Creating a Classroom Roster (Class List) in PowerTeacher Pro

The PowerTeacher Pro has a couple built reports that can be customized to suit your needs. We still have the 'Checklist-Blank' out on the admin side but you might like to check these out.

To create a roster for your class...

- 1. Log into your PowerTeacher Pro
- 2. Go Reports on the left side
- 3. Choose Student Roster



- 4. Title your report
- 5. Add a description if you wish.
- 6. Check the classes you wish to create this report for.
- Click anywhere outside of the Select Classes box to move to the next option.
- 8. Under Sort Options
- 9. Choose the layout
 - a. By Section, By Student
 - b. By Student

Criteria	Students	Format						
Report	Title			Checklist				
Descrip	tion		:	Student demographic information and blank columns, listed one row per s	uder	nt.		
Classes				Select Classes				
Sort Opt	ions			B1(D1-D1A) Foundation of Art 16	-17	✓		
Students				Other Classes				
Display				B1(D2-D2A) 3-D Design	S1	\checkmark		
Column	Columns Column Colum		Colur	B1(D2-D2A) 3-D Design				
Student Name Name		lame	B2(D1-D1A) Study Hall					

Sort Options				
Layout	By Section, By Student			
Students	By Section, By Student			
Display Columns	By Student			

10. Choose the order you wish to have students appear in your checklist.

11. Display

12. In the Display section choose what columns you wish to have in this classlist/roster. Notice there is a Blank so you can edit with an area not on the list once it is printed

Sort Options		
Layout		By Section, By Student 🗸
Students		Last Name
Display		Gradebook Preference
Columns		
Column	Colun	Last Name
Student Name Nam		First Name
		Birthday
		Student Number
		Grade Level

13. Once you have chosen	Column	Column Name on Report	Order		Remove	
the columns, click away from the drop window to	Student Name	Name		•	_	
get out of Display.	Course	Course		•	_	
 You can use the up/down Order Arrows to arrange your columns. 	Grade Level	Grade		•	_	
15. Click Run Report	Student Number	ld		•	_	
	Home Phone	Phone		▼	-	
		Blank		•	_	
		Blank		▼	_	
		Blank		▼	_	
		Blank		•	Run Report	

16. At the top you will see a note letting you know the report is running. When it is done it will tell you the report is finished.



17. Depending on your browser and preferences you will find it at the bottom of the browser screen and in your downloads. From here you can save it, print it, etc.