

# PowerSchool Communication Tools: Class Rosters

## PowerSchool 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 > System 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)

<b>Print rosters for</b> (hold the <b>COMMAND</b> key to make multiple selections)	<div style="border: 1px solid black; padding: 2px;"><p>Abram, Michael</p><p>Accatino, Steve</p><p>Adams, Mark B</p><p>Berndt, Gordie E</p><p>Bowe, Sheldon K</p><p>Brachemyer, Dan</p></div>															
<b>Meeting(s) (leave unchecked for all)</b>	<table><thead><tr><th></th><th>A</th><th>B</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		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"/>
	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"/>														
<b>Include students who</b>	<p><input checked="" type="radio"/> are currently enrolled in class</p> <p><input type="radio"/> were enrolled on <input type="text"/> (MM/DD/YYYY)</p> <p><input type="radio"/> were enrolled any time between <input type="text"/> (MM/DD/YYYY) and <input type="text"/> (MM/DD/YYYY)</p>															
<b>Heading font</b>	<input type="text" value="Times"/>															
<b>Size, line height, style</b>	<input type="text" value="10"/> <input type="text" value="12"/> (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline															
<b>Print heading on</b>	<input type="text" value="First page of each class"/>															

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

For the "Print heading on" menu use the default selection **First page of each class** since you are printing reports for multiple teachers and multiple classes.

The next section covers the document's heading text.

**Heading text (Fields)**

Enter `^(teachername)` to cause the teacher name to appear, and `^(class_expression)` for the expression

Teacher: `^(teachername)`  
Course: `^(coursename)`  
Meeting: `^(expression)`  
Room: `^(room)`  
Number of Students Enrolled: `^(no_of_students)`

In the heading, you can enter two types of text. One type is static text, like the word "Teacher" in the example above, which will print as written. The other type is code, called a field, that tells 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. Make sure to use the carat (^) when entering codes.

To set up a basic class roster heading, enter the following information in the "Heading text" box:

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

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

**Meeting:** `^(expression)`

**Room:** `^(room)`

**Number of Students Enrolled:** `^(no_of_students)`

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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:

<b>Code</b>	<b>Does This</b>	<b>Example Result</b>
^(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

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

The screenshot shows a configuration interface with the following settings:

- Column title font:** Helvetica
- Size, line height, style:** 10, 12 (points),  Bold,  Italic,  Underline
- Print column titles on:** All pages
- Roster Font:** Times
- Size, line height, style:** 10, 12 (points),  Bold,  Italic,  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.

In the "Print column titles on" menu, use the default selection **All pages** to include all of the information on each page.

Define the roster style settings or use the default settings.

Next set up the roster columns. Each line of information you enter in this text area defines the columns that will be printed on the roster. What you enter in the Roster columns field requires special attention because the information you enter is always in the same format.

The screenshot shows the "Roster columns (Fields)" text box with the following content:

```
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 text box, the code format is always the same. Type items in this order with a backslash (\) between the segments:

1. The field name to pull information from or a data access tag
2. The column title as it will appear on the roster
3. The column width in inches
4. The alignment of text in the cell—L for left, C for center, and R for right.

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

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After typing the first column entry in the Roster columns text box, press **Enter** and type in the next column entry, and so on.

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

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

The Roster columns text box is linked directly 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 use a data access tag. If you are not sure which fields from the Students table to use, click **Fields** to find the information.

Be sure to take some time and plan out the columns you want to ensure the information does not run off the page.

## 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
^(pg.final.grade;Q1)	Displays the student's current Q1 final grade	A-
^(pg.final.percent;Q1)	Displays the student's current Q1 final percent	93
^(pg.final.citizenship;Q1)	Displays the student's current Q1 citizenship mark	U
^(teachercomment)	Displays the current teacher comment	Progressing well in class.
^(historical;Q1;grade)	Displays the student's stored Q1 final grade	B+
^(historical;Q1;percent)	Displays the student's stored Q1 final percent	89
^(historical;Q1;citizenship)	Displays the student's stored Q1 final citizenship mark	S

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Code	Does This	Example Result
^(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	11/05/2012
^(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;10/1/2012;10/31/2012)	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

## PowerSchool Communication Tools: Class Rosters

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

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=""/>							
	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="text"/>					
Watermark text	<input type="text"/>							
Watermark mode	<input type="text" value="Overlay"/>							
When to print	<input type="text" value="ASAP"/>		<input type="text"/>					
			<input type="text" value="(MM/DD/YYYY)"/>					
Report Output Locale	<input type="text" value="English"/>							
<input type="button" value="Submit"/>								

To make grid lines print on the report, set the horizontal and vertical rule widths to 1 point each.

Make your roster easier to read by leaving white space around the text within each cell. Set the horizontal and vertical cell padding to 2 points each.

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

Best practice is to set all of the margins to .5 inches, or adjust as needed.

Use the Orientation menu to change the page layout to landscape or portrait. If your report includes many columns and you need more space, you can choose **Landscape** to gain an extra 2.5 inches on the page.

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

A watermark can be added to the page. In most cases, a watermark is not necessary on rosters.

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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