



**Student Information Systems**

# Generating a Class Roster Report

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**Table of Contents**

- 1.0 Class Roster Report Setup ..... 3
  - 1.1 Open Class Rosters (PDF) Page .....3
- 2.0 Setup Page Sections ..... 4
  - 2.1 Report Elements.....4
  - 2.2 Report Setup .....4
  - 2.3 Printing Options .....5
- 3.0 Completing Report Components ..... 5
  - 3.1 Report Elements.....5
  - 3.2 Report Setup .....7
  - 3.3 Printing Options .....10
- 4.0 Generate Report ..... 11
  - 4.1 Submit Settings .....11
  - 4.2 Report Queue.....11
- 5.0 Access Report Queue ..... 12
  - 5.1 Report Queue Icon .....12

### 1.0 Class Roster Report Setup

#### 1.1 Open Class Rosters (PDF) Page

- 1. Navigate to **Start Page > System Reports > Class Rosters (PDF)**.
- 2. The **Class Rosters (PDF)** setup page opens.

**Class Rosters (PDF)**

Print rosters for (hold the CTRL key to make multiple selections) Griffin, Tess  
Harris, Nikole  
Hamming, Kobyln  
Harl, Robbyn  
Harrison, Nikolous  
Hawkes, Ashkan

Meeting(s) (leave unchecked for all)

	M	Tu	W	Th	F
hr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Include students who

are currently enrolled in class

were enrolled on [MM/DD/YYYY]

were enrolled any time between [MM/DD/YYYY] and [MM/DD/YYYY]

Heading font: Helvetica

Size, line height, style: 15 (points)  Bold  Italic  Underline

Print heading on: First page of each class

Heading text (Fields): Enter ^(teachername) to cause the teacher name to appear, and ^(class\_expression) for the expression

Column title font: Helvetica

Size, line height, style: 11 (points)  Bold  Italic  Underline

Print column titles on: All pages

Roster Font: Helvetica

Size, line height, style: 10 (points)  Bold  Italic  Underline

Roster columns (Fields): Format: field name \ column title \ column width \ alignment

Rule width (points): Horizontal .5 Vertical .5

Cell padding (points): Horizontal 4 Vertical 2

Page size: Letter (8 1/2" x 11")

Custom size: Height [ ] Width [ ]

Margins (inches): Left .5 Top .5 Right .5 Bottom .5

Orientation, Scale: Portrait (vertical) 100

Watermark text: [ ]

Watermark mode: Overlay

When to print: ASAP [MM/DD/YYYY] / [ ]

Report Output Locale: English

Submit

## 2.0 Setup Page Sections

### 2.1 Report Elements

➤ This section must be completed each time the report is run.

1. **Teachers**
2. **Meetings (Periods)**
3. **Students**

Print rosters for  
 (hold the CTRL key to make multiple selections)
 

Griffin, Tess ▲  
 Hains, Nikole  
 Hamming, Katlyn  
 Harl, Robbyn  
 Harrison, Nikolaus  
 Hawkes, Ashkan ▼

Meeting(s) (leave unchecked for all)	M	Tu	W	Th	F
hr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Include students who
 

- are currently enrolled in class
- were enrolled on  (MM/DD/YYYY)
- were enrolled any time between  (MM/DD/YYYY) and  (MM/DD/YYYY)

### 2.2 Report Setup

➤ These items are retained and only need to be entered the first time the Class Roster report is run.

1. **Heading**

Heading font Helvetica ▼

Size, line height, style 15 (points)  Bold  Italic  Underline

Print heading on First page of each class ▼

Heading text (Fields)  
 Enter ^(teachername) to cause the teacher name to appear, and  
 ^(class\_expression) for the expression

## 2. Columns

Column title font	Helvetica
Size, line height, style	11 (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Helvetica
Size, line height, style	10 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Rule width (points)	Horizontal .5 Vertical .5
Cell padding (points)	Horizontal 4 Vertical 2

## 3. Layout

Page size	Letter (8 1/2" x 11")
Custom size:	Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation, Scale	Portrait (vertical) 100

## 2.3 Printing Options

➤ This section is optional. The information is not retained.

1. Watermark
2. Print Date/Time
3. Output Language

Watermark text	<input type="text"/>
Watermark mode	Overlay
When to print	ASAP <input type="text"/> (MM/DD/YYYY) / <input type="text"/>
Report Output Locale	English

## 3.0 Completing Report Components

### 3.1 Report Elements

1. Teachers
  - a. To select **one teacher**, click on the teacher's name.

Print rosters for (hold the CTRL key to make multiple selections)	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li>Griffin, Tess</li> <li>Hains, Nikole</li> <li>Hamming, Katlyn</li> <li>Harll, Robbyn</li> <li style="background-color: #e0e0e0;">Harrison, Nikolaus</li> <li>Hawkes, Ashkan</li> </ul> </div>
--	--

## Class Roster Report Setup Guide

- b. To select **more than one teacher**, hold down the **Ctrl key** and highlight the teachers' names.

Print rosters for  
(hold the CTRL key to make multiple selections)

Haril, Robbyn	^
Harrison, Nikolaus	
Hawkes, Ashkan	
Henrie, Tisheira	
Hildebrand, Jarrick	
Hire, Jordan	v

- c. To select **all teachers**, hold down the **Shift key**, click on the first teacher, scroll to the bottom of the list, click on the last teacher. The entire list will be selected.

Print rosters for  
(hold the CTRL key to make multiple selections)

Landry, Patrick	^
Lang, Inika	
Larlee, Kash	
Lozano, Laine	
MacDougall, Melodie	
Norton-Graham, Sherry	v

### 2. Meetings (Periods)

- a. To select a specific **period** (or periods), **check the appropriate box**.

Meeting(s) (leave unchecked for all)	M	Tu	W	Th	F
hr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. To select **all periods**, **do not check any of the boxes**.

Meeting(s) (leave unchecked for all)	M	Tu	W	Th	F
hr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Students

- a. Select the radio button **are currently enrolled in class** to run the report for students who are **actively enrolled**.

Include students who

are currently enrolled in class  
 were enrolled on  (MM/DD/YYYY)  
 were enrolled any time between  (MM/DD/YYYY)  
 and  (MM/DD/YYYY)

## Class Roster Report Setup Guide

- b. To run the report for **students who were, or will be, actively enrolled on a specific date**, select the radio button **were enrolled on** and **enter the date.**
- Use this option if you are running the Class Roster report prior to the first day of school.

Include students who

are currently enrolled in class

were enrolled on  (MM/DD/YYYY)

were enrolled any time between  (MM/DD/YYYY)

and  (MM/DD/YYYY)

- c. To run the report for **students who are, or were, actively enrolled during a specific date range**, select the radio button **were enrolled any time between** and **enter the dates.**

Include students who

are currently enrolled in class

were enrolled on  (MM/DD/YYYY)

were enrolled any time between  (MM/DD/YYYY)

and  (MM/DD/YYYY)

### 3.2 Report Setup

#### 1. Heading

##### a. Heading Font

- i. Select **Helvetica** from the drop down list.

##### b. Size, Line Height, Style

- i. Size = **15**
- ii. Line Height (points) = **[leave blank]**
- iii. Style = **[leave blank]**

Size, line height, style

(points)  Bold  Italic  Underline

##### c. Print Heading On

- i. Select **All pages** from the drop down list

##### d. Heading Text

- i. Insert the following text into the text box (preferable to copy/paste):

```
<center>Class Rosters Report
~([39]Name)</center>
<font size=11><b>Class Name:</b> ~([02]Course_Name)<tabl 3.35><b>Teacher:</b>
~(teachername)<tabr 7><b>Room:</b> ~([03]Room)
<b>Period:</b> ~(Expression)<tabl 3.35><b>Term Dates:</b> ~([13]FirstDay) - ~([13]LastDay)
<center>_____</center>
```

Heading text (Fields)

Enter ^(teachername) to cause the teacher name to appear, and ^(class\_expression) for the expression

```
<center>Class Rosters Report
~([39]Name)</center>
<font size=11><b>Class Name:</b> ~([02]Course_Name)<tabl 3.35><b>Teacher:</b>
~(teachername)<tabr 7><b>Room:</b> ~([03]Room)
<b>Period:</b> ~(Expression)<tabl 3.35><b>Term Dates:</b> ~([13]FirstDay) - ~([13]LastDay)
<center>_____</center>
```

## 2. Columns

### a. Column Title Font

- i. Select Helvetica from the drop down list.

### b. Size, Line Height, Style

- ii. Size = **11**
- iii. Line Height (points) = **[leave blank]**
- iv. Style = **Bold**

Size, line height, style    11    (points)     Bold     Italic     Underline

### c. Print Heading On

- i. Select **All pages** from the drop down list

### d. Roster Font

- i. Select **Helvetica** from the drop down list.

### e. Size, Line Height, Style

- i. Size = **10**
- ii. Line Height (points) = **[leave blank]**
- iii. Style = **[leave blank]**

Size, line height, style    10    (points)     Bold     Italic     Underline

### f. Roster Columns

- i. For a **list of students**, insert the following text into the text box (preferable to copy/paste):

```
~(Count)\No.\.25\R
LastFirst\Student Name\2.35\L
Grade_Level\Grade\.5\C
Student_Number\ID\1\C
```

Roster columns (Fields)    Format: field name \ column title \ column width \ alignment

```
~(Count)\No.\.25\R
LastFirst\Student Name\2.35\L
Grade_Level\Grade\.5\C
Student_Number\ID\1\C
```

- ii. For **Homeroom Class Rosters with a daily grid**, insert the following text into the text box (preferable to copy/paste):

```
~(Count)\No.\.25\R
LastFirst\Student Name\2.35\L
Grade_Level\Grade\.5\C
Student_Number\ID\1\C
\M\.48\C
\T\.48\C
\W\.48\C
\Th\.48\C
\F\.48\C
```



## Class Roster Report Setup Guide

Roster columns (Fields)	Format: field name \ column title \ column width \ alignment
	~(Count)No.\.25\R
	LastFirst(Student Name)2.35\L
	Grade_Level\Grade\.5\C
	Student_Number\ID\1\C
	W\48\C
	T\48\C
	W\48\C
	Th\48\C
	F\48\C

**g. Rule Width (points)**

- i. Horizontal = .5
- ii. Vertical = .5

Rule width (points)	Horizontal	<input type="text" value=".5"/>	Vertical	<input type="text" value=".5"/>
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**h. Cell Padding (points)**

- i. Horizontal = 4
- ii. Vertical = 2

Cell padding (points)	Horizontal	<input type="text" value="4"/>	Vertical	<input type="text" value="2"/>
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**3. Layout**

**a. Page Size**

- i. Select **Letter (8 1/2" x 11")** from drop down box.
- ii. Leave the **Custom Size** boxes for **Height** and **Width** blank.

Page size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/>	
Custom size:	Height <input type="text"/>	Width <input type="text"/>

**b. Margins**

- i. Left = .5
- ii. Top = .5
- iii. Right = .5
- iv. Bottom = .5

Margins (inches)	Left	<input type="text" value=".5"/>	Top	<input type="text" value=".5"/>	Right	<input type="text" value=".5"/>	Bottom	<input type="text" value=".5"/>
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**c. Orientation, Scale**

- i. Select **Portrait (vertical)** from drop down box.
- ii. Scale = 100

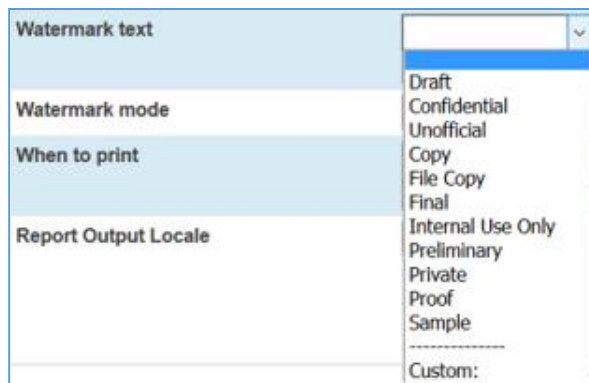
Orientation, Scale	<input type="text" value="Portrait (vertical)"/>	<input type="text" value="100"/>
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## 3.3 Printing Options

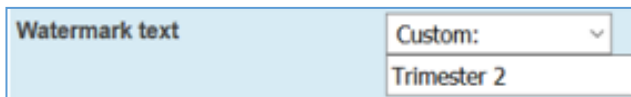
### 1. Watermark

#### a. Watermark Text Options

- i. For **no Watermark**, leave **blank**.
- ii. **Select an option** from the drop down list.



- iii. Select **Custom** from the drop down list and **enter text in the lower box**.



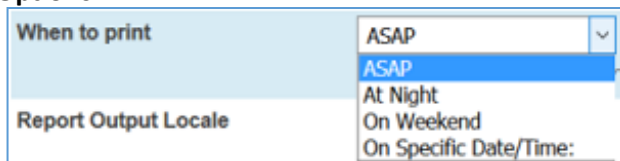
#### b. Watermark Mode

- i. Select **Overlay** or **Watermark** from the drop down list.

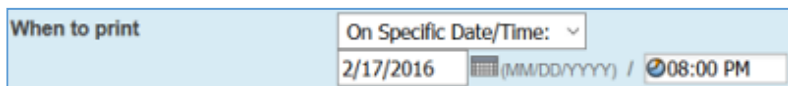
### 2. When to Print

➤ **Print refers to PowerSchool generating the report; the print job is not sent to a printer.**

#### a. Print Date/Time Options



- i. To **immediately** generate the report, select **ASAP** from the drop down list.
- ii. Select **At Night** or **On Weekend** to generate the report during **off hours**.
- iii. If you select **On Specific Date/Time**, **enter the date and time** in the lower boxes.



### 3. Language Output

#### a. Report Output Locale

- i. Select **English**.



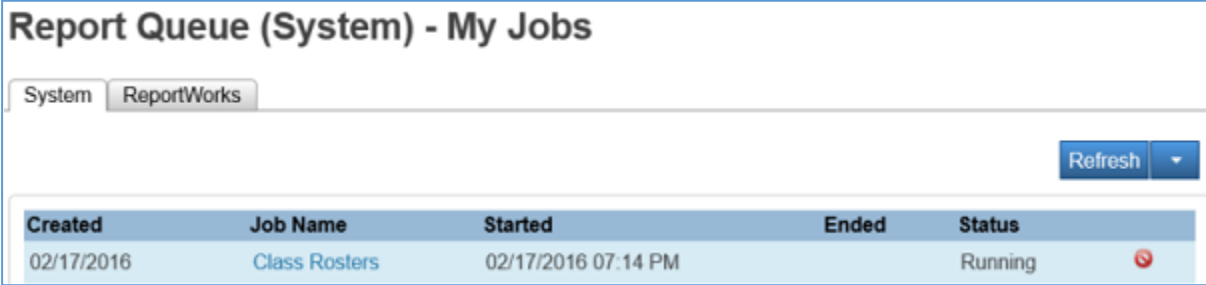
4.0 Generate Report

4.1 Submit Settings

- 1. Click **Submit** on the Class Rosters setup page.

4.2 Report Queue

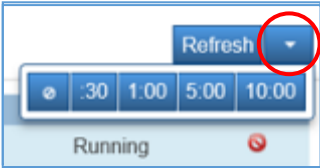
- 1. The **Report Queue (System) – My Jobs** page will open.



2. Status

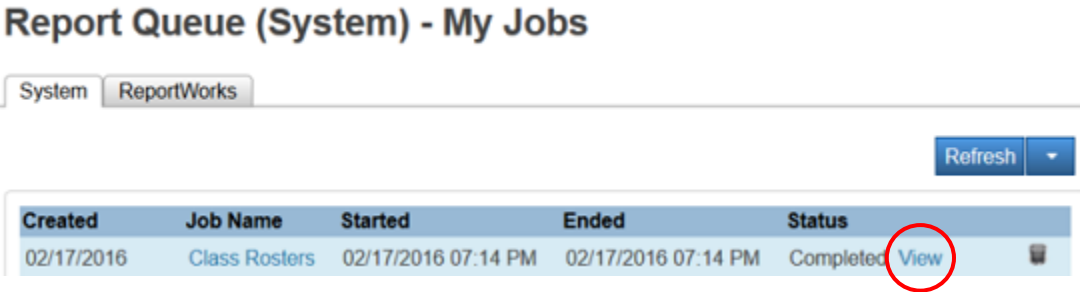
a. Running

- i. If the **Status** is **running**, click **Refresh**.
- ii. For large jobs, **auto Refresh** can be set by clicking on the **arrow next to the Refresh button**.



b. View

- i. Click on the **View** hyperlink to display the report.



ii. The report opens in the window.

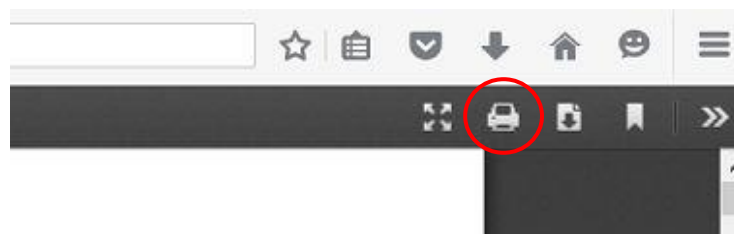
Class Rosters Report  
ASD-W 9-12

Class Name: Homeroom      Teacher: Abbis, Vinson      Room: 246  
Period: 1(A)      Term Dates: 07/13/2015 - 06/29/2016

No.	Student Name	Grade	ID	M	T	W	Th	F
1	Acott, Emma	10	2506000332					
2	Anderson, Christopher	12	2505000313					
3	Axhami, Cody	11	2510000406					
4	Baker, Chau	11	1000684900					
5	Brennan, Esau	10	2510000424					
6	Bryant, Ethan	10	2508000350					
7	Chase, Emily	10	1000733285					
8	Darrah, Devan	11	2508000261					
9	Dickson, Harrison	9	2505000401					
10	Dixon, Grace	10	2504000373					
11	Dos, Jacob	9	1000724102					

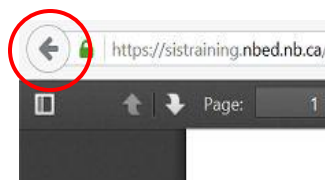
### 3. Print Report

a. To print the report, click on the **browser printer icon** and follow the normal process for printing.



### 4. Return to PowerSchool

a. To return to the PowerSchool application and the Report Queue, click on the **Internet Explorer back arrow**.



## 5.0 Access Report Queue

### 5.1 Report Queue Icon

1. To return to the **Report Queue** at any time, click on the **Report Queue icon** located in the upper right corner of the blue banner on all PowerSchool pages.

