Generating a Class Roster

PowerTeacher

STEP	1	Log in to PowerTeacher. Need a hand? Check out the job aid entitled *Logging In to PowerTeacher*.

STEP	2	

STEP **3**

PowerTeacher

School: Evergreen Park School   Term: 15-16 Semester 1

Navigation

Start Page
Daily Bulletin
Schedule
Staff Directory
Meals
Personalize
Gradebook
Reports
Recommendations
NB Reports

New Gradebook Launch

Run Installer once, then

Launch

Or use the old
Launch ↗

Print Class Reports

Which report would you like to print?

| Class Attendance Audit |
| Class Roster |

For which students?   The 27 students in this class.

Test print?   ☐ Print only the first [2] pages.

Watermark Text   [⌄]
[   ]

Watermark Mode   [Overlay ⌄]

When to print   [ASAP ⌄]
[   ] 🗓 (MM/DD/YYYY) / 🕐 [   ]

Report Output Locale   [English ⌄]

Submit

STEP **4**

PowerTeacher

School: Evergreen Park School   Term: 15-16 Semester 1

Navigation
Start Page
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Report Queue - My Jobs

Created	Job Name	Started	Ended	Status
09/23/2015	Class Roster	09/23/2015 11:35 AM	09/23/2015 11:35 AM	Completed View
09/23/2015	Class Roster	09/23/2015 10:16 AM	09/23/2015 10:16 AM	Completed View
09/21/2015	Class Roster	09/21/2015 09:55 AM	09/21/2015 09:55 AM	Completed View
09/20/2015	Class Attendance Audit	09/20/2015 04:03 PM	09/20/2015 04:03 PM	
09/20/2015	Class Roster	09/20/2015 04:03 PM	09/20/2015 04:03 PM	
09/18/2015	Class Grid	09/18/2015 10:55 AM	09/18/2015 10:55 AM	
09/18/2015	Class Grid	09/18/2015 10:55 AM	09/18/2015 10:55 AM	Completed View
09/18/2015	Class Attendance Audit	09/18/2015 09:41 AM	09/18/2015 09:41 AM	Completed View
09/18/2015	Class Attendance Audit	09/18/2015 09:38 AM	09/18/2015 09:39 AM	Completed View

Refresh

If the *Status* is still "Running," click **Refresh**.

Voilà !

				✔ Select Tool																
				Ha**n**d Tool																
				Marquee **Z**oom																
				Rotate Clockwise	Shift+Ctrl+Plus															
				Print…	Ctrl+P															
John Bowser				**F**ind	Ctrl+F															
Chris Denton				Document Properties…																
Lena LeBlanc				Show Navigation Pane Buttons																