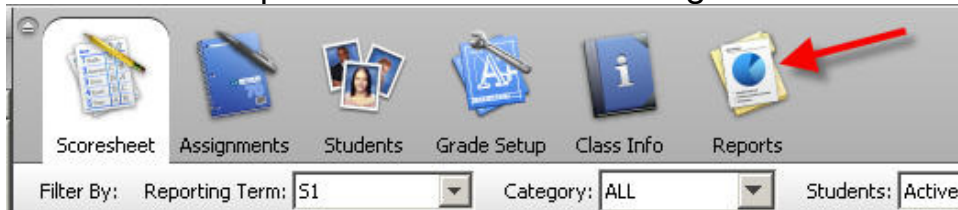


Printing a Student Roster Report with PowerTeacher Gradebook

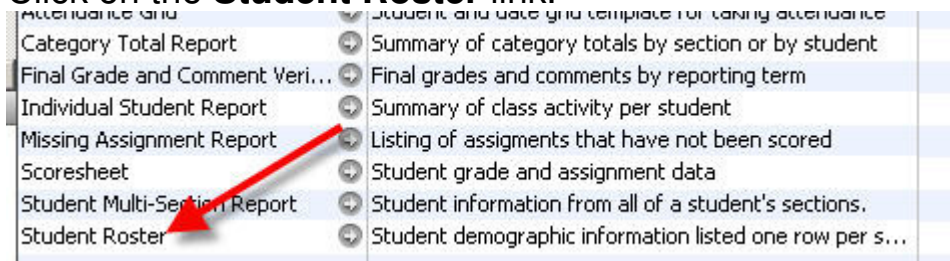
1. Open the PowerTeacher Gradebook by clicking the Gradebook button on the left side of PowerSchool.



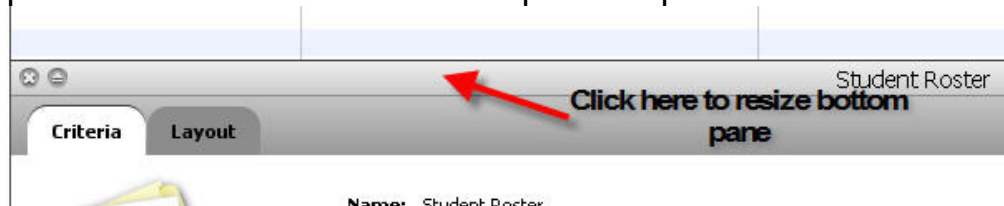
2. Click on the Reports icon from within the gradebook.



3. Click on the **Student Roster** link.



4. The Student Roster pane will open below. You may resize this pane in order to see all of the options it provides.



5. By default, the “Criteria” options are shown. You may chose to create the report as a PDF or CSV (which can be opened within Excel). You may make list of either the class currently selected, or you may create a single report containing all of your classes. You may create a list of all enrolled students or create a report containing students from groups that you’ve created. The Student and Parent Info sections allow you to include a variety of information. You are also able to add six additional fields and title them as you wish. You may re-order these fields from the Report Preview section by clicking and dragging them.

Name: Student Roster

Description: Student demographic information listed one row per student

Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

Students: Enrolled Students Selected Groups and/or Students

Student Info: Student Name Student Number Birthday Gender Grade Level

Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contacts

Book # Blank2 Blank3 Blank4 Blank5 Blank6

Sort: Student Last Name Student First Name Student Number Birthday

Report Preview: Click and drag to change order


Student N...	Birthday	Grade L...	Gender	Home Ph...	Book #
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6. Then click the **Run Report** button located on the lower, right-side of the screen.



7. You'll then be prompted to either open or save the report. I recommend opening the report.

Report Complete
Report: Student Roster is complete

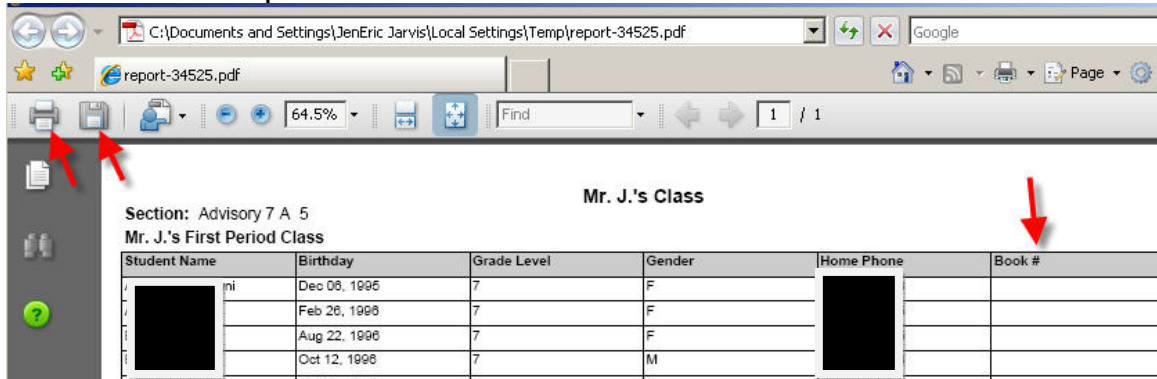


Report: Student Roster has been generated. Would you like to open the report or save it to a file?

Open Report OK Cancel

Save Report

8. Your report will open in a new window where you'll be able to either save or open it.



Opening your report in Excel

1. Select Export (CSV) from the Output Type section.

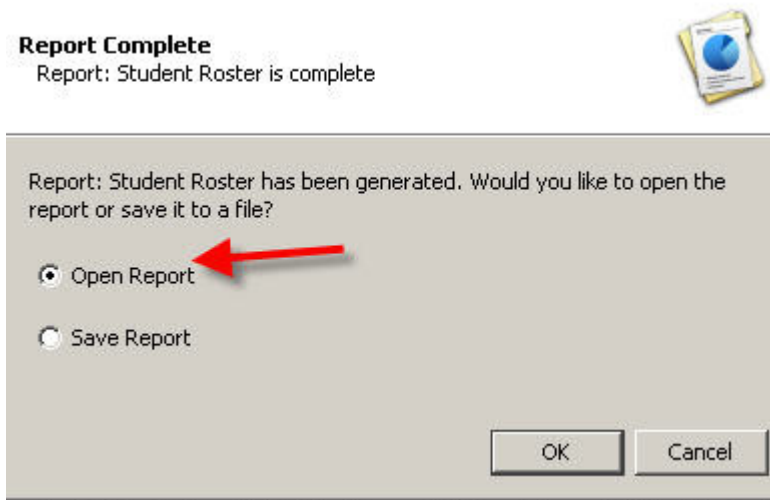
Name: Student Roster

Description: Student demographic information listed one row per student

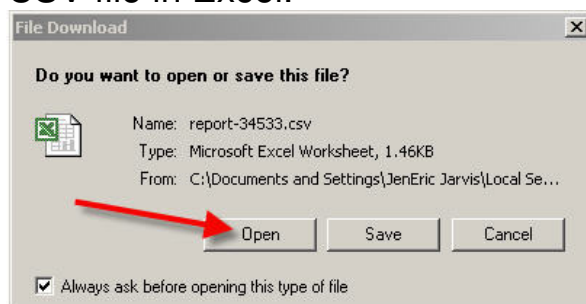
Output Type: PDF Export (CSV)

Sections: Selected Class Active Classes

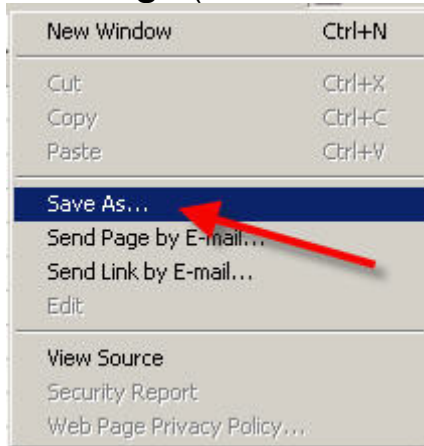
2. I then recommend selecting **Open Report**.



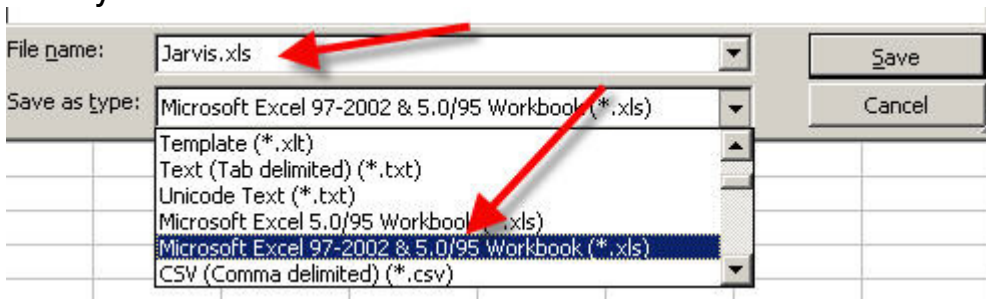
3. Select open again when your computer prompts you to open the CSV file in Excel.



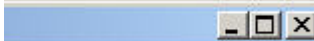
4. In Explorer 6, select **File** and then **Save As..**. If using Explorer 7, click **Page** (on left side of the screen) followed by **Save As**.



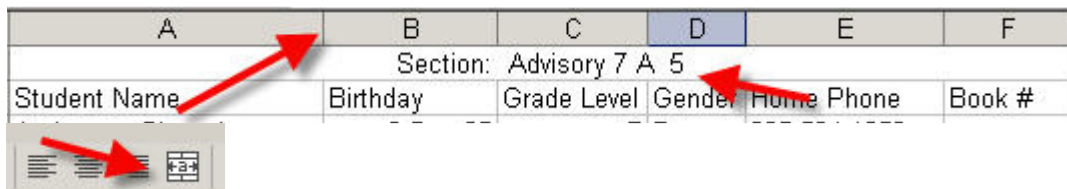
5. Next to **“Save as type,”** select **Microsoft Excel Workbook** (choose 2003 if available). You may also change the name of the file if you'd like. The file name should end in **.xls**.



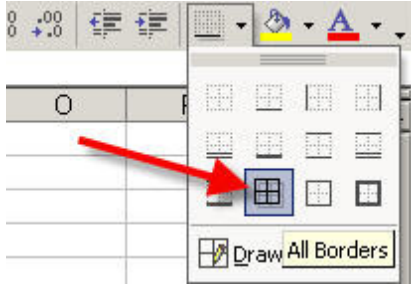
6. Then close your browser window.



7. Now open Microsoft Excel; then open the file you just saved.
8. You can adjust the width of the columns by clicking and dragging on their borders. You “center across columns” by highlighting across several columns within one row. In the example below, I highlighted columns A through F within row 1. I then clicked the “Center Across Columns” shortcut button.



9. Next, highlight a range of cells and click the borders drop-down tool and select the “All Borders” option



10. You may then adjust the fonts and other styles as you wish.

A	B	C	D	E	F
Section: Advisory 7 A 5					
Student Name	Birthday	Grade Level	Gender	Home Phone	Book #
	September-95	7	M		
	October-95	7	F		
	December-95	7	F		
	December-95	7	F		
	January-96	7	F		