

PowerSchool – Sample Class Roster Templates

- From the start page, navigate to System Reports on the left navigation menu
- Select Class Rosters from the Student/Staff Listings section

Print rosters for (hold the CTRL key to make multiple selections)	ABEL, KRISTAL ACKERMAN, KEELY ACKERMAN, KENDRA ACOMB, RYANN ADAMS, NATASHA ADELHARDT, JOHNATHON
Meeting(s) (leave unchecked for all)	District Mode (All Periods)
Include students who	are currently enrolled in class were enrolled on MM/DD/YYYY were enrolled any time between MM/DD/YYYY and MM/DD/YYYY mand
Heading font	Times ✓
Size, line height, style	12
Print heading on	First page of each class 🗸
Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(*class_expression) for the expression	Class Roster - ~([Courses]Course_Name) (~(Course_Number)) Teacher.~(teachername) Room:~(Room) Period:~(External Expression) Total Students:~(No_of_students) Section Number.~(Section_Number)
Column title font	Times
Size, line height, style	11
Print column titles on	All pages 🕶
Roster Font	Times
Size, line height, style	10 12 (points) 🗆 Bold 🗆 Italic 🗆 Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment student_number \ ID \ .7 \ Left lastfirst \ Student \ Name \ \ 1.5 \ Left Gender \ Gender \ .75 \ C
Rule width (points)	Horizontal .5 Vertical .5
Cell padding (points)	Horizontal 2 Vertical 0
Page size	Letter (8 1/2" x 11") Custom size: Height Width
Margins (inches)	Left .5 Top .5 Right .5 Bottom .5
Orientation, Scale	Portrait (vertical)

HEADING:

Class Roster - ~([Courses]Course_Name) (~(Course_Number))

Teacher:~(teachername)

Room:~(Room)

Period:~(External_Expression)
Total Students:~(No_of_students)
Section Number:~(Section_Number)

FORMAT:

student_number \ ID \ .7 \ Left
lastfirst \ Student Name \ 4 \ Left
U_Students_Extension.Preferred_Name\Preferred Name\.7\Left



Gender \ Gender \ .75 \ C