Number	~(count)\#\2\C
Student Name	lastfirst\Name\2.75\L
Student Number	Student_Number\Student #\1\C
Home Phone	Home_phone\Phone\1\C
Address	Street\Address\3\L
Birthdate	DOB\Birthdate\1\C
Gender	Gender\Gender\.60\C
Grade Level	Grade_Level\YIS\.60\C
Native Language	TN_NativeLanguage\Native Language\.60\C
ELB	TN_ELB\ELB\.60\C
Ethnicity	Ethnicity\Ethnicity\.60\C
Entry Date	EntryDate\Date Enrolled\.75\C
Grade Updated	LastGradeUpdate\Last Update\.75\C

Examples:

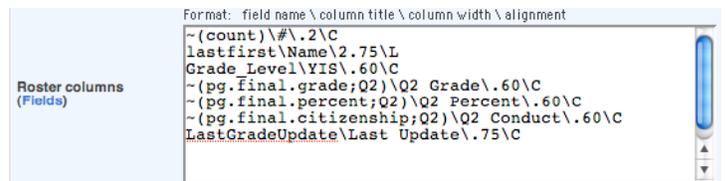
** If you wanted to print a report that includes a row number, student name, social security number, birthdate, gender, home phone and address, you would paste:

```
~(count)\#\2\C
lastfirst\Name\2.75\L
Student_Number\Student #\1\C
DOB\Birthdate\1\C
gender\Gen\.4\C
home_phone\Phone\1\C
street\Address\3\L
```



** If you wanted to print a report to show when teachers have posted grades to PowerSchool that includes student name, grade level, current grades and the date when grades were last updated, you would paste:

```
~(count)\#\2\C
lastfirst\Name\2.75\L
Grade_Level\YIS\.60\C
~(pg.final.grade;Q2)\Q2 Grade\.60\C
~(pg.final.percent;Q2)\Q2 Percent\.60\C
~(pg.final.citizenship;Q2)\Q2 Conduct\.60\C
LastGradeUpdate\Last Update\.75\C
```



** If you wanted to print a report (landscape orientation) to compare stored grades with those in the teacher's gradebook and the date when grades were last updated, you would paste:

```
~(count)\#\#.2\C  
lastfirst\Name\2.75\L  
Grade_Level\YIS\60\C  
~(pg.final.grade;Q1)\Q1 Grade\70\C  
~(pg.final.percent;Q1)\Q1 Percent\70\C  
~(pg.final.citizenship;Q1)\Q1 Conduct\70\C  
~(historical;grade;Q1)\Q1 Hist. Grade\70\C  
~(historical;percent;Q1)\Q1 Hist. Percent\70\C  
~(historical;citizenship;Q1)\Q1 Hist. Conduct\70\C  
LastGradeUpdate\Last Update\75\C
```

8. Adjust Orientation as needed.
9. Apply appropriate watermark text.
10. Schedule the report to print outside of the instructional day.

Note: Your settings will be saved to be used over and over, but can be edited at any time.

11. Scroll down to the bottom of the page and click **Submit**
12. In the **Reports Queue – My Jobs** screen, the print job you just created will be at the top of the list. If you have a large job, you may see **Running** under **Status**. If it seems to be taking too long, try clicking **Refresh** beside the **Reports Queue – My Jobs** heading at the top of the page.
13. Click **Completed** to view the **PDF** document(s). From the **File menu**, choose **Print**.