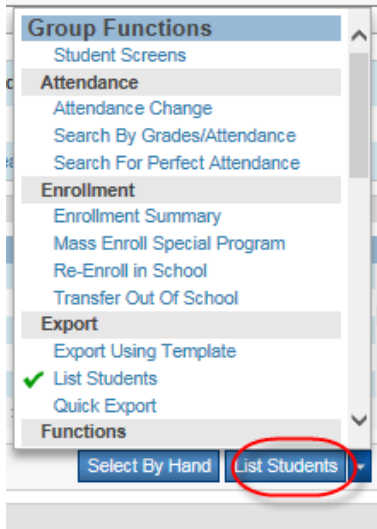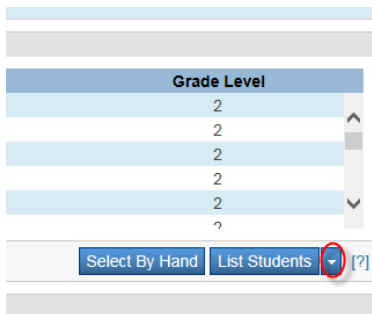**Quick Class Lists**

STEP 1 Choose your group of students from the homepage.
This can be by grade or for specific class Select by hand.

STEP 2 On the in the Group Functions Choose List Student

TIP: With PowerSchool 8, the last function you used in Group Function will always be the default showing. If you need another function, click on the arrow to open the menu as show above.

OR: If you want to go directly to a teacher's class, click on the teacher's schedules and then the enrollment number for their home room. A list of their students will open, under the list choose
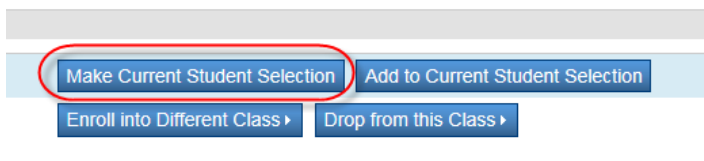
This opens a page view of all Group Functions, scroll down and Select List Students in the Export Section.

Both approaches will open this page. Name your class list for the teacher or group.

STEP 3 Complete your field list and column names

*Count will number the list (the capital C matters) No need to name the Column Title
Add the Student Field wanted in the list
Enter a period . in a the field name column will generate a blank column in the report

Student List - 75 students will be listed

Report Title (shown at top of page): Class List ✕

Col		Field Name		Column Title
1.	Fields	*Count		
2.	Fields	LastFirst		Name
3.	Fields	Home_Phone		Phone
4.	Fields	.		
5.	Fields	.		
6.	Fields	.		
7.	Fields	.		
8.	Fields	.		
9.	Fields	.		
10.	Fields	.		

When printing the report, on the advanced tab you can select Landscape or Portrait view.

	Name	Phone						
1.								
2.								
3.								
4.								
5.								

TIP: Each time you return to List Students it will remember your last field list choices. Helpful when doing several class lists.

Did you know that teachers can generate Class Rosters and Class Lists with Attendance Grids from PowerTeacher? They too can choose what columns they wish to add and can also when printing change from Portrait to Landscape. Teacher can choose to Export to CSV (Excel) and do further modifications of look and feel.