

## Creating a Homeroom Roster

Open PowerGrade  
Open Homeroom

Go to Reports  
Create

Title Report Homeroom Roster  
CHANGE Type of this report to: Roster Report. Make your font size 16

**Create Report**

Basic Report Info Options Header Footer Which Students

Name of this report: HOMEROOM ROSTER

Type of this report: Roster report

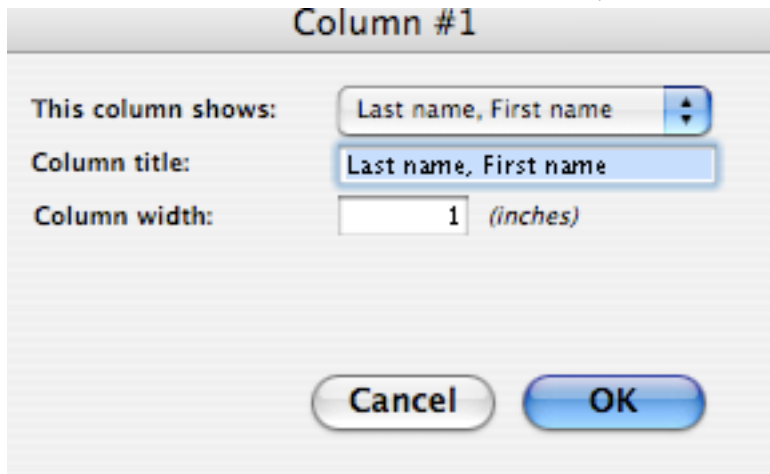
Font & size: Helvetica 16

Inkjet printer

Delete Preview Cancel OK

Click on the options tab.

Click in column 1 and scroll to last name, 1st name.



Column #1

This column shows: Last name, First name

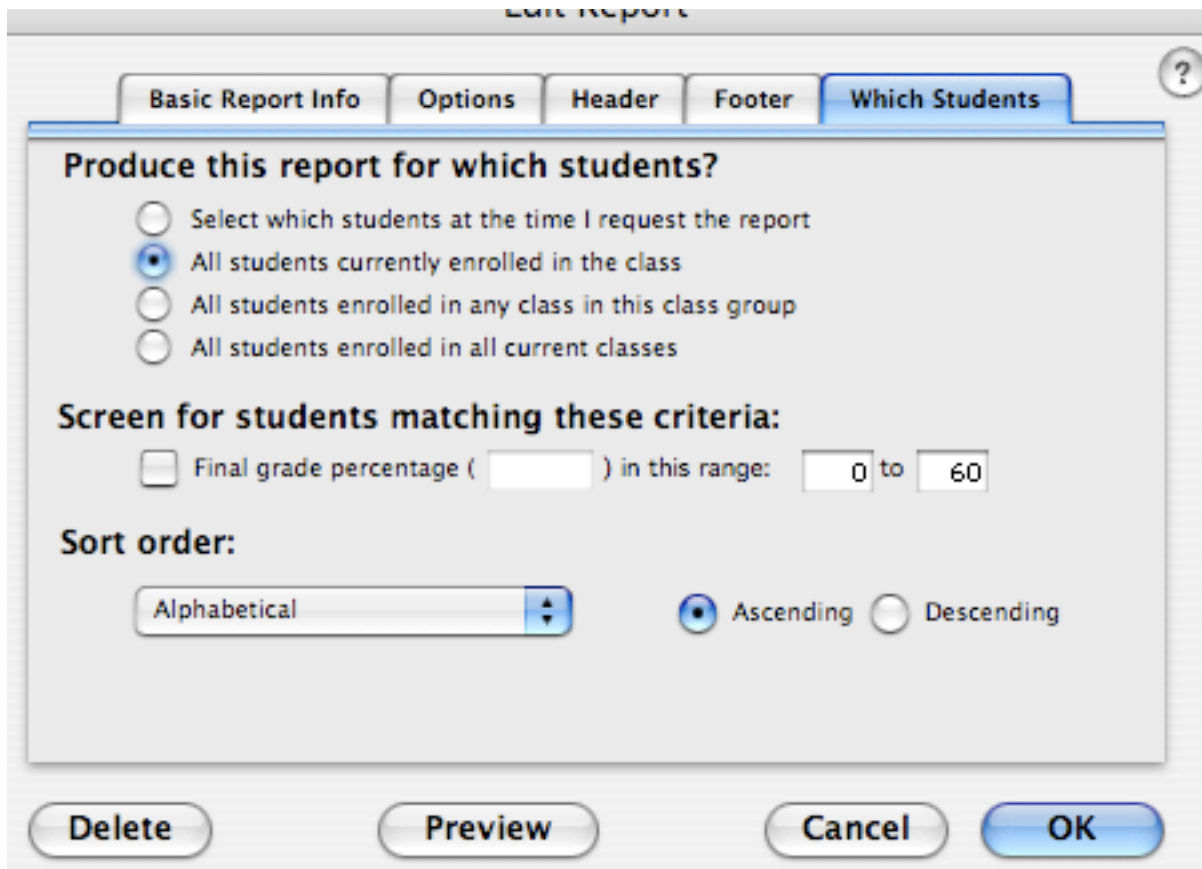
Column title: Last name, First name

Column width: 1 (inches)

Cancel OK

Click on OK.

Click on the tab that says which students? Select all students currently enrolled in this class. You can now preview your class roster.



Edit Report

Basic Report Info Options Header Footer Which Students

**Produce this report for which students?**

Select which students at the time I request the report

All students currently enrolled in the class

All students enrolled in any class in this class group

All students enrolled in all current classes

**Screen for students matching these criteria:**

Final grade percentage ( ) in this range: 0 to 60

**Sort order:**

Alphabetical

Ascending  Descending

Delete Preview Cancel OK