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

Criteria Students Format	
Report Title	Student Roster Report
Description	Shudent demographic information and blank columns, listed one row per student.
Classes	Select Classes 🛛 🗸 All Classes (20-21)
Use Custom Class Name	
Sort Options Students	Last Name 🗸
Display Student Columns	Add Columns 🗸
Contact Columns	Add Columns 🗸
Column Column Name on Report	t Orier Encove
Blank	A -

- 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

Description		Student demographic information as	nd blank columns, listed or
Classes		Select Classes	ALCO
Use Custom Class Name			
Sort Options Students		Last Name	
Display Student Columns		Add Columns	
Contact Columns		Add Columns 👻	
Data Filters Contacts		Filter Contacts	All Carriada
Column	Column Name on Report	er Father Mother Guardian / Has Custody	
Student Name	Name		
	Blank		
	Blank	Emergency Contact	
Contact Name	Contact Name	Lives With	
Legend Isons 1 - Reputed Field		School Pickup	



12. 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 /

Reports generated when signed in to PowerTeacher Pro as an Adr
Criteria Students Format
Include Dropped Students
Show Selected Students Add/Remove Students
The report applies to all students in the selected classes.
STUDENTS (25)

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