

Roster Reports & Membership Audits

Purpose: *Administration* - instructions on how to find and or print a roster of students in one or many class sections & how to view all the students, their enrollment dates and a total of their membership days in a class section.

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

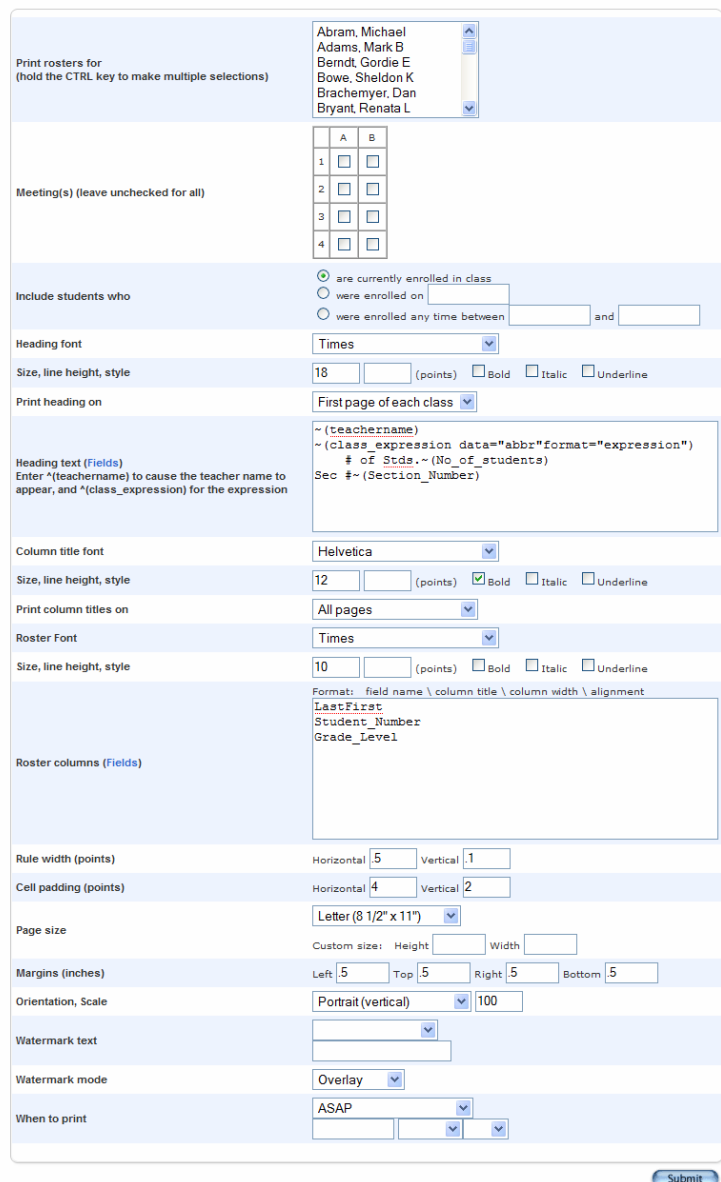
1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Class Rosters (PDF)** under the Student Listing category. The Class Rosters (PDF) page appears.

The **FIRST** time **EACH** User runs this report, there needs to be some setup work done. Each user will need to set up Header information as well as student detail information in order for the report to run.

Below are instructions how you can set up these Headers and Student Detail. Following the instructions below should allow the user to run this report.

The following instructions are focused only on the Header and Roster information fields. All other default settings appear to work fine.

Class Rosters (PDF)



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

Abram, Michael
Adams, Mark B
Berndt, Gordie E
Bowe, Sheldon K
Brachemeyer, Dan
Bryant, Renata L

	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"/>

Meeting(s) (leave unchecked for all)

Include students who

are currently enrolled in class
 were enrolled on [] and []
 were enrolled any time between [] and []

Heading font: Times

Size, line height, style: 18 (points) Bold Italic Underline

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
 ~ (teachername)
 ~ (class_expression data="abbr" format="expression")
 # of Stds. ~ (No. of students)
 Sec # ~ (Section_Number)

Column title font: Helvetica

Size, line height, style: 12 (points) Bold Italic Underline

Print column titles on: All pages

Roster Font: Times

Size, line height, style: 10 (points) Bold Italic Underline

Roster columns (Fields)
 Format: field name \ column title \ column width \ alignment
 LastFirst
 Student_Number
 Grade_Level

Rule width (points): Horizontal 5 Vertical 1

Cell padding (points): Horizontal 4 Vertical 2

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) 100

Watermark text: []

Watermark mode: Overlay

When to print: ASAP



SETTING THE DATE

If you are running this report before your school year begins you need to make special note about the date you select to run the report for. To obtain correct enrollment date before school starts make sure you check the box for “were enrolled on” with the date of your actual first day of school.

The screenshot shows a form titled "Include students who" with three radio button options:

- are currently enrolled in class
- were enrolled on
- were enrolled any time between and

 An arrow points from the text above to the second radio button.

Once the school year begins you can revert back to the “are currently enrolled in class” radio button.

SETTING THE HEADING TEXT FIELDS

Setting the Header Text fields will set up both a literal Header Text, such as Class Size as well as displaying the number of students in the Class Section (a calculated field) that changes with each addition or removal of a student from the Class Section.

Literal text is entered without special coding and will appear exactly as entered. Calculated fields need to be coded with a ~ followed by left parentheses, then the field name, and then a right parentheses.

Here are the recommended settings to cover both literal and calculated fields:

- ~(teachername)
- Class Size ~(No_of_Students)
- Period ~(expression)
- Sec# ~(Section_Number)
- Room# ~(Room)

This will provide the pertinent section related information for each section included on the report.

NOTE: Clicking on the Fields link to the left of the Heading Text box will bring up a list of Fields relating specifically to SECTIONS, NOT STUDENTS as is normally the case.

SETTING UP ROSTER COLUMNS

Setting up Roster columns allows the user to set up both Standard Student information columns as well as including the Literal Heading for the columns. When setting up these fields, you must follow this format:



Field Name \ Literal Heading

Here are the recommended settings for Roster Columns

LastFirst\Name
Student_Number\Std#
Grade_Level\Grade
Home_phone\Home Phone No.
Mother\Mother
Father\Father

NOTE: Clicking on the Fields link to the left of the Roster Column field will bring up a list of Student related fields for you to choose from.

General Information

Both the Heading Text and Roster Column fields mentioned are suggested fields. Each user may choose to include additional information or choose to exclude some of the fields mentioned above. That is up to each User.

As with any report in PowerSchool, when you run the report, you will need to select the Teacher or Teachers you wish to include, the Period or Periods you wish to include, etc. Choose the options that best meet your needs.

Several fields have already been populated with default values. These values appear to work fine.

These are descriptions for the fields used to enter the above information.

Field	Description
Print rosters for	Select the teacher(s) for which you want to generate a class roster. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
Meeting(s)	Indicate the meeting(s) to be audited by selecting the appropriate checkboxes. To audit all meetings, leave the checkboxes blank.



Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	<p>Enter the heading font size and line height in points. One point equals 1/72 of an inch.</p> <p>Select the Bold checkbox to bold the heading. Select the Italic checkbox to italicize the heading. Select the Underline checkbox to underline the heading.</p>
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print.
Heading text	Enter the content to include in the report heading using text, HTML tags, and PowerSchool data codes. For a complete list of field codes, click Fields.
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	<p>Enter the column title font size and line height in points. One point equals 1/72 of an inch.</p> <p>Select the Bold checkbox to bold the column title. Select the Italic checkbox to italicize the column title. Select the Underline checkbox to underline the column title.</p>
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print.
Roster Font	Choose the roster listing font from the pop-up menu.
Size, line height, style	Enter the roster listing font size and line height in points. One point equals 1/72 of an inch. Select the Bold checkbox to bold the roster listing. Select the Italic checkbox to italicize the roster listing. Select the Underline checkbox to underline the roster listing.



Roster columns	Enter the content to include in the student listings columns using the format "field name \ column title \ column width \ alignment." For a complete list of field codes, click Fields.
Rule width	Enter the thickness in inches of the vertical and horizontal lines on the report, as well as the outline of the entire report.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose a size for the report page from the pop-up menu. If you choose a custom size, enter the size of the page in inches.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. Portrait is a vertical page; landscape is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none">• ASAP: Execute immediately.• At Night: Execute during the next evening.• On Weekend: Execute during the next weekend.• On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.



After all you have completed the setup:

4. Click **Submit**. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
5. Click **Completed** to display the report.

Bryant, Renata L
 Class Size 14
 Period 1(A-B)
 Sec# 1
 Room# 110

Name	Std#	Grade	Home Phone No.	Mother	Father
Allred, Alfred P	840000565	11	916-555-2209	Kathryn Allred	Payton Allred
Arntson, Paige C	840002011	9	916-555-2955	Kathryn Arntson	Davis Arntson
Bourassa, Benjamin D	106000	11	916-555-3456	Hailee Bourassa	Devon Bourassa
Brock, Heidi P	840002023	9	916-555-3214	Cherise Brock	Jonathan Brock
Burleigh, Heather D	840001553	11	916-555-1263	Brooke Burleigh	Dirk Burleigh
Castillo, Randy P	840002030	9	916-555-3340	Alina Castillo	Gordon Castillo
Erickson, Nicholas Ann	840002047	9	916-555-3219	Breann Erickson	Michael Erickson
Face, Ugly Fat	35259	10	319-887-4532		
Hagen-Weis, Alexander N	840002063	9	916-555-3485	Ashley Hagen-Weis	Gordon Hagen-Weis
Smith, Stephen S.	35211	9	319-555-1234	Smith, Sarasponda	Smith
Tanner, Bengt P	840000750	12	916-555-1102	Heather Tanner	Anthony Tanner
Thompson, Kimberlee D	840000688	12	916-555-1667	Jessica Thompson	Jordan Thompson
Ventzke, Corey D	840001796	12	916-555-3142	Amanda Ventzke	Charles Ventzke
Weltikol, Eric L	840001834	12	916-555-3021	Kira Weltikol	Kevan Weltikol

Proceed by printing the report from your web browser or saving it to another application. For more information, see the document on "[Run, Print, and Save Reports.](#)"



MEMBERSHIP AUDIT REPORT

To run a report that provides an audit by class section that includes names, dates enrolled and exited from the section by student:

1. On the start page, choose **Reports** from the main menu.
2. On the Reports page, click **Run Reports**.
3. On the Run Reports page, click **Aggregate Membership Audit** under the Membership and Enrollment category.
4. Fill in appropriate information

Aggregate Membership Audit Report

Report Name	Aggregate Membership Audit		
Version	1.0		
Description	Membership audit by section. Note: When running this report from the Vocational Aggregate Membership output, the Course Number, Section Number, and Term will automatically be populated. Simply click on Submit to continue.		
Comments			
Lines per page	<input type="text" value="50"/>		
Starting Page Number	<input type="text" value="1"/>		
Processing Options	<input type="text" value="In Background Now"/> ▼		
Specific Date/Time	<input type="text"/>	@ <input type="text" value="▼"/>	: <input type="text" value="▼"/>
Data to be filled	(Check checkbox on the right to save as default value)		<input type="text" value="Reset All"/> ▼
Course Number*	<input type="text" value="Eng1000"/>		<input type="checkbox"/>
Section Number*	<input type="text" value="1"/>		<input type="checkbox"/>
Term*	<input type="text" value="06-07 2006-2007"/> ▼		<input type="checkbox"/>

You must enter a course and section number along with a term for this report to run.



The results of the report will appear.

Course	ENG1000 English 1
Teacher	Jorgenson, James J
Term	06-07 (view days)
Expression	2(A)
Section Number	1

	Student	Enrolled	Exited	Membership Days
1.	Brown, Amber Ann	5/15/2006	5/11/2007	253
2.	Greet, Bob T	5/15/2006	5/11/2007	253
3.	Kerbs, Michael B	5/15/2006	5/11/2007	253
4.	Mabus, Elizabeth C	5/15/2006	7/9/2006	40
5.	Neilly, Laura J	3/28/2007	5/12/2007	33
6.	Neilly, Patrick J	3/30/2007	5/12/2007	31
7.	Olson, Ashley S	5/15/2006	5/11/2007	253
8.	Pribyl, Misty D	5/15/2006	5/11/2007	253
9.	Ruziska, Nicholas C	5/15/2006	5/11/2007	253
10.	Sandoval, Ramon C	5/15/2006	5/11/2007	253
11.	Schmitcke, Zachary S	5/15/2006	5/11/2007	253
12.	Soncrant, Gina P	5/15/2006	5/11/2007	253
13.	Stowe, Andrea P	5/15/2006	7/9/2006	40
14.	Walker, Chelshey S	5/15/2006	5/11/2007	253