PowerTeacher PRO

Student Roster Report

This report displays student demographic information, listed one row per student.
You can use this report to generate a list of demographic information by class. By adding blank columns and naming them to fit your needs.

Report Tip: If you previously used the Attendance Grid report in PowerTeacher Gradebook, you can now use the Student Roster report to create a grid of students with blank columns in order to take attendance offline for a field trip, assembly, our outside activity.

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1. Select **Reports** from the charms bar, and then choose **Student Roster Report**.
2. On the **Criteria** tab, enter a report title in the field provided.
3. Open the Select Classes menu and choose the classes to include on the report.
4. In the Sort Options section, open the Students menu and choose how you want the students sorted on the report. The Gradebook Preference option defaults to the selection you made on the Display Settings page.
5. Open the Columns menu to select the columns you would like added to the report output.

Criteria	Students	Format

Report Title Lunch Fee Balances

Description Student demographic information and blank columns, listed one row per student.

Classes Select Classes ⌄

1 Class: 2 Tt/YOS - Band $JD(TTS)

Sort Options

Students Last Name ⌄

Display

Columns Add Columns ⌄

Column	Column Name on Report	Order	Remove
Student Name	Name	▼	—
	Balance	▲ ▼	—
	Fee Due Date	▲	—

- Select **Blank** to add custom columns you can use on the printed report to record attendance or participation.
- Enter the column names you want to appear on the report output in the fields provided. Use the arrows to move the columns to the order you want them to appear on the report output.

- Select the arrow buttons to reorder the columns.
6. Select the **Students** tab. If you want to run the report for a subset of students, select **Add/Remove Students** and use the Filter field to search for specific students. Uncheck the boxes next to the students you want excluded from the report.
7. Select the **Format** tab to specify how you want the report to look.

- Depending on the report, you can select the Output type of **PDF** or **Excel**.
- You can enter text that you want to appear on the report in the Top Note and Bottom Note fields.
8. Select **Run Report**. When using most browsers, the file automatically downloads to the folder you have designated on your computer. When using Safari browser, the report output appears in a window. Choose **File > Export as PDF** to download the report to your computer.