

Class Roster Grid Report

This PowerTeacher report produces a grid listing of students. The report can be produced as a single listing of all students OR as a separate listing for each class.

Listed down the left column are the students' names. If a student has an "alias" name stored in PowerSchool, it will be listed to the right of his/her legal name.

Apple, Amy							
Grove, Marcus John	John Jones						
Student, Cynthia	Cindy						
Wise, William							

Class Roster Grid Report

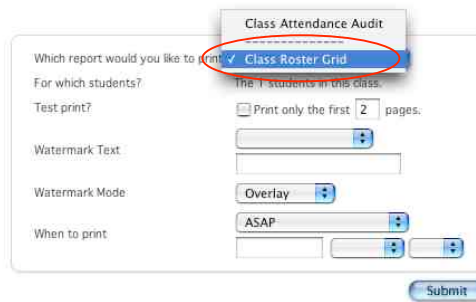
To produce the report for AN INDIVIDUAL CLASS:

From the Start Page in PowerTeacher, choose the printer icon for the class.



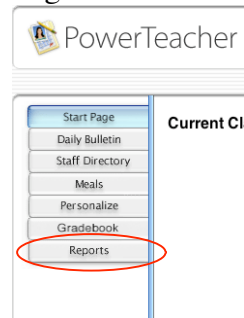
Choose the Class Roster Grid report. This will produce a report that lists students in THIS class.

Print Class Reports

A screenshot of the "Class Attendance Audit" dialog box. The "Which report would you like to print?" section has "Class Roster Grid" selected with a checkmark and circled in red. Below this, the "For which students?" section is set to "The 1 students in this class." The "Test print?" section has a checkbox for "Print only the first 2 pages." The "Watermark Text" section has an empty text box. The "Watermark Mode" section has a dropdown menu set to "Overlay". The "When to print" section has a dropdown menu set to "ASAP". A "Submit" button is at the bottom right.

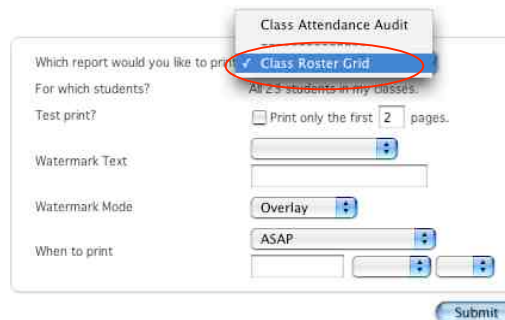
To produce the report for ALL students:

From the Start Page in PowerTeacher, choose Reports from the left menu.



Choose the Class Roster Grid report. This will produce a report that lists ALL students in ALL classes.

Reports for All Students

A screenshot of the "Class Attendance Audit" dialog box. The "Which report would you like to print?" section has "Class Roster Grid" selected with a checkmark and circled in red. Below this, the "For which students?" section is set to "All 23 students in my classes." The "Test print?" section has a checkbox for "Print only the first 2 pages." The "Watermark Text" section has an empty text box. The "Watermark Mode" section has a dropdown menu set to "Overlay". The "When to print" section has a dropdown menu set to "ASAP". A "Submit" button is at the bottom right.