

Communication Tools: Class Rosters

Use the Class Rosters (PDF) report to create class rosters or roll sheets for some or all of the teachers in your school.

To access the Class Rosters (PDF) report, navigate through the following pages in PowerSchool:

Start Page > Reports > Run Reports > Class Rosters (PDF)

Follow the instructions below to print class rosters for two teachers. Each roster will include all of a teacher's classes and emergency contact information for each student.

Class Rosters (PDF)

Print rosters for
(hold the COMMAND key to make multiple selections)

Abram, Michael
 Accatino, Steve
 Adams, Mark B
 Berndt, Gordie E
 Bowe, Sheldon K
 Brachemyer, Dan

Meeting(s) (leave unchecked for all)

	A	B
1	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Include students who

are currently enrolled in class

were enrolled on

were enrolled any time between and

Heading font

Size, line height, style (points) Bold Italic Underline

Print heading on

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To select two of the teachers, click the first teacher's name, then hold the **Control** key (PC) **Command** key (Mac) and click to select the second teacher's name.

Clear the **Meetings** check boxes to include all classes and all periods.

Next, select **are currently enrolled in class** to include all of the actively-enrolled students in the report. To include only students enrolled by specific dates, select **were enrolled on** and enter a date or select **were enrolled any time between** and enter dates.

Change the heading format if the default information doesn't fit your needs. You have options to change the font type, font size, line height, and style.

Choose **First page of each class** from the "Print heading on" menu since you are printing reports for multiple teachers and multiple classes.

The next section covers the document's heading text.

<p>Heading text (Fields) Enter <code>^(teachername)</code> to cause the teacher name to appear, and <code>^(class_expression)</code> for the expression</p>	<pre>Teacher: ^(teachername) Course: ^(coursename) Meeting: ^(expression) Room: ^(room) Number of Students Enrolled: ^(no_of_students)</pre>
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Two types of communication can be used in the heading text box. One type is static text, like the word "Teacher" in the example above. That word will print as written. The other type is a special syntax (data access tags) used to tell PowerSchool to get information from the database and insert it in the heading. For example, the code `^(teachername)` tells PowerSchool to get the teacher's name from the database and insert it in the heading.

It's important to note the use of the carat (^) in this syntax. The carat is required.

To set up a basic Class Roster heading, enter the following information in the Heading text box:

```
Teacher: ^(teachername)
```

```
Course: ^(coursename)
```

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Meeting: ^(expression)

Room: ^(room)

Number of Students Enrolled: ^(no_of_students)

Here is an example of what a printed Class Roster heading looks like :

Teacher: Abram, Michael
Course: U.S. History
Meeting: 1(A)
Room: 125
Number of Students Enrolled: 19

PowerSchool Data Access Tags: Class Rosters (PDF) Heading

Here are some other codes you can use in the heading:

Code	Does This	Example Result
^(teachername)	Displays the teacher's name	Barker, Richard
^(expression)	Displays the period(day) combination of the section	3(B)
^(coursename)	Displays the name of the course	Algebra 1
^(no_of_students)	Displays the number of students currently enrolled in the section	27
^(maxenrollment)	Displays the maximum number of students who can be enrolled in the section	35
^(room)	Displays the room number where the section meets	210

Next, complete the column style fields on the Class Rosters page.

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Column title font	Helvetica
Size, line height, style	10 12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	10 12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline

Change the column format if the default information doesn't fit your needs. For example, you can change the column title font, font size, line height, and style.

Choose **All pages** from the Print column titles on menu to include all of the information on each page.

Next, define the roster style settings. If the default settings don't suit your needs, you can change them.

Next set up the Roster Columns. The information you enter in this text area defines what information will be printed as separate columns on the roster. What you enter in the Roster Columns field requires special attention. It looks fairly complex, but does use a consistent format and gives you incredible flexibility in regards to what this report contains.

Roster columns (Fields)	Format: field name \ column title \ column width \ alignment
	last_name\Last name\1.75\L first_name\First name\1.25\L home_phone\Student phone#\1\C

In the Roster Columns box, the code format is always the same. Type items in this order:

1. The field name you want to pull information from (or a specific data access tag)
2. The column title as you want it to appear on the roster

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3. The size in inches to reserve for the column width
4. The alignment - L for left, C for center, and R for right.

Make sure to use a backslash instead of a forward slash between the segments. This is the only place in PowerSchool where you use the backslash.

After typing your first column entry in the Roster Columns box, press **Return** and type in your next column entry, and so on. Every line specifies what a column should look like.

To include information in the roster columns, use the following format:

student field or data access tag\column title\column width\alignment

For example, to format a class roster that includes the student's last name, first name, and home phone number you would enter:

```
last_name\Last name\1.75\L  
first_name\First name\1.25\L  
home_phone\Student phone#\1\C
```

The Roster Columns box is directly linked to the Students table. If you enter a student field name, PowerSchool pulls the information from the Students table, so you do not need to format it as a data access tag. If you are not sure which fields from the Students table to use, click the blue **Fields** link to find the information.

The first column on a class roster typically lists the students' last names so enter the field name `last_name`. You want the title of the column to be Last name, so enter `Last name` as the column title. Enter `1.75` as the column width. Be sure to do the math and add up all the column widths you want to use so the information does not run off the page. Column widths are denoted in inches. Last, you want to define the alignment of the text within the column cell. Since you want the students' last names left justified, enter `L` for the alignment. Your first line in the Roster Columns text box should look like this: `last_name\Last N\name\1.75\L`

This means that the first column on the page will show the student's last name in

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an area that's 1.75 inches wide and the text is left justified.

Now set up the second column using the same technique. You want this column to list the students' first names so enter the field name `first_name`. You want the title of the column to be First Name, so enter `First name`. Enter 1.25 as the column width. Since you want the students' first names left justified, enter `L` for the alignment. Your second line in the Roster Columns text box should look like this: `first_name\First name\1.25\L`

The third column will list the students' home phone numbers so enter the field name `home_phone`. Title the column `student phone#`. Enter 1 as the column width. Since you want the phone numbers centered, enter `C` for the alignment. Your third line in the Roster Columns text box should look like this: `home_phone\Student phone#\1\C`

You can put additional information in the Roster Columns text box, but this is sufficient for this example of a class roster.

PowerSchool Data Access Tags: Class Rosters (PDF), Roster Columns

Here are some other codes you can use in the Roster Columns text area:

Code	Does This	Example Result
<code>^(pg.final.grade;Q1)</code>	Displays the student's current Q1 final grade	A-
<code>^(pg.final.percent;Q1)</code>	Displays the student's current Q1 final percent	93
<code>^(pg.final.citizenship;Q1)</code>	Displays the student's current Q1 citizenship mark	U
<code>^(teachercomment)</code>	Displays the current teacher comment	Progressing well in class.
<code>^(historical;Q1;grade)</code>	Displays the student's stored Q1 final grade	B+
<code>^(historical;Q1;percent)</code>	Displays the student's stored Q1 final percent	89

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^(historical;Q1;citizenship)	Displays the student's stored Q1 final citizenship mark	S
^(historical;Q1;earnedcrhrs)	Displays the number of credits that were stored for the student in Q1	0.5
^(historical;Q1;comment)	Displays the stored Q1 teacher comment	Has appropriate work habits.
^(historical;Q1;datestored)	Displays the date that the Q1 grade was stored	11/05/2008
^(att;abs;Q1)	Displays the total number of absences for Q1	7
^(att;tar;Q1)	Displays the total number of tardies for Q1	2
^(att;X;Q1)	Displays the total number of occurrences of the specified attendance code for Q1	3
^(att;S;10/1/2008;10/31/2008)	Displays the total number of occurrences of the specified attendance code for the date range	1
^(attpoints)	Displays the total number of attendance points the student accumulated in the teacher's class	10
^(attpoints;Q1)	Displays the total number of attendance points the student accumulated in the teacher's class during Q1	7

Next, set up the page parameters on the bottom of the Class Rosters (PDF) page.

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Rule width (points)	Horizontal <input type="text" value="1"/>	Vertical <input type="text" value="1"/>
Cell padding (points)	Horizontal <input type="text" value="2"/>	Vertical <input type="text" value="2"/>
Page size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/> <input type="button" value="v"/> Custom size: Height <input type="text"/> Width <input type="text"/>	
Margins (inches)	Left <input type="text" value=".5"/>	Top <input type="text" value=".5"/> Right <input type="text" value=".5"/> Bottom <input type="text" value=".5"/>
Orientation, Scale	<input type="text" value="Portrait (vertical)"/> <input type="button" value="v"/> <input type="text"/>	
Watermark text	<input type="text"/> <input type="button" value="v"/>	
Watermark mode	<input type="text" value="Overlay"/> <input type="button" value="v"/>	
When to print	<input type="text" value="ASAP"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>	

Set the Horizontal and Vertical Rule width (points) to 1 point each to make grid lines print on the report.

Set the Horizontal and Vertical Cell padding (points) each to 2 points to leave white space around the text within each cell. This will make your roster easier to read.

To print the report on standard 8 1/2" x 11" paper, choose **Letter** from the Page size menu.

Set all of the Margins (inches) to .5 or adjust as needed.

The Orientation menu is used to change the page layout to Landscape or Portrait. If you are including several columns and need more space, choose the orientation **Landscape** to gain an extra 2.5 inches on the page.

Leave the Scale field blank or set it to 100 to make the report print in full-scale, or adjust the scale as needed.

Watermark features can be added to the page. In most cases, a watermark is not

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necessary on rosters.

Define when the document will print. If you want to print the roster immediately, choose **ASAP** from the "When to print menu."

Finally, click **Submit** to run the report.

Sample Class Roster:

Teacher: Abram, Michael

Course: U.S. History

Meeting: 1(A)

Room: 125

Number of Students Enrolled: 19

Last name	First name	Student phone#
Bailey	Jenilyn	916-555-1511
Brito	Jordan	916-555-1302
Bushman	Joshua	916-555-2423
Emch	Felicia	916-555-1623
Gilbert	Isaac	916-555-2039
Hazelgren	Amanda	916-555-1029
Kakac	Brittney	916-555-2968
Kern	Jennifer	916-555-1794
Leftbear	Joseph	916-555-3492
Mai	Lee	916-555-3355
Montplaisir	Aaron	916-555-3228
Nuffer	Brandon	916-555-1071
Nyberg	Lucas	916-555-3360
Odney	Ian	916-555-3361
Olsgaard	Nicholas	916-555-2976
Smith	Kade	916-555-1140
Willis	David	916-555-2506
Wright	Audrey	916-555-1415
Wright	Jennifer	916-555-2224