



# HOW TO RUN A STUDENT ROSTER IN PTPRO

1. Open the menu at the top of the gradebook window and select a class
2. Click **Reports**
3. Select **Student Roster** and enter a report title
4. Since you selected a class before you navigated to the Reports menu, it is already selected for the **Classes** option
5. To sort the roster of students by last name, open the **Students** menu and choose Last Name
6. Add columns of student information by opening the **Add Columns** menu next to **Student Columns** and clicking **Add** next to the items of your choice
7. Click **Add** next to **Blank** twice to include a column for things like taking attendance or tracking participation. A column titled "Name" is included by default to list the students' names.
8. Click the **Add Columns** menu again to close
9. If using blank columns, insert the name for the column

Columns	Column Name on Report	Order	Remove
Student Name	Name		-
	Blank		-
	Blank		-

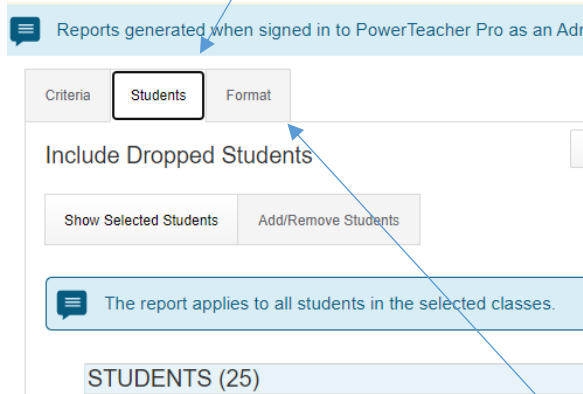
10. Add columns of contact information by opening the **Add Columns** menu next to **Contact Columns** and clicking Add next to Contact Name and Contact Phone. Click the **Add Columns** menu again to close it
11. Open the **Filter Contacts** menu and select the contact type, if desired

Columns	Column Name on Report	Order	Remove
Student Name	Name		-
	Blank		-
	Blank		-



## HOW TO RUN A STUDENT ROSTER IN PTPRO

- Click the **Students** tab at the top of the page and verify that the report applies to all of the students in the selected class



- Scroll to the top of the page and click the **Format** tab
- Open the Orientation menu and choose Portrait
- Use the default option PDF for the report output. To work with the data in a spreadsheet, choose Excel.
- Use the default settings for the rest of the format options
- To generate the report, click **Run Report**. An alert at the top of the window indicates that the report is being processed.
- To open the Report Queue, click **View Reports**
- To download the completed report, click the report name. If the report is still running, click Refresh to update the status