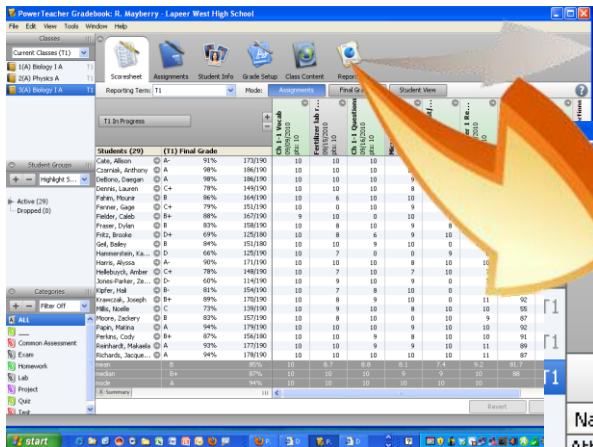


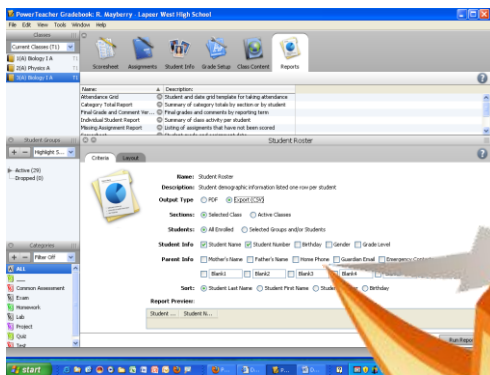
EXPORTING STUDENT ROSTERS IN POWERTEACHER

On occasion we all need a list of our student's names and/or student numbers for some purpose or another. PowerTeacher has some good alternatives for printed reports under the attendance grid option, but for electronic student rosters for things like emails, field trip lists and data entry in other programs, we need another reporting option.

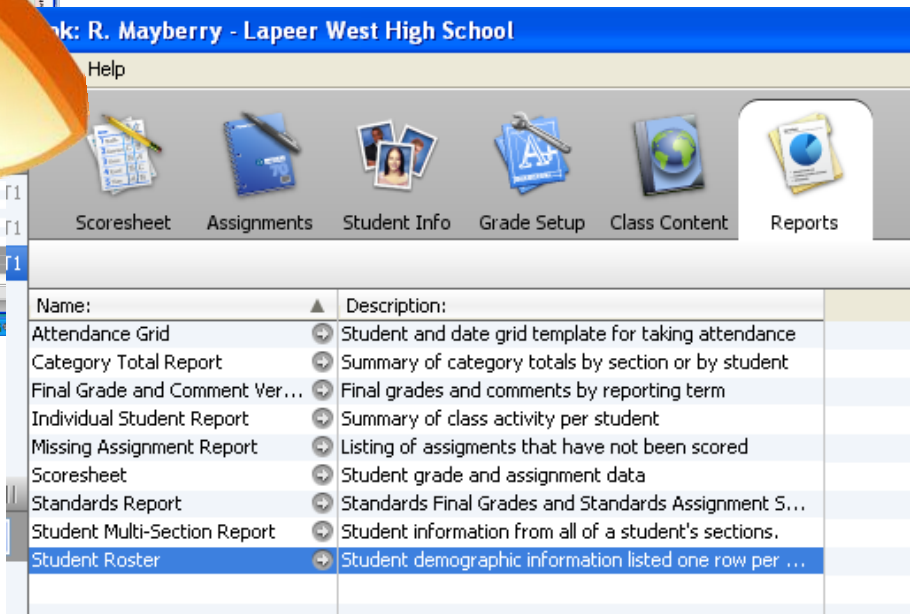


Under the “**Reports**” tab in the gradebook module of PowerTeacher double click on the “**Student Roster**” report.

A criteria window will display available options below the report list.



Select the option, “**Export (CSV)**” as the Output Type and check the boxes for the information you wish to export. For our purposes, we will select “**Student Name**” and “**Student Number**”. Next, click “**Run Report.**”



Student Roster

Name: Student Roster

Description: Student demographic information listed one row per student

Output Type: ☐ PDF ☒ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes

Students: ☒ All Enrolled ☐ Selected Groups and/or Students

Student Info: ☒ Student Name ☒ Student Number ☐ Birthday ☐ Gender ☐ Grade Level

Parent Info: ☐ Mother's Name ☐ Father's Name ☐ Home Phone ☐ Guardian Email ☐ Emergency Contacts

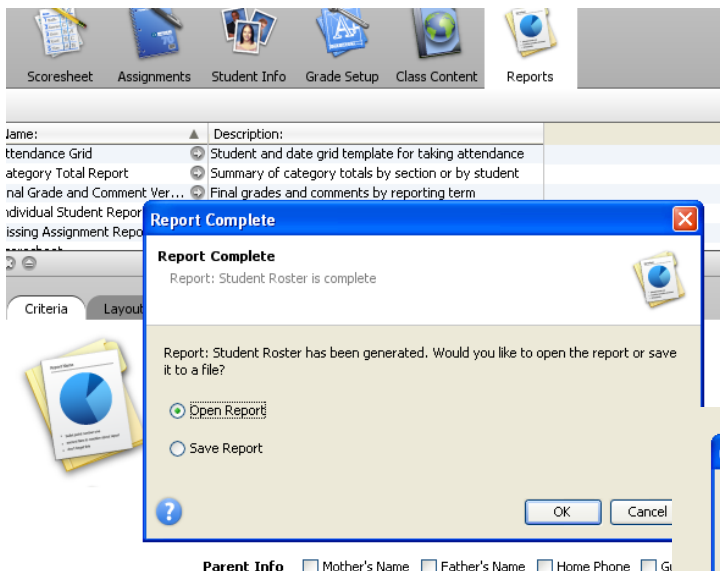
☐ Blank1 ☐ Blank2 ☐ Blank3 ☐ Blank4 ☐ Blank5 ☐ Blank6

Sort: ☒ Student Last Name ☐ Student First Name ☐ Student Number ☐ Birthday

Report Preview:

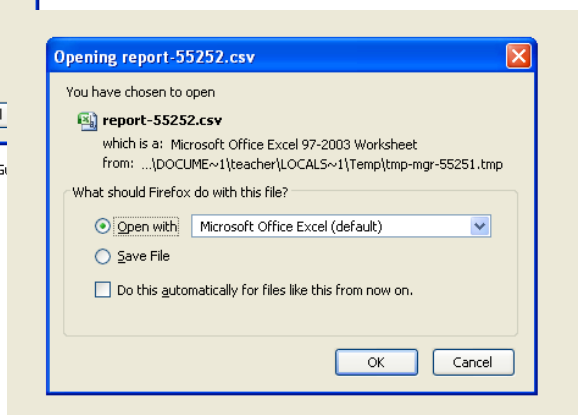
Student ... Student N...

Run Report

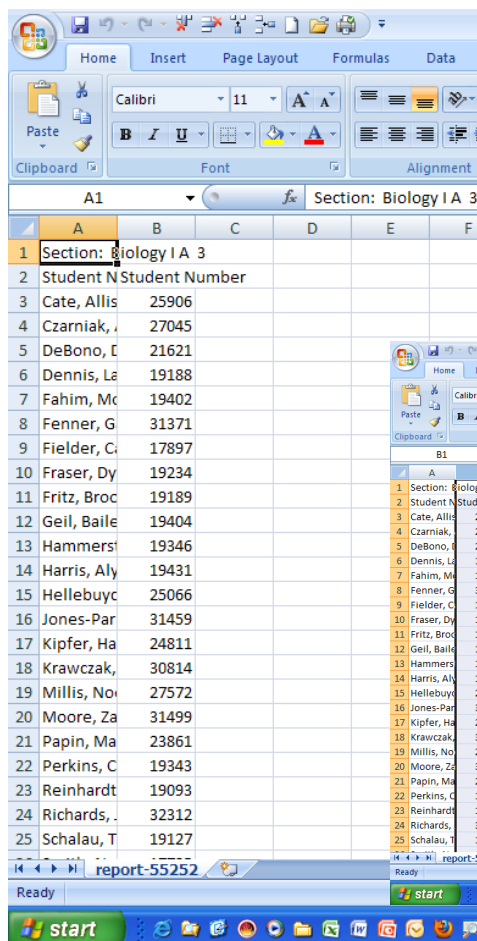


The program will then present you with the option to “Open” or “Save” the report. Here, we will select “**Open**”.

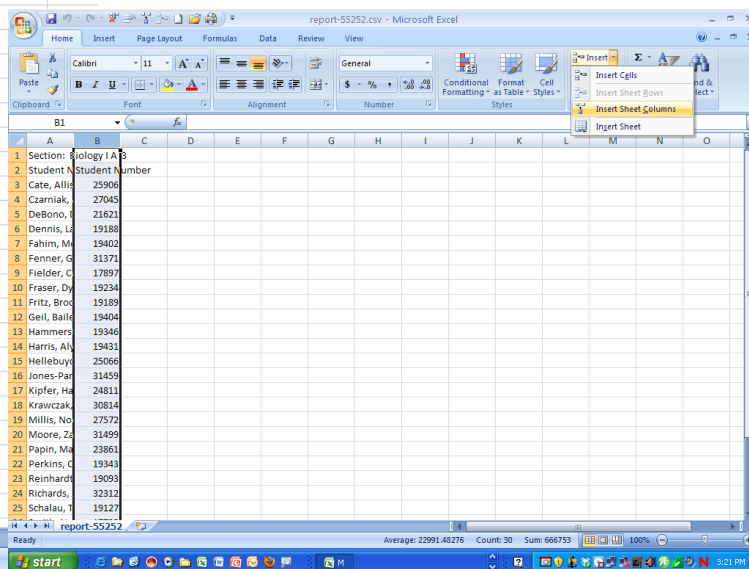
Depending on your computer configuration, you may next be asked which program should open the file. Leave it on the default, “Microsoft Office Excel” and check the box to, “Do this automatically for files like this form now on,” so you won’t have to bother in the future.



This will open an Excel file with the selected information, but you will notice that the name format has both first and last names in the same column.



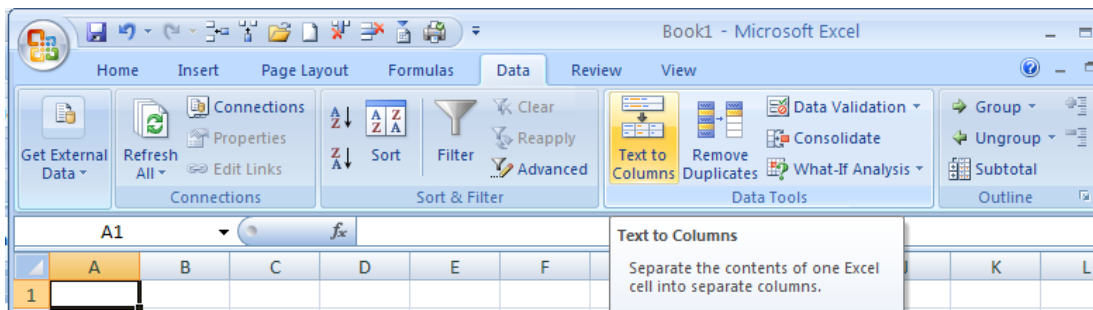
Many other applications may prefer to have them separated. Fortunately, we can do this relatively easily. First, we need to make room for the new column when we divide the names.



Click on the letter B along the top to select the entire student number column.

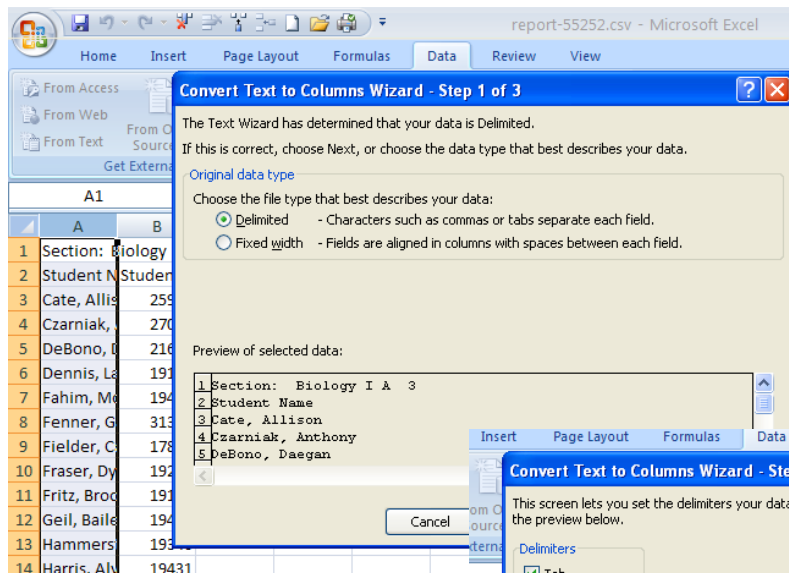
Then go to the small dropdown arrow next to the “Insert” button on the “Cells” region of the “Home” ribbon.

Choose, “Insert Sheet Column” to open a space.

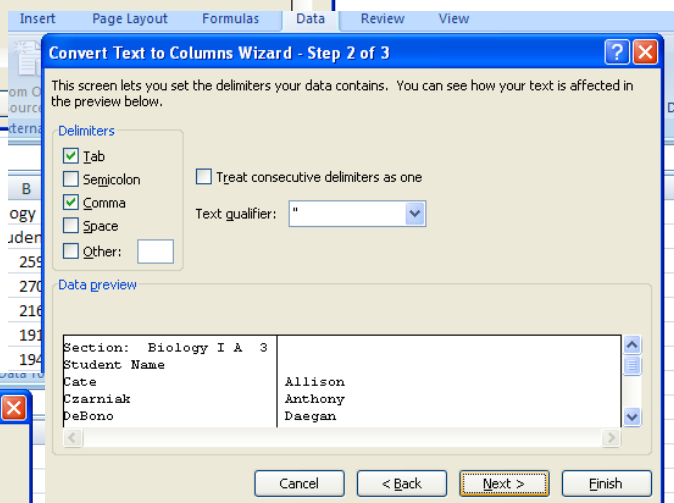


To separate the first and last names, Click on the Data tab and select “Text to Columns.”

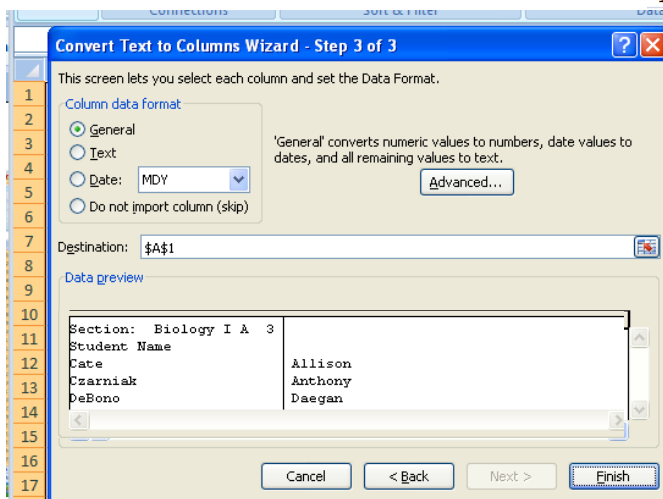
The wizard will guide you from there. First, select “Delimited” as the data type and click Next.



Choose “Comma” as the delimiter and watch as the data preview pane shows the separation of the names.



Clicking “Finish” will return you to your file with a separate column for last name, first name and student number. **Save** the file for use any time you need a student roster in another program.



It sure beats typing!

