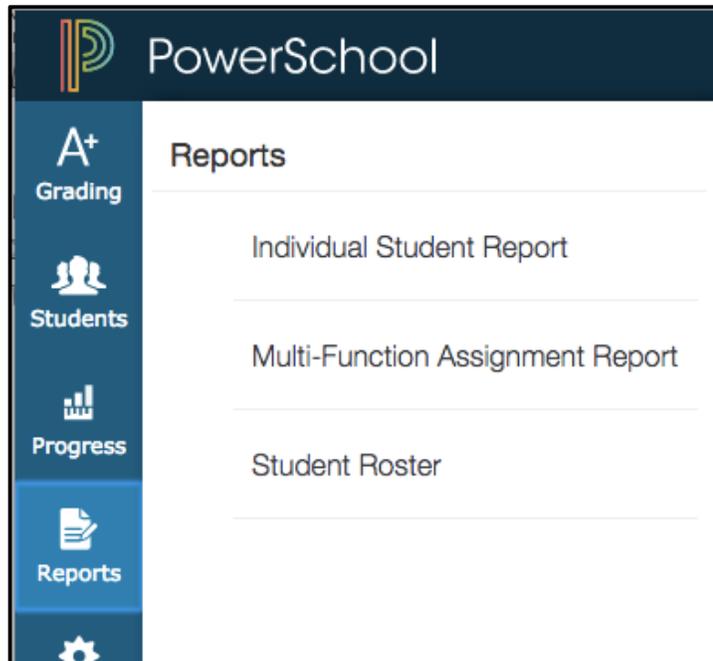


# Creating a Classroom Roster (Class List) in PowerTeacher Pro

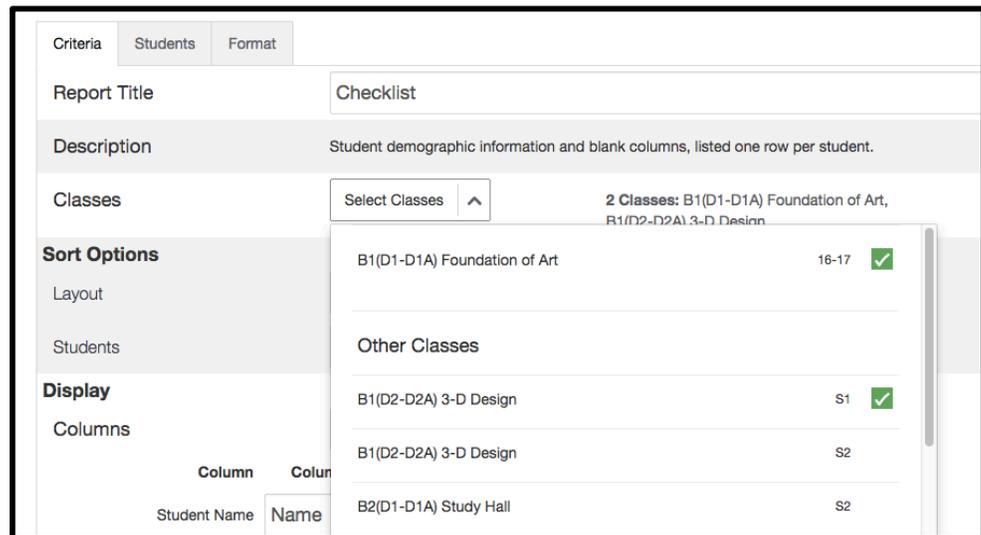
The PowerTeacher Pro has a couple built reports that can be customized to suit your needs. We still have the 'Checklist-Blank' out on the admin side but you might like to check these out.

To create a roster for your class...

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



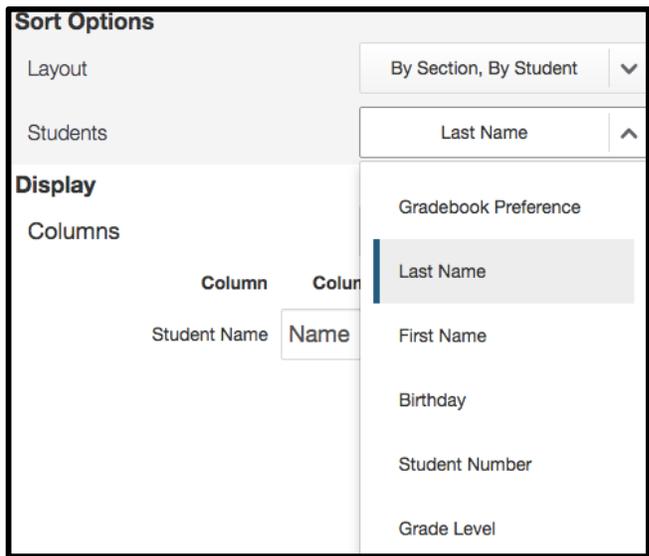
4. Title your report
5. Add a description if you wish.
6. Check the classes you wish to create this report for.
7. Click anywhere outside of the Select Classes box to move to the next option.



8. Under Sort Options
9. Choose the layout
  - a. By Section, By Student
  - b. By Student



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



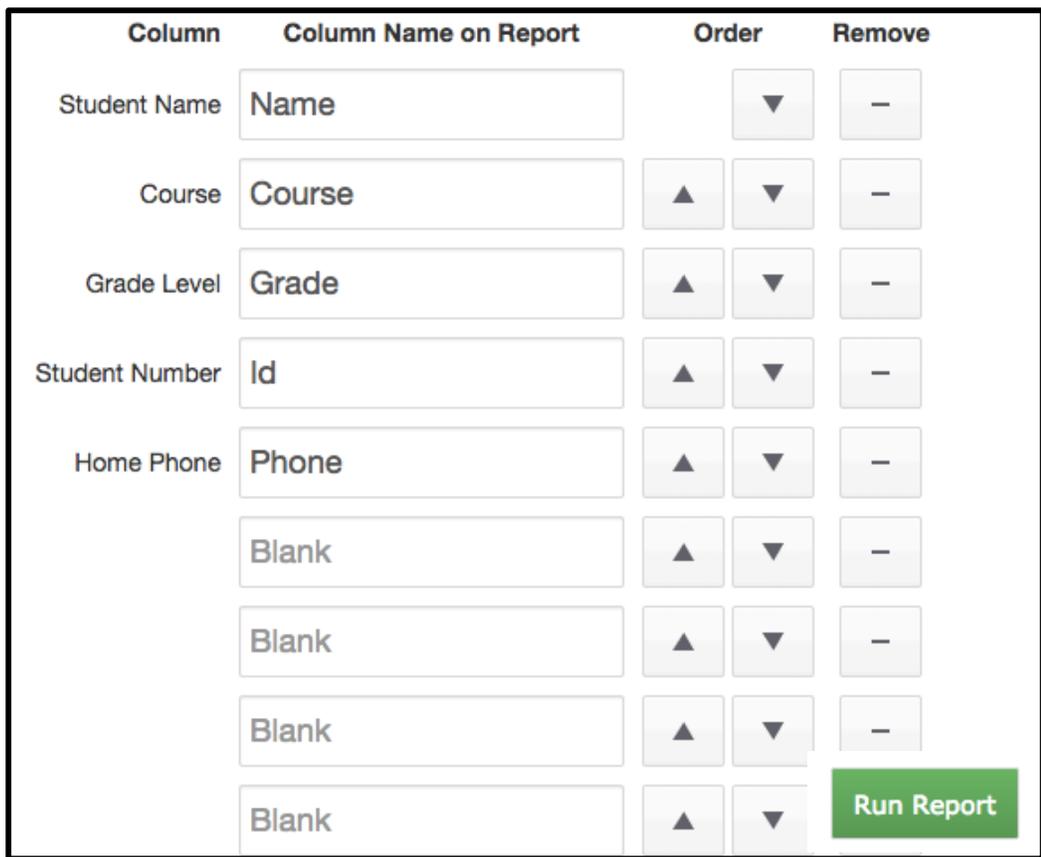
11. Display

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

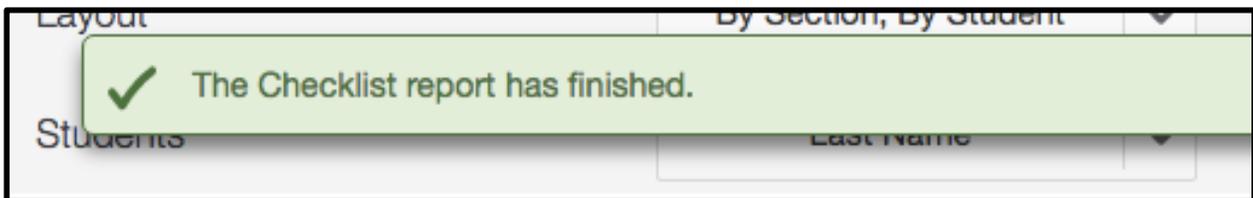
13. Once you have chosen the columns, click away from the drop window to get out of Display.

14. You can use the up/down Order Arrows to arrange your columns.

15. Click 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.