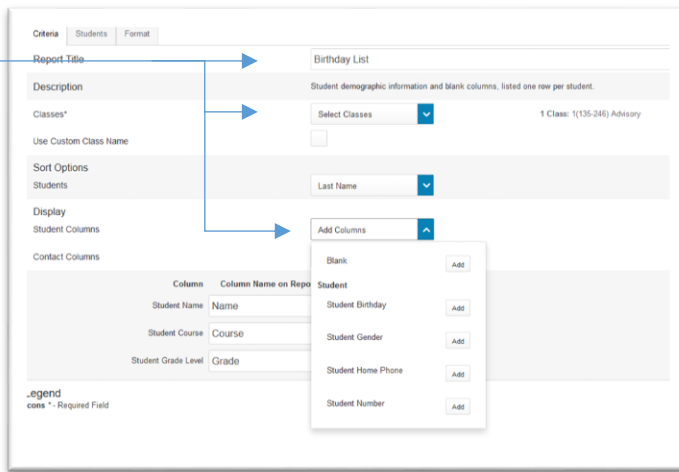
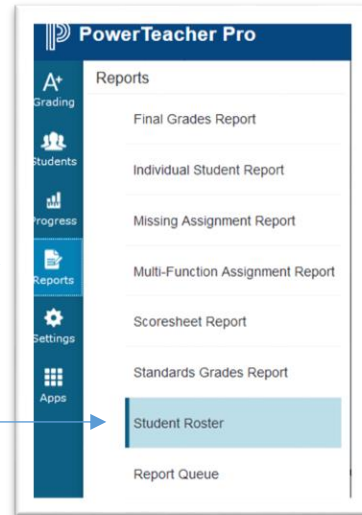




# HOW TO RUN BIRTHDAY LIST-POWERTEACHER

- 1) Log into **PowerTeacher** and open **PowerTeacher Pro**
- 2) Go to **Reports** on the left navigation menu
- 3) Select **Student Roster** from the list of available reports
- 4) Set up the report parameters as you wish (report title, classes, etc.) Under **Display**, click the dropdown next to **Student Columns**. Add the information you wish to have as part of your report.



- 5) Use the up/down arrows to tailor your report the way you want it. When done, click **Run Report** in the bottom right. Click on **Reports** on the left and go to the **Report Queue** to download or print your report.

