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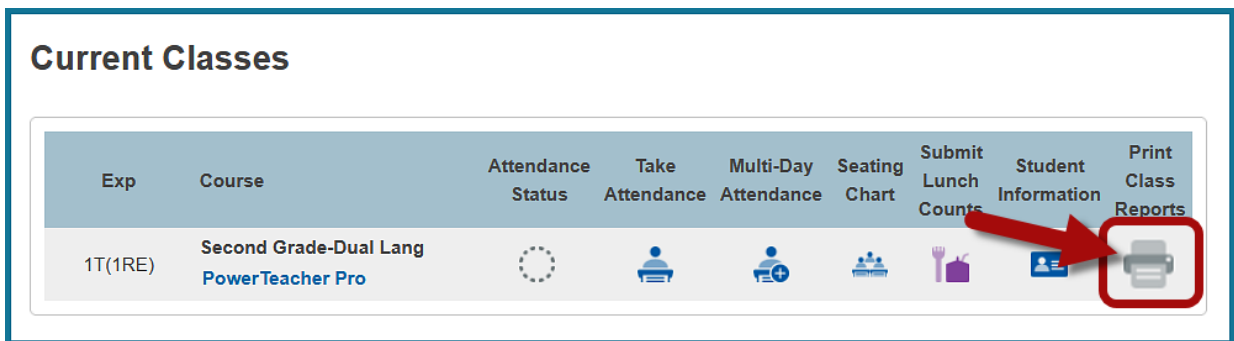
# Student Password Roster – For Elementary Teachers

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## Version 1.0

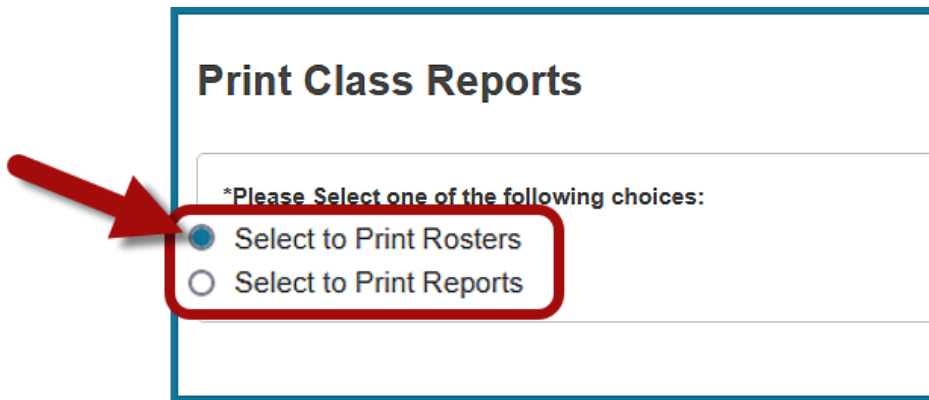
This report will generate a class roster with username and password information for each student in class. Students should keep this information in a confidential place and never share it with anyone other than their parent/guardian.

1. In PowerTeacher, click the printer icon under the **Print Class Reports** column.



Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
1T(1RE)	Second Grade-Dual Lang PowerTeacher Pro							

2. Select the top radio button to open a list of reports.



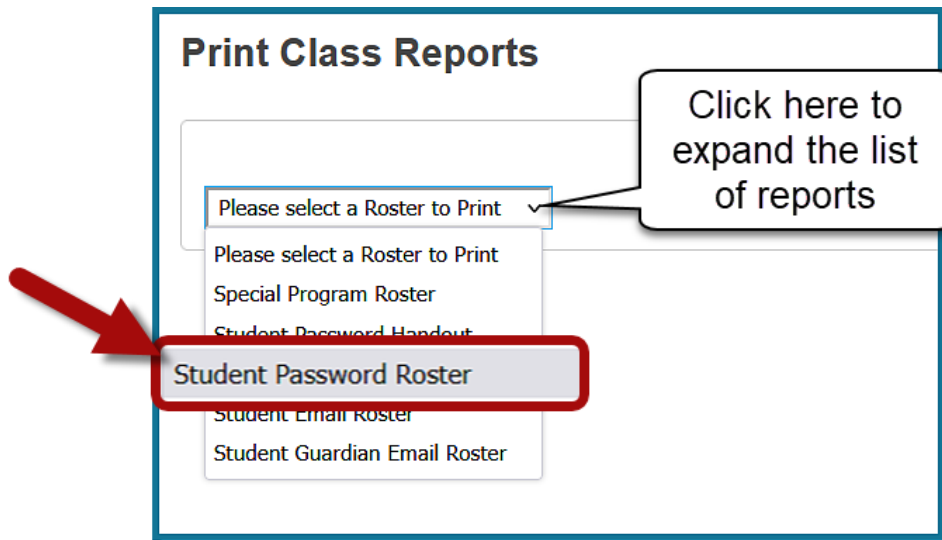
**Print Class Reports**

\*Please Select one of the following choices:

☒ Select to Print Rosters

☐ Select to Print Reports

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3. Expand the list of reports and select **Student Password Roster**.



4. On the open report, hold the **Ctrl** key and type **P (Ctrl + P)** to open the browser's print preview page.
5. The following settings may need adjustment depending on the browser:
- Select the **printer** from the *Destination* menu.
  - Set the *page orientation* to **Portrait**.
  - Turn **off** *Print headers and footers*.
  - Turn **on** *Print backgrounds*.
6. Click **Print**.