



SETTING UP THE CLASS ROSTER (PDF) REPORT THE FIRST TIME

Purpose: Administration – Instructions for setting up the class roster report for the first time. This report is in PDF format and will keep the settings you setup in the first time unless you modify them.

To access this report:

1. Click on **Reports**
2. Click on **Run Reports**
3. Locate and click on the **Class Roster (PDF)** report (located near the bottom of the report list)

The FIRST time EACH User goes to run 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.

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.

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.

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\Column Width

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

Column width defaults to the widest bit of data that fills any column if you do not input column width information in the settings. To make a column wider use increments of 1 until you get them the width you want. For instance; LastFirst\Name\1

If you make columns too wide the pages will come up blank.

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.