

## Creating a Class Roster for Printing

1. To create a **Class Roster**, go to an existing class.

The screenshot shows the PowerTeacher Pro interface for a class named 'AM-PM(D1-D6) K8 Homeroom 8'. The interface includes a sidebar with navigation options: Class, Grading, Students, Progress, Reports, Settings, and Apps. The main content area displays the class name, a dropdown for 'Grades: Standards - T1', and a 'Filter' input field. Below the filter is a table with 14 rows and 2 columns. The first column is labeled 'STUDENT (24)' and the second column is labeled 'T1'. The table contains the following data:

| STUDENT (24) | T1    |
|--------------|-------|
| 1.           | -- -- |
| 2.           | -- -- |
| 3.           | -- -- |
| 4.           | -- -- |
| 5.           | -- -- |
| 6.           | -- -- |
| 7.           | -- -- |
| 8.           | -- -- |
| 9.           | -- -- |
| 10.          | -- -- |
| 11.          | -- -- |
| 12.          | -- -- |
| 13.          | -- -- |
| 14.          | -- -- |

At the bottom of the interface, there are three buttons: 'Final Grade Status', 'Preview Grades', and 'Save'.

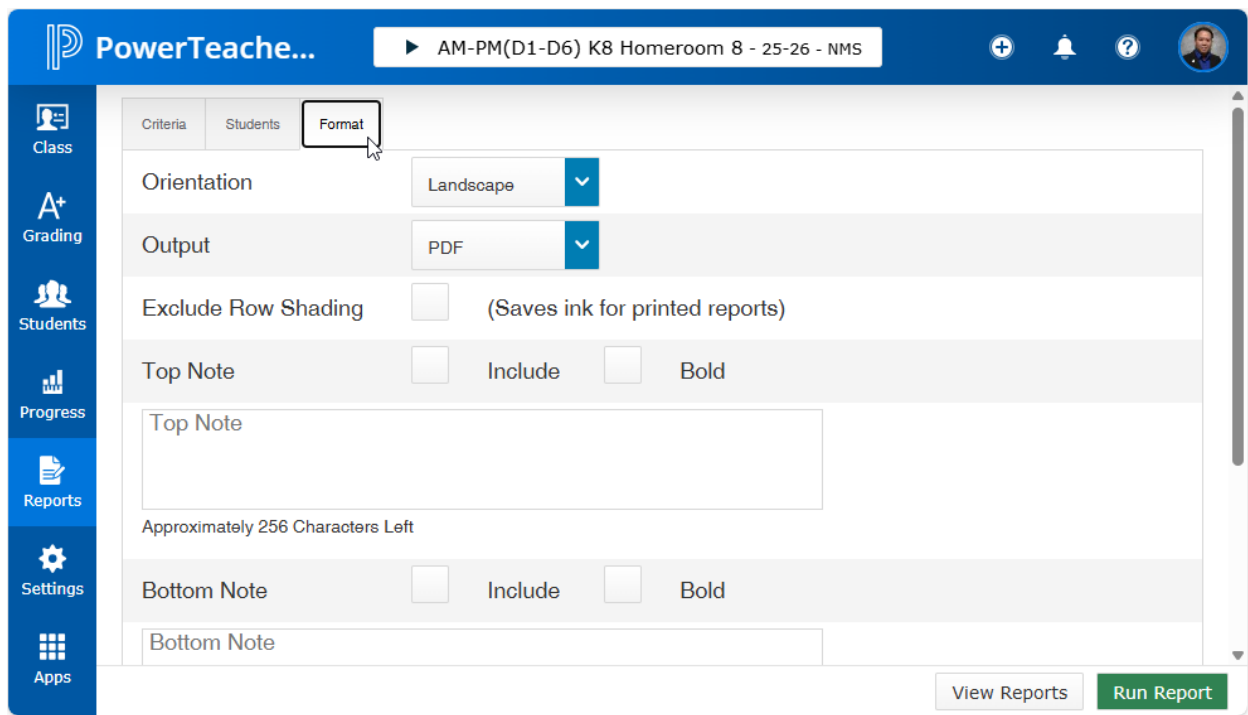
2. Click the **Reports** icon, then click the **Student Roster** option.

The screenshot shows the PowerTeacher Pro interface with the 'Reports' icon in the sidebar highlighted. A dropdown menu is open, displaying the following options:

- Missing Assignment Report
- Multi-Function Assignment Re...
- Scoresheet Report
- Standards Grades Report
- Student Roster (with a mouse cursor pointing to it)
- Report Queue
- Report Card Verification (Gr 1-8)
- Standards List

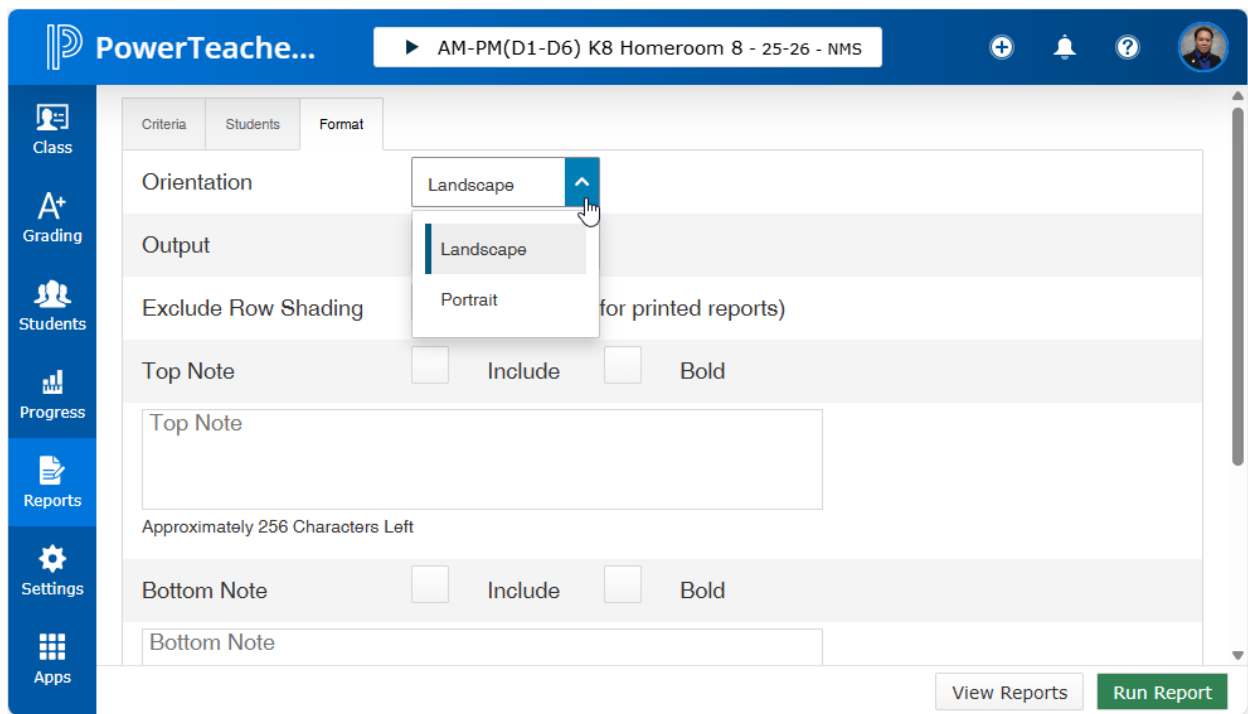
The background interface is dimmed, showing the same class roster as in the previous screenshot. The URL 'https://bpsd.powerschool.com/teachers/index.html' is visible at the bottom left.

3. Click the **Format** tab.



The screenshot shows the PowerTeacher interface with the 'Format' tab selected. The 'Orientation' dropdown is set to 'Landscape'. The 'Output' dropdown is set to 'PDF'. The 'Exclude Row Shading' checkbox is unchecked. The 'Top Note' and 'Bottom Note' sections each have an 'Include' checkbox and a 'Bold' checkbox, both of which are unchecked. The 'Top Note' text area contains the text 'Top Note' and has a character count of 'Approximately 256 Characters Left'. The 'Bottom Note' text area contains the text 'Bottom Note'. At the bottom right, there are buttons for 'View Reports' and 'Run Report'.

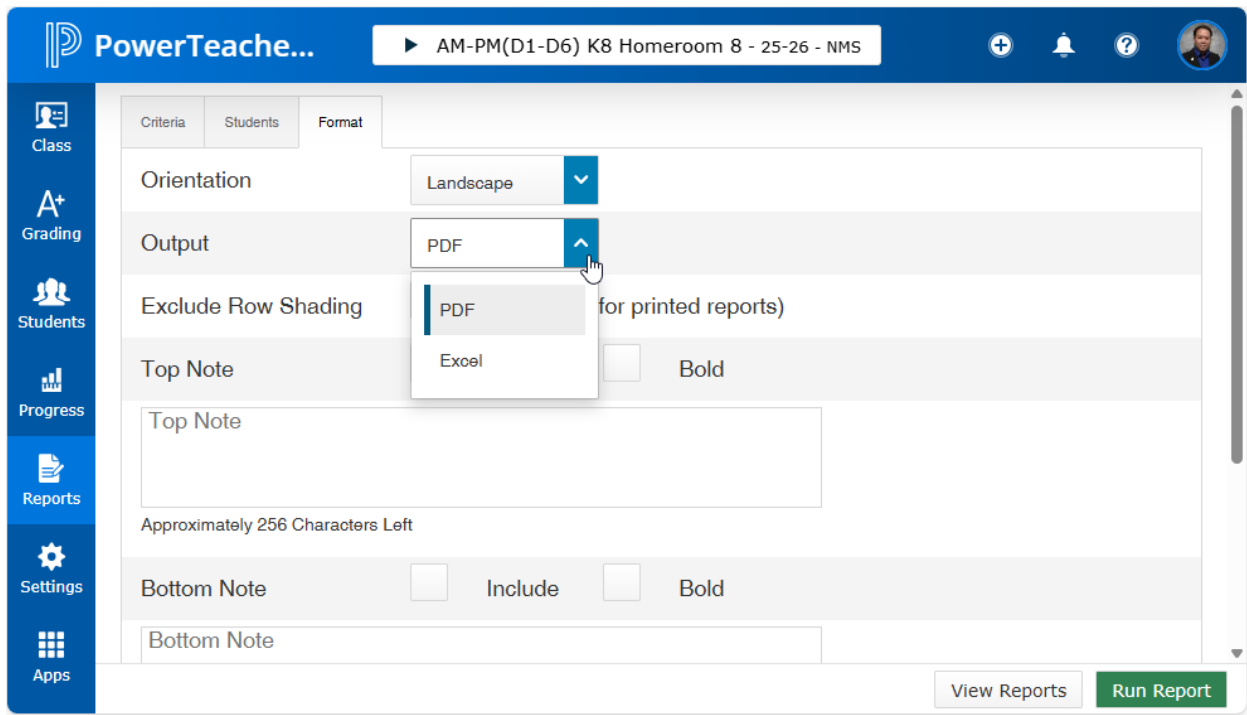
4. In the **Format** tab, the document **Orientation** can be set at preferred.



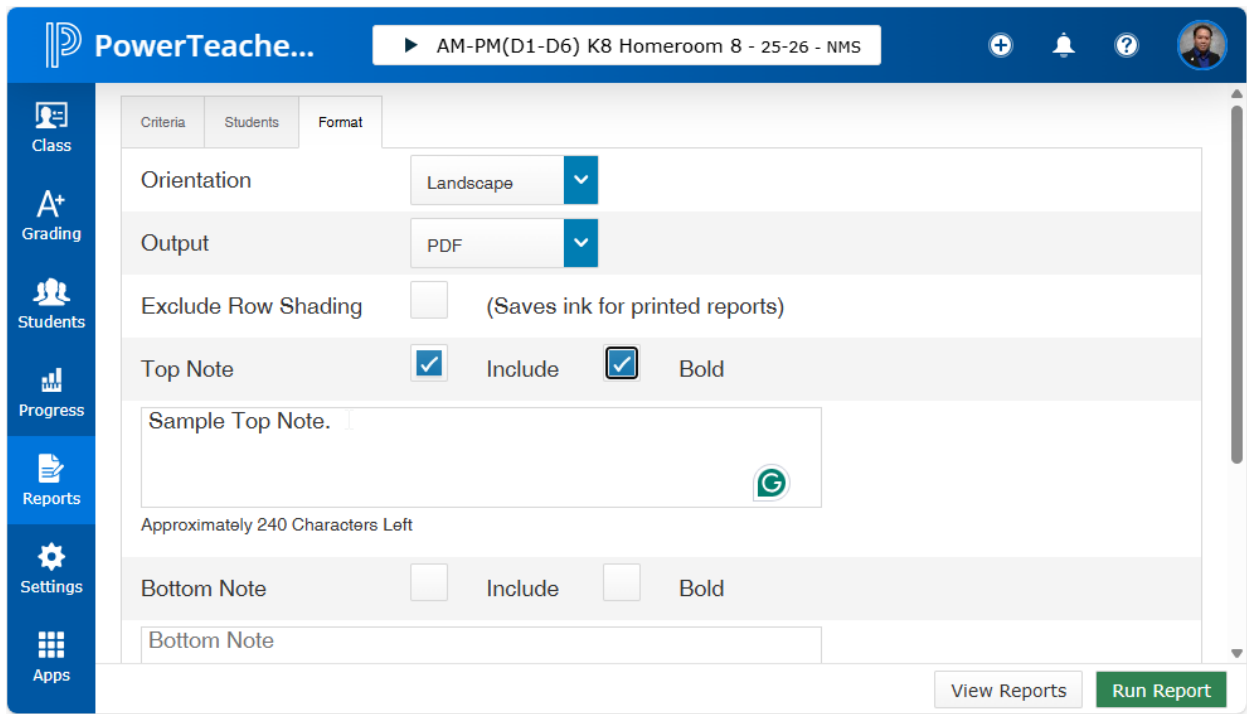
The screenshot shows the PowerTeacher interface with the 'Format' tab selected. The 'Orientation' dropdown menu is open, showing 'Landscape' and 'Portrait' options. The 'Output' dropdown is set to 'PDF'. The 'Exclude Row Shading' checkbox is unchecked. The 'Top Note' and 'Bottom Note' sections each have an 'Include' checkbox and a 'Bold' checkbox, both of which are unchecked. The 'Top Note' text area contains the text 'Top Note' and has a character count of 'Approximately 256 Characters Left'. The 'Bottom Note' text area contains the text 'Bottom Note'. At the bottom right, there are buttons for 'View Reports' and 'Run Report'.

- Orientation can be set as Landscape or Portrait.

5. The document **Output** can be set as a PDF file or as an Excel sheet.

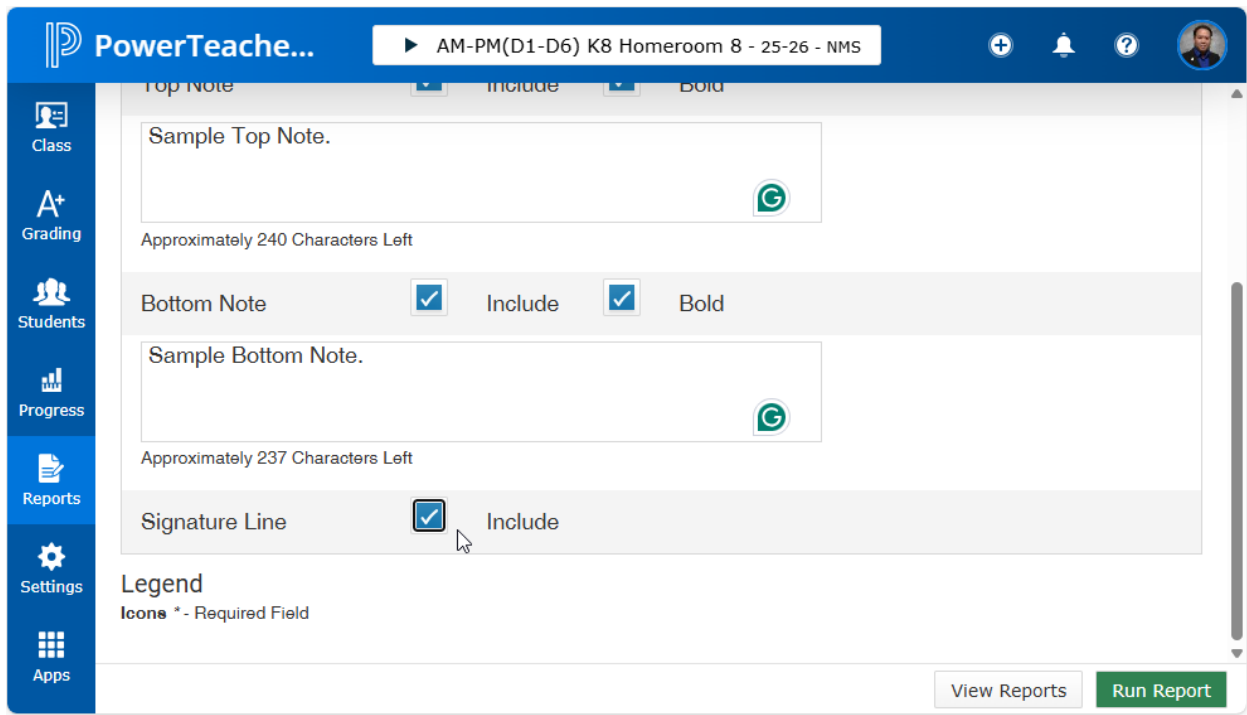


6. A **Top Note** can be included once the **Include** check box is selected.



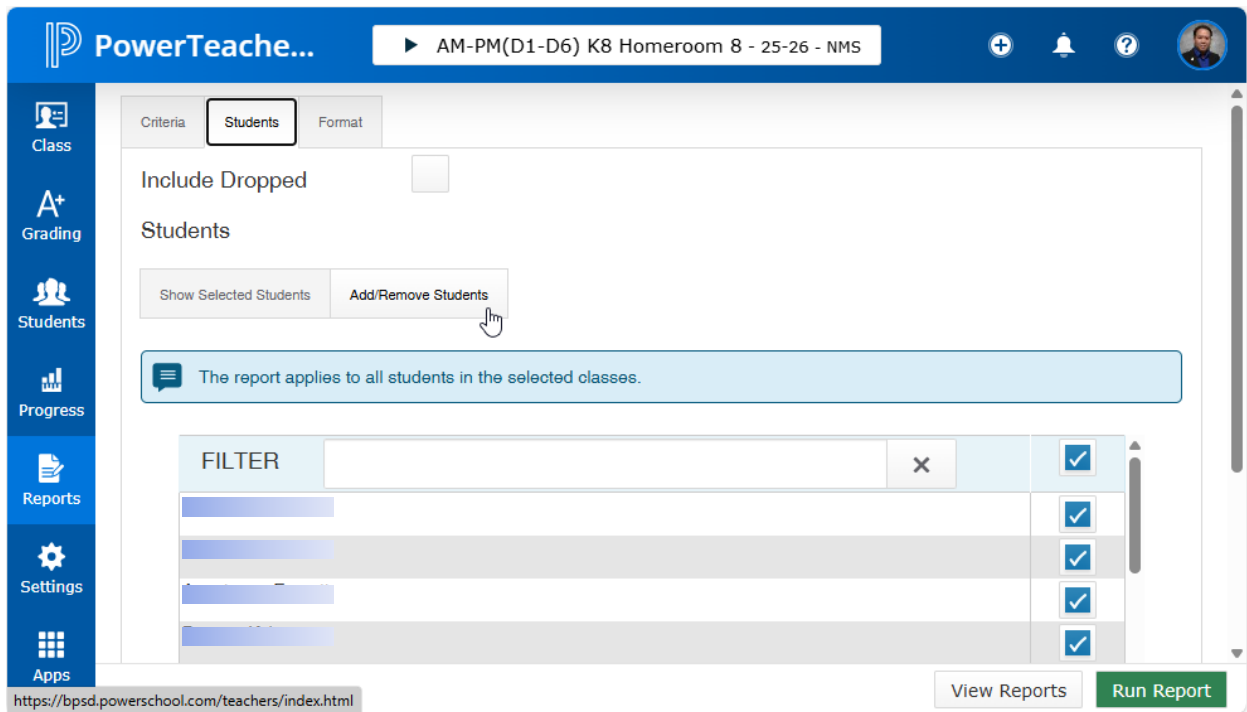
- The Top Note font can be set as **Bold** typeface by selecting the specified check box.
- Any input in the box provided will be included in the document as specified.

7. A **Bottom Note** can be included as well once the **Include** check box is selected.



- Same with the Top Note, options can be applied with the Bottom Note accordingly.
- A **Signature Line** can be added in the document as an option once the specified **Include** check box is selected.

8. Next, click the **Students** tab.



- Dropped students can also be added in the list once the **Include Dropped** check box is selected.
- By clicking the **Add/Remove Students** button, students within the class can be excluded (or re-added) by utilizing the check box allotted for each student.

9. Then, click the **Criteria** tab.

The screenshot shows the PowerTeacher interface with the 'Criteria' tab selected. The 'Report Title' field contains 'Sample Class Roster'. The 'Description' field contains 'Student demographic information and blank columns, listed one row per student.' The 'Classes\*' dropdown menu is open, showing a list of classes with checkboxes. The 'Use Custom Class' checkbox is unchecked. The 'Sort Options' section shows 'Students' sorted by 'Last Name'. The 'Display' section shows 'Student Columns' with an 'Add Columns' dropdown. At the bottom right, there are 'View Reports' and 'Run Report' buttons.

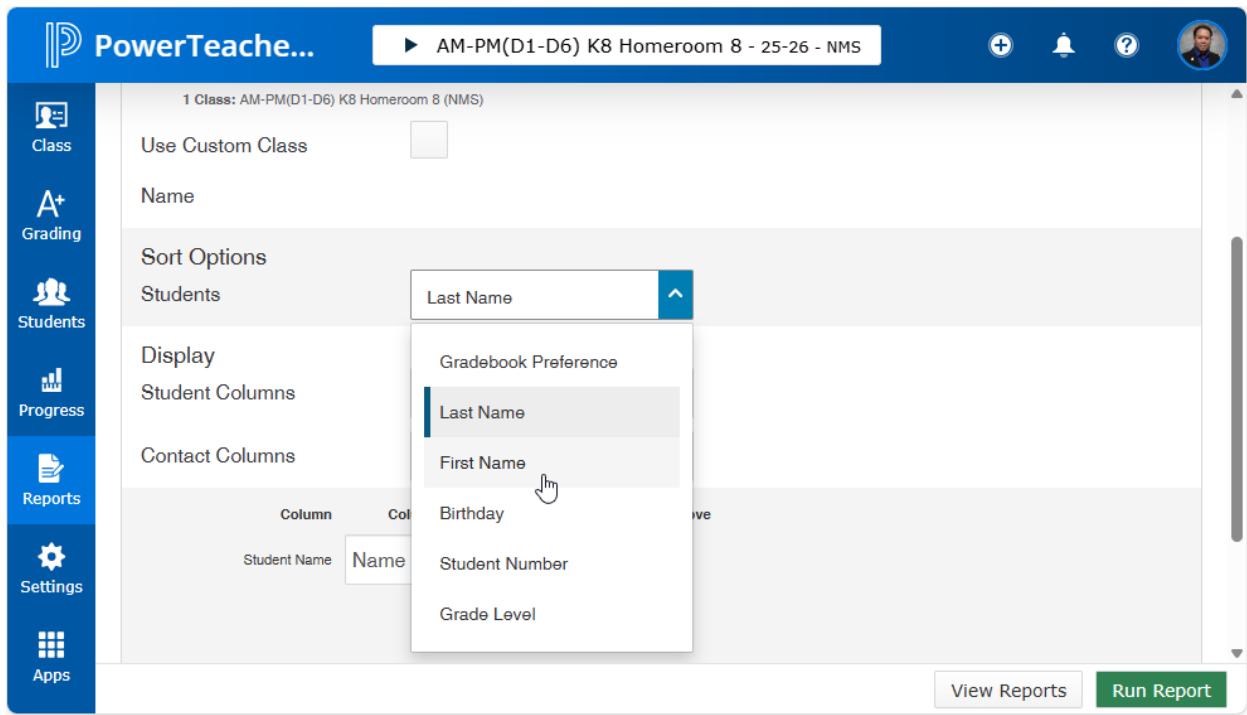
10. Input the preferred name of the document in the **Report Title** field.

The screenshot shows the PowerTeacher interface with the 'Criteria' tab selected. The 'Report Title' field contains 'Sample Class Roster'. The 'Description' field contains 'Student demographic information and blank columns, listed one row per student.' The 'Classes\*' dropdown menu is open, showing a list of classes with checkboxes. The 'Use Custom Class' checkbox is unchecked. The 'Sort Options' section shows 'Students' sorted by 'Last Name'. The 'Display' section shows 'Student Columns' with an 'Add Columns' dropdown. At the bottom right, there are 'View Reports' and 'Run Report' buttons.

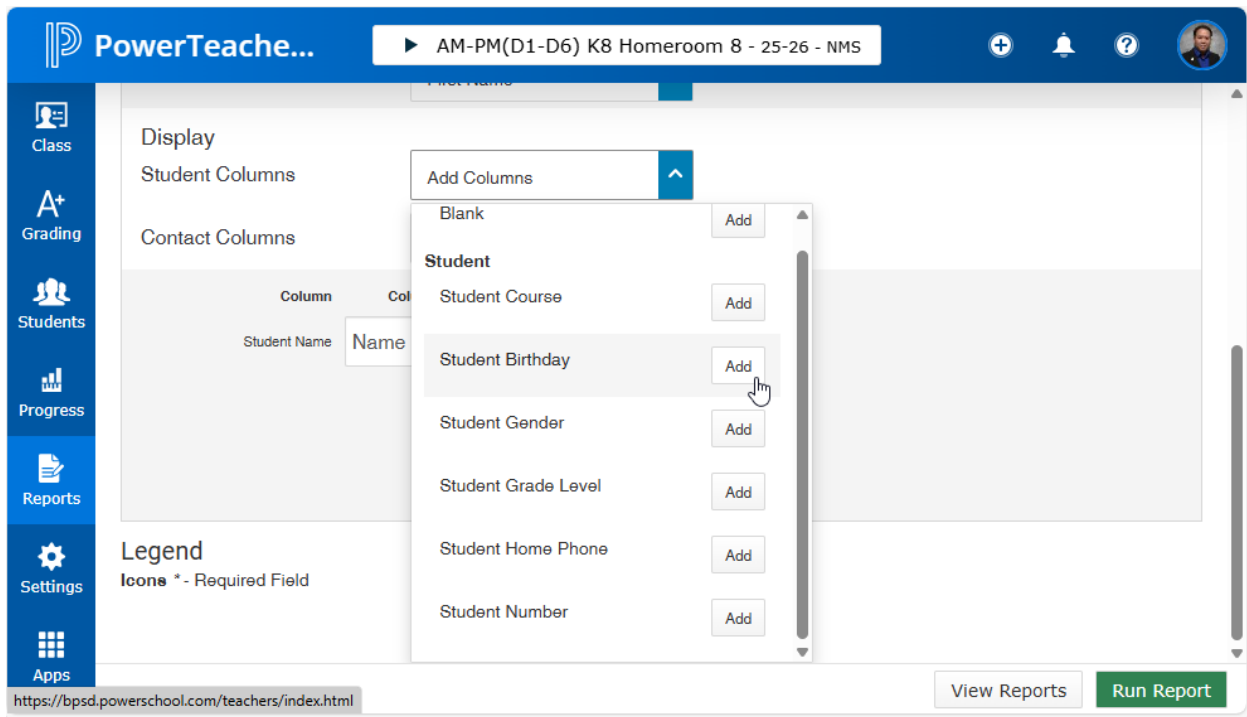
| Class Name   | Section     | Check                               |
|--|-------------|-------------------------------------|
| AM-PM(D1-D6) K8 Homeroom 8                           | 25-26 (NMS) | <input checked="" type="checkbox"/> |
| Other Classes  |             | <input type="checkbox"/>            |
| P1(D1-D6) SCI Biology 30M                            | S1 (CC)     | <input type="checkbox"/>            |
| AM-PM(D2,D4,D6) K8 Kindergarten Alternative Full-Day | 25-26 (HMK) | <input type="checkbox"/>            |
| P2(A-B) MATH Pre-Calculus 40S                        | S1 (NACI)   | <input type="checkbox"/>            |

- Then verify the class roster using the **Classes\*** drop-down menu.
- Multiple classes can be added in the student list is preferred.

11. Select the preferred sort option from the **Sort Options Student** drop-down menu.

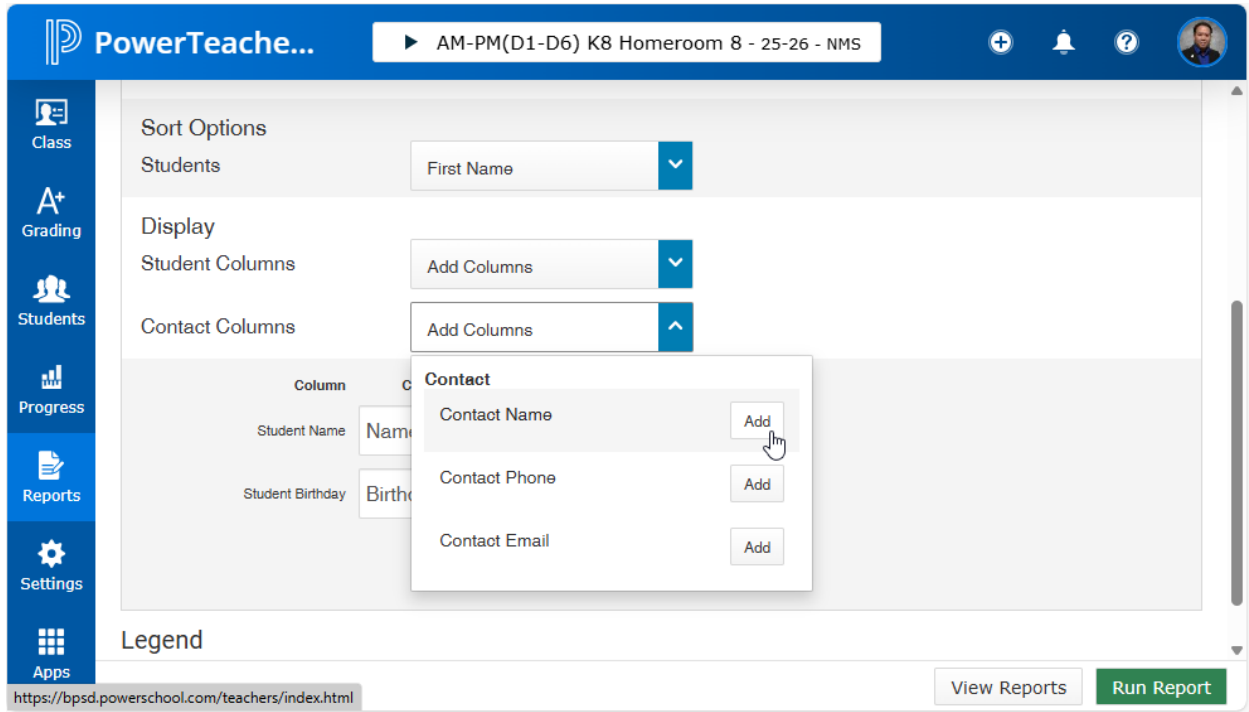


12. Add the preferred columns for the document using the **Display Student Columns** drop-down menu.



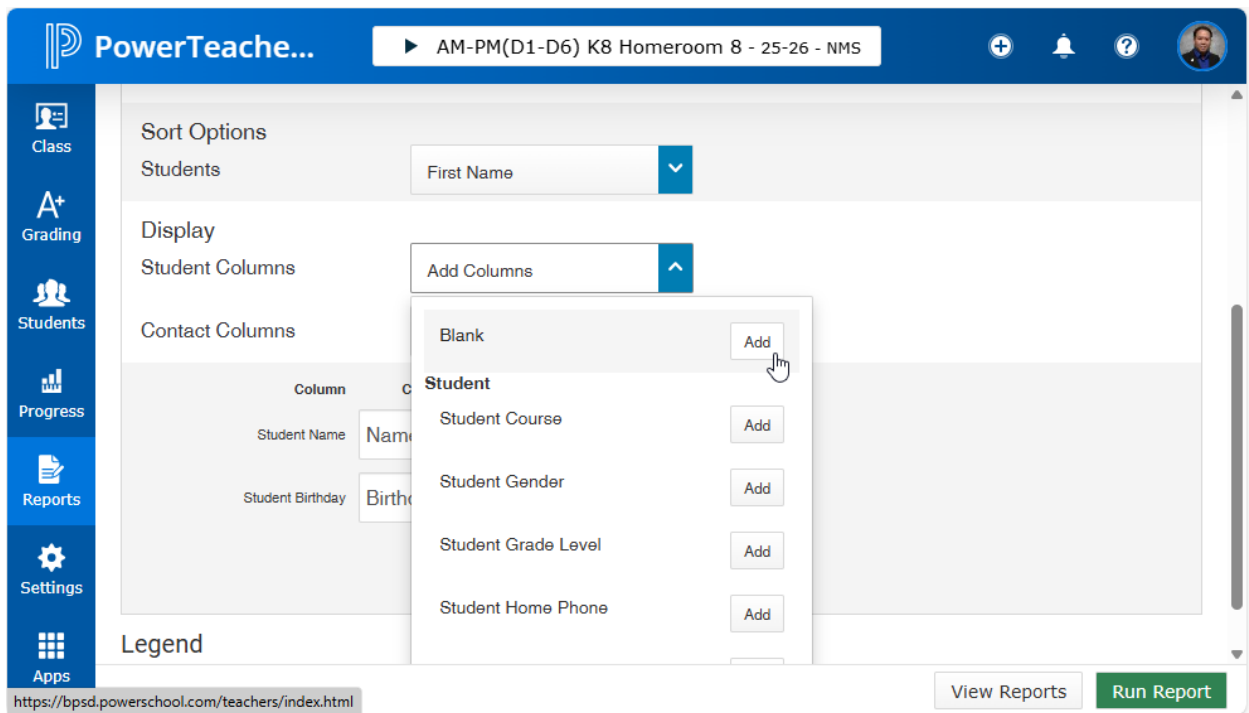
- By default, the **Student Name** field is automatically added as the first column within the document.
- Available options from the drop-down menu are the only fields that can be added as columns.

- Contact info can also be added using the options from the **Display Contact Column** drop-down menu.



- Available options from the drop-down menu are the only fields that can be added as columns.

- Blank columns can be added by clicking the **Blank** option from the **Display Student Columns** drop-down menu.



- Multiple blank columns can be added by clicking the **Blank** option from the drop-down menu multiple times.

15. Selected columns will be generated at the lower part of the page.

The screenshot shows the PowerTeach... interface with a sidebar on the left containing icons for Class, Grading, Students, Progress, Reports, Settings, and Apps. The main area displays a configuration table for 'Student Birthday' with the following columns: Birthday, Monday, Tuesday, Wednesday, Thursday, To be deleted, and Friday. Each column has an 'Up Arrowhead' button, a 'Down Arrowhead' button, and a 'Minus (-)' button. A mouse cursor is hovering over the 'Up Arrowhead' button for the 'Friday' column. Below the table is a 'Legend' section with the text 'Icons \* - Required Field'. At the bottom right, there are 'View Reports' and 'Run Report' buttons.

- Columns will be labelled based from the drop-down menu option.
- The column generated using the **Blank** option will have an empty label and will require a preferred name typed in the specified field. In the screenshot above, days of the week have been used to fill in the blank fields as examples of column names.
- The **Up Arrowhead** and **Down Arrowhead** buttons can be used to rearrange the hierarchy of columns.

16. Use the **Minus (-)** button to remove a column entry from the list.

This screenshot is identical to the one above, but the mouse cursor is now hovering over the 'Minus (-)' button for the 'To be deleted' column, indicating the process of removing it from the list.

17. Clicking the **Minus (-)** button corresponding to a column entry will change to a **Loop Arrow** button which gives the option to undo the effect of the Minus button.

The screenshot shows the PowerTeach... interface with a report configuration table. The table has four columns: Column, Column Name on Report, Order, and Remove. The rows are as follows:

| Column           | Column Name on Report | Order | Remove |
|------------------|-----------------------|-------|--------|
| Student Name     | Name                  | ▼     | -      |
| Student Birthday | Birthday              | ▲ ▼   | -      |
|                  | Monday                | ▲ ▼   | -      |
|                  | Tuesday               | ▲ ▼   | -      |
|                  | Wednesday             | ▲ ▼   | -      |
|                  | Thursday              | ▲ ▼   | -      |
|                  | Friday                | ▲ ▼   | -      |
|                  | To be deleted         | ▲     | ↶      |

At the bottom right, there are two buttons: "View Reports" and "Run Report". The "Run Report" button is highlighted in green.

- All the element settings will only take effect once the **Run Report** button is clicked.
- Navigating away to a different page without clicking the **Run Report** button will NOT save the current element settings done on ALL three tabs within the **Student Roster** page. Preferred settings may need to be done again.
- Element settings will not be lost by switching to the 3 different tabs within the **Student Roster** page.

18. After running the report, click the **Notification** (bell) icon in the upper-right area of the page.

The screenshot shows the PowerTeach... interface with the report configuration table. The notification bell icon in the upper right corner is highlighted with a red circle and a hand cursor. The table is identical to the one in the previous screenshot.

At the bottom left, there is a "Legend" section with the text "Legend" and "None \* Required Field".

At the bottom right, there are two buttons: "View Reports" and "Run Report".

The URL at the bottom left is <https://bpsd.powerschool.com/teachers/index.html>.

19. Then click the **Report Queue** link from the menu that appeared.

PowerTeache... AM-PM(D1-D6) K8 Homeroom 8 - 25-26 - NMS

### Report Queue

Filter

1-1 of 1 items

| REPORT NAME         | DATE               | STATUS | ACTIONS |
|---------------------|--------------------|--------|---------|
| Sample Class Roster | 10/6/2025 10:56 AM | ✓      |         |

Rows/Page 10

Completed and canceled jobs will automatically be deleted after 7 days.

#### Legend

Icons ✓ - Completed | ●●● - Running | ○ - Pending | 🚫 - Cancelled | 🚫 - Error

https://bpsd.powerschool.com/teachers/index.html#/reports/report-queue

20. In the **Report Queue** page, under the **Report Name** column, click the name of the report that has been created.

PowerTeache... AM-PM(D1-D6) K8 Homeroom 8 - 25-26 - NMS

### Report Queue

Filter

1-1 of 1 items

| REPORT NAME                | DATE               | STATUS | ACTIONS |
|----------------------------|--------------------|--------|---------|
| <u>Sample Class Roster</u> | 10/6/2025 10:24 AM | ✓      |         |

Rows/Page 10

Completed and canceled jobs will automatically be deleted after 7 days.

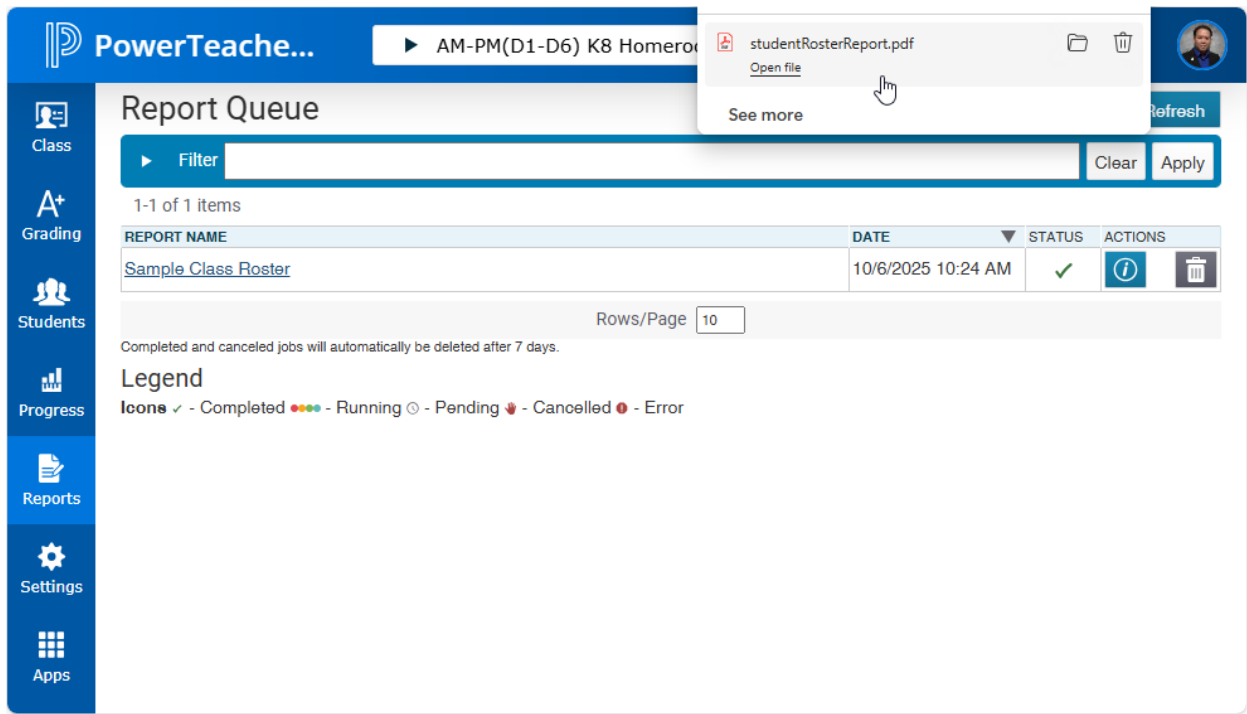
#### Legend

Icons ✓ - Completed | ●●● - Running | ○ - Pending | 🚫 - Cancelled | 🚫 - Error

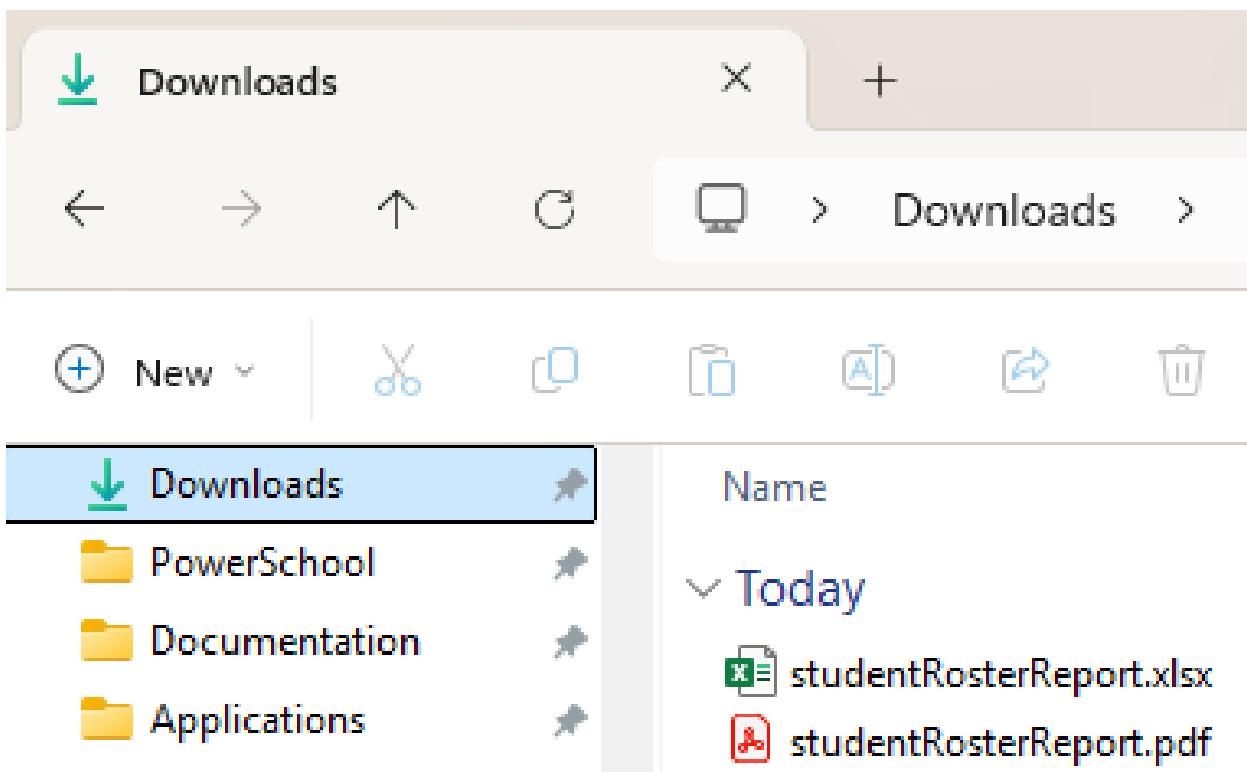
https://bpsd.powerschool.com/teachers/index.html

- A file will be automatically downloaded in the **Download** folder within the computer.
- Depending on the settings, the generated file can be a **PDF document** or an **Excel sheet**.

21. Depending on the browser, a **pop-up** menu may appear on the upper-right area that has the link that can directly open the downloaded file in the computer when clicked.



22. If the pop-up menu did not appear, access the generated file by navigating through the **Downloads** folder using the **File Explorer** application in the computer.



- The name of the generated file will either be **studentRosterReport.pdf** or **studentRosterReport.xlsx** depending on the settings applied on the **Output** option in the **Format** tab prior to running the report.

23. The generated Class Roster can then be saved to a different folder as well as can be renamed as preferred. Then double-click the file to open the document (will utilize either **Adobe Reader** or **Microsoft Excel** depending on the type of file that has been generated).

## Sample Class Roster

### Sample Top Note.

| Name       | Birthdate | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-----------|--------|---------|-----------|----------|--------|
| [REDACTED] | 07/10/12  |        |         |           |          |        |
| [REDACTED] | 05/14/12  |        |         |           |          |        |
| [REDACTED] | 05/08/12  |        |         |           |          |        |
| [REDACTED] | 01/18/12  |        |         |           |          |        |
| [REDACTED] | 07/30/12  |        |         |           |          |        |
| [REDACTED] | 05/07/12  |        |         |           |          |        |
| [REDACTED] | 06/23/12  |        |         |           |          |        |
| [REDACTED] | 10/16/12  |        |         |           |          |        |
| [REDACTED] | 01/21/12  |        |         |           |          |        |
| [REDACTED] | 05/15/12  |        |         |           |          |        |
| [REDACTED] | 10/06/11  |        |         |           |          |        |
| [REDACTED] | 09/24/12  |        |         |           |          |        |
| [REDACTED] | 06/09/12  |        |         |           |          |        |
| [REDACTED] | 08/17/12  |        |         |           |          |        |
| [REDACTED] | 12/08/11  |        |         |           |          |        |
| [REDACTED] | 09/05/12  |        |         |           |          |        |
| [REDACTED] | 08/14/12  |        |         |           |          |        |
| [REDACTED] | 07/21/12  |        |         |           |          |        |
| [REDACTED] | 04/12/12  |        |         |           |          |        |
| [REDACTED] | 07/13/11  |        |         |           |          |        |

### Sample Bottom Note.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/06/25

1

- Check if all the element settings that were included in the document are showing accordingly.
- The existing element settings can be reviewed and modified using steps 1 through 19.
- Once all the element settings have been verified, the document can then be printed.

24. If there are multiple reports In the **Report Queue** page, the newest report generated will have the latest **Date** and **Time**.

The screenshot shows the 'Report Queue' page in PowerTeach... The page header includes the user's name 'AM-PM(D1-D6) K8 Homeroom 8 - 25-26 - NMS' and a 'Refresh' button. A sidebar on the left contains navigation options: Class, Grading, Students, Progress, Reports, Settings, and Apps. The main content area features a 'Filter' input field and a 'Refresh' button. Below this is a table with 3 items, sorted by date and time. The newest report is at the top.

| REPORT NAME         | DATE               | STATUS | ACTIONS |
|---------------------|--------------------|--------|---------|
| Sample Class Roster | 10/6/2025 10:59 AM | ✓      |         |
| Sample Class Roster | 10/6/2025 10:58 AM | ✓      |         |
| Sample Class Roster | 10/6/2025 10:56 AM | ✓      |         |

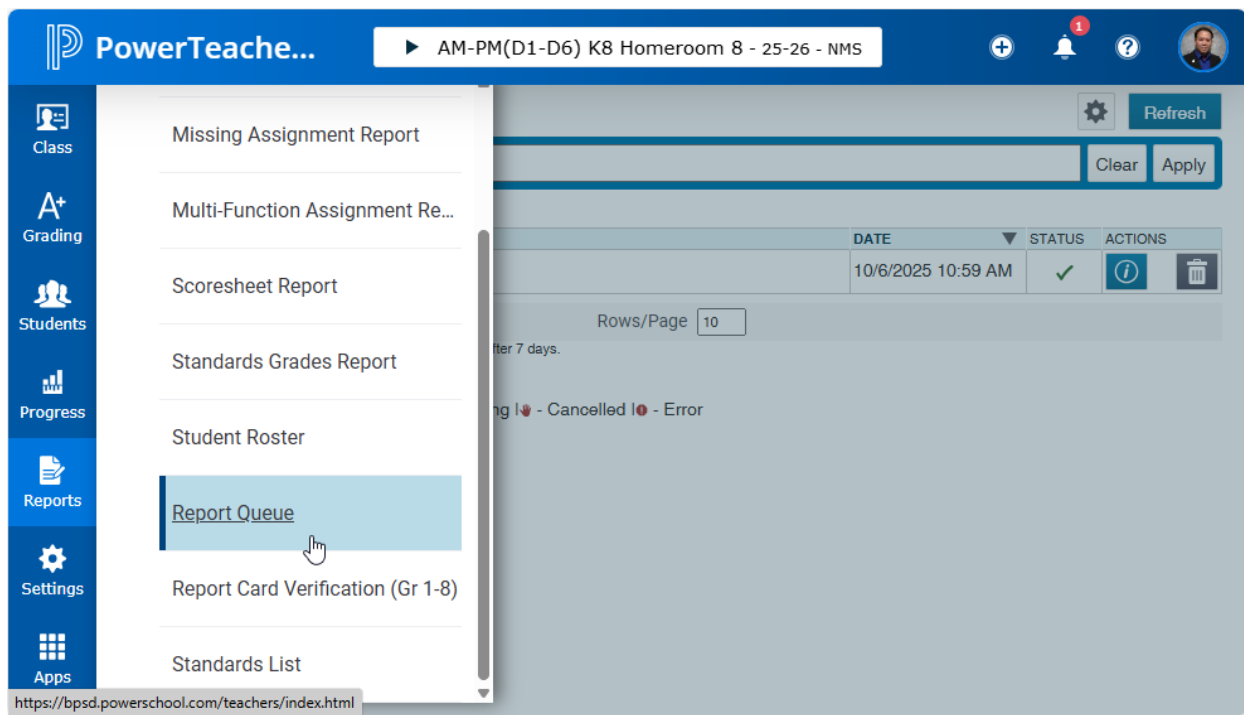
Below the table, there is a 'Rows/Page' dropdown set to 10 and a note: 'Completed and canceled jobs will automatically be deleted after 7 days.' A 'Legend' section at the bottom explains the status icons: ✓ - Completed, ●●● - Running, ⏸ - Pending, 🛑 - Cancelled, ❌ - Error.

- By default, the **Date** column is sorted by newest to oldest.
- Sorting can be reversed by clicking the name of the column (the directional arrowhead indicates an ascending or descending order).
- To initiate the removal process of a report from the list, click the **Trash Bin** icon allotted for the item.

25. To complete the removal process of a report, click the **Confirm** menu (pop-up red box) to remove the specific report form the list.

This screenshot is identical to the previous one, but with a pop-up menu over the trash bin icon of the second report (dated 10/6/2025 10:58 AM). The pop-up menu has a red background and contains two buttons: 'Cancel' (with a trash bin icon) and 'Confirm' (with a trash bin icon). A mouse cursor is pointing at the 'Confirm' button.

26. The **Report Queue** page can also be accessed by navigating to the **Reports** icon, then select the **Report Queue** option.



#### Notes:

1. Because PowerTeacher Pro is “**browser-driven**”, after clicking the **Run Report** button, all the element settings done through the **Student Roster** page will be retained within that specific computer. This means that as long as the same computer is being used, the last element settings done will show up whenever the Student Roster page is being accessed.
2. If the browser cache has been cleared or the browser settings have been reset, all the element settings done through the **Student Roster** page will be removed.
3. Aside from the specific device that was used to generate the report, the said element settings will NOT be available on different devices even though the same login credentials are being used to log in to PowerTeacher Pro.
4. On the other hand, reports that are available in the **Report Queue** page can be accessed and downloaded using steps 18 through 23 using any device (not just necessarily the one used to generate the report). This is possible as long as the same login credentials are being used to log in to PowerTeacher Pro.