

Class Rosters Coding (Including verification sheets at Reporting time grades 9-12)

Please note teachers always have the ability to print a class roster from PowerTeacher Gradebook.

To print Class Rosters:

System Reports>Class Rosters (PDF)

- a. Select teachers (can select individual or single teachers)
- b. Select periods needed
- c. Select currently enrolled in class

All other fields remain unchanged.

However you must enter the following coding in two boxes:

Heading text	Roster columns
Teacher: ~(teachername)	lastfirst \ Student \ 2 \ L
Course: ~(coursename)	gender \ Gender \ .75 \ L
Period: ~(expression)	dob \ Birthday \ 1 \ C
Room: ~(room)	grade_level \ Grade \ .5 \ C
Number of Students: ~(No_of_students)	

- d. Click Submit

Printing Verification Sheets (grades 9-12 only)

To print Verification Sheets:

System Reports>Class Rosters (PDF)

- a. Change the term in the upper right to Semester 1
- b. Select teachers (can select individual or single teachers)
- c. Select periods needed
- d. Select currently enrolled in class
- e. Change Orientation,Scale to Landscape
- f. Leave Page size at 8.5 x 11.
- g. All other fields remain unchanged

However you must enter the following coding in two boxes:

	Heading text	Roster columns
Report 1	<p style="text-align: center;"><center>Course Verification Report ~([39]Name)</center> Class Name: ~([02]Course_Name)<tabl 3.35>Teacher: ~(teachername)<tabr 7>Room: ~([03]Room) Period: ~(Expression)<tabl 3.35>Term: ~(Decode;~(TermID);2600;Year;2601;S1;2602;S2;2603;Q1;2604;Q 2;2605;Q3;2606;Q4; ;) <center>_____ _____ </center></p>	<p>lastfirst\Name \ 1.75 \ L grade_level \ Grade \ .5 \ C ~(pg.final.percent;Q1) \ % \ .5 \ C ~(pg.final.grade;Q1) \ Q1 \ .5 \ C ~(att;abs;Q1) \ Abs \ .5 \ C ~(att;tar;Q1) \ Tar \ .5 \ C ~(reportingterm.teachercomment;Q1)\Comment\2\L</p>

Report 2	<p style="text-align: center;">Course Verification Report ~([39]Name)</center> Class Name: ~([02]Course_Name)<tabl 3.35>Teacher: ~(teachername)<tabr 7>Room: ~([03]Room) Period: ~(Expression)<tabl 3.35>Term: ~(Decode;~(TermID);2600;Year;2601;S1;2602;S2;2603;Q1;2604;Q 2;2605;Q3;2606;Q4; ;) <center>_____</center> _____</center></p>	lastfirst\Name \ 1.75 \ L grade_level \ Grade \ .5 \ C ^(pg.final.grade;Q2) \ Q2 \ .5 \ C ^(pg.final.grade;S1) \ S1 \ .5 \ C ^(pg.final.grade;F1) \ F1 \ .5 \ C ^(att;abs;Q2) \ Abs \ .5 \ C ^(att;tar;Q2) \ Tar \ .5 \ C ~(reportingterm.teachercomment ;Q2)\Comment\2\L ~(reportingterm.teachercomment ;S1)\Comment\2\L ~(reportingterm.teachercomment ;F1)\Comment\2\L
Report 3	<p style="text-align: center;">Course Verification Report ~([39]Name)</center> Class Name: ~([02]Course_Name)<tabl 3.35>Teacher: ~(teachername)<tabr 7>Room: ~([03]Room) Period: ~(Expression)<tabl 3.35>Term: ~(Decode;~(TermID);2600;Year;2601;S1;2602;S2;2603;Q1;2604;Q 2;2605;Q3;2606;Q4; ;) <center>_____</center> _____</center></p>	lastfirst\Name \ 1.5 \ L grade_level \ Grade \ .5 \ C ~(pg.final.grade;Q3) \ Q3 \ .5 \ C ~(pg.final.percent;Q3) \ % \ .5 \ C ~(pg.final.grade;F1) \ F1 \ .5 \ C ~(pg.final.percent;F1) \ % \ .5 \ C ~(att;abs;Q3) \ Abs \ .5 \ C ~(att;tar;Q3) \ Tar \ .5 \ C ~(reportingterm.teachercomme nt;Q3)\Comment\2\L ~(reportingterm.teachercomme nt;F1)\Comment\2\L
Report 4	<p style="text-align: center;">Course Verification Report ~([39]Name)</center> Class Name: ~([02]Course_Name)<tabl 3.35>Teacher: ~(teachername)<tabr 7>Room: ~([03]Room) Period: ~(Expression)<tabl 3.35>Term: ~(Decode;~(TermID);2400;Year;2601;S1;2602;S2;2603;Q1;2604;Q 2;2605;Q3;2606;Q4; ;) <center>_____</center> _____</center></p>	lastfirst\Name \ 1.5 \ L grade_level \ Grade \ .5 \ C ^(pg.final.grade;S2) \ S2 \ .5 \ C ^(pg.final.percent;S2) \ % \ .5 \ C ~(reportingterm.teachercomment;S 2)\Comment\1.5\L ^(pg.final.grade;F1) \ F1 \ .5 \ C ^(pg.final.percent;F1) \ % \ .5 \ C ~(reportingterm.teachercomment;F 1)\Comment\1.5\L ^(pg.final.grade;Q4) \ Q4 \ .5 \ C ^(pg.final.percent;Q4) \ % \ .5 \ C ~(reportingterm.teachercomment; Q4)\Comment\1.5\L

- h. Click submit. You will be taken to the report queue
- i. Click refresh until the report is viewable (this may take some time so you might want to set the refresh timer)

- j. Click VIEW when the report is ready and it will appear as a PDF for you to print for verification by teachers.