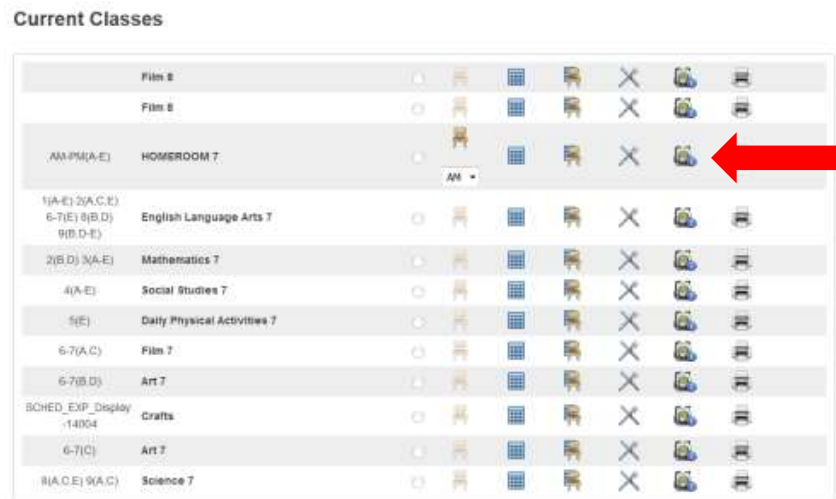


Printing reports is a function of PowerTeacher and can be for an individual student, a whole class or all of the students a teacher teaches. The following document will outline how to do each.

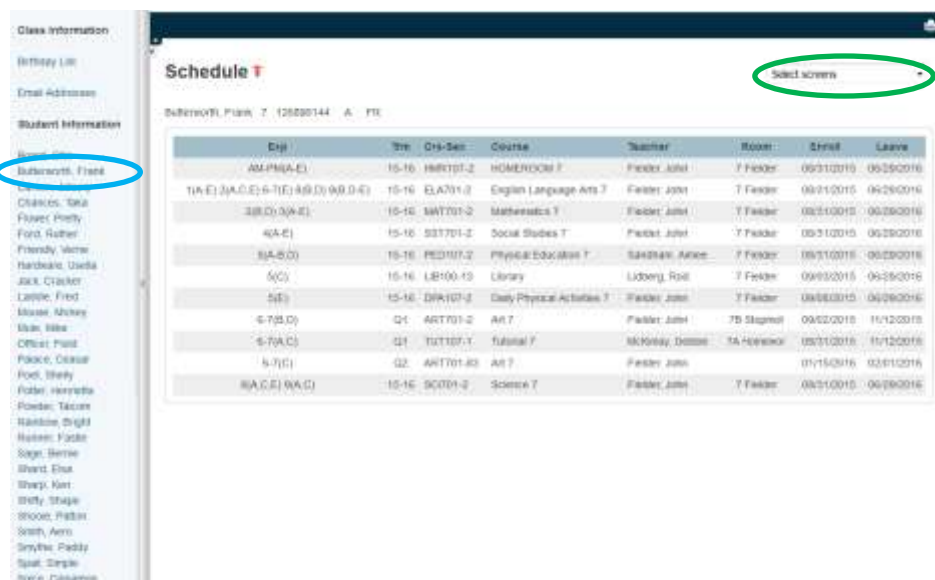
In PowerTeacher (not Gradebook) on the Start Page, there is the option to choose a single student, a whole class or all of the students taught. Once the selection has been made, printing the report is the same.

Choosing a Single Student

Under the Current Classes on the PowerTeacher Start Page, click on the **Backpack** for the class the student is enrolled in.



A list of the students in the class will appear on the left side menu. Click on a **student** and a **Drop Down Menu** will appear in the right corner of the center of the screen. Choose **Print A Report** from the Drop Down Menu and this will bring up a **Print A Report** screen. (From here the instruction will be the same)



Choosing a Class of Students

Under the Current Classes on the PowerTeacher Start Page, click on the **Printer** icon beside the class a Report is for. (From here the instruction will be the same)

Current Classes

Film 8		<input type="radio"/>						
Film 8		<input type="radio"/>						
AM-PM(A-E)	HOMEROOM 7	<input type="radio"/>						
1(A-E) 2(A,C,E) 6-7(E) 8(B,D) 9(B,D-E)	English Language Arts 7	<input type="radio"/>						
2(B,D) 3(A-E)	Mathematics 7	<input type="radio"/>						
4(A-E)	Social Studies 7	<input type="radio"/>						
5(E)	Daily Physical Activities 7	<input type="radio"/>						
6-7(A,C)	Film 7	<input type="radio"/>						
6-7(B,D)	Art 7	<input type="radio"/>						
SCHED_EXP_Display -14004	Crafts	<input type="radio"/>						
6-7(C)	Art 7	<input type="radio"/>						
8(A,C,E) 9(A,C)	Science 7	<input type="radio"/>						

Choosing all Students Taught

On the left side Navigation Menu, click on **Reports**. (From here the instruction will be the same)

Navigation

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Personalize
- Gradebook
- Reports**
- Recommendations
- Alert Solutions 2

New Gradebook Launch

Run installer once, then

Launch

Or use the old Launch

Download on the App Store

Current Classes

Film 8		<input type="radio"/>						
Film 8		<input type="radio"/>						
AM-PM(A-E)	HOMEROOM 7	<input type="radio"/>						
1(A-E) 2(A,C,E) 6-7(E) 8(B,D) 9(B,D-E)	English Language Arts 7	<input type="radio"/>						
2(B,D) 3(A-E)	Mathematics 7	<input type="radio"/>						
4(A-E)	Social Studies 7	<input type="radio"/>						
5(E)	Daily Physical Activities 7	<input type="radio"/>						
6-7(A,C)	Film 7	<input type="radio"/>						
6-7(B,D)	Art 7	<input type="radio"/>						
SCHED_EXP_Display -14004	Crafts	<input type="radio"/>						
6-7(C)	Art 7	<input type="radio"/>						
8(A,C,E) 9(A,C)	Science 7	<input type="radio"/>						

Printing the Report (this is the same whether for a single student, a class or all students taught.)

Choose one of the **Reports** from the list. Leave all settings as they are and then **Submit**

Print Class Reports

Which report would you like to print?

For which student?

Test print?

Watermark text

Watermark Mode

When to print

Report Output Location

CESD Computer Login Cards with Email

Print only the first 2 pages

Overlay

ASAP

MM/DD/YYYY

English

Submit

Legend

Icons: Time Entry (if minute interval) | Date Entry

The Report Queue will come up and the report will be listed with the Status being **Running or View**. If the report says running, click on the **Refresh** button to bring up the View once the report has finished running (Running will not change to View without the Refresh).

Report Queue - My Jobs

Refresh

Created	Job Name	Started	Ended	Status
01/18/2016	CESD Computer Login Cards with Email	01/18/2016 09:58 AM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 30 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

Report Queue - My Jobs

Refresh

Created	Job Name	Started	Ended	Status
01/18/2016	CESD Computer Login Cards with Email	01/18/2016 09:58 AM	01/18/2016 09:59 AM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 30 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

Click on **View** to see the report card(s). From the PDF viewer the Report Cards can be proofed and if ready, printed. If there are errors that need to be corrected prior to printing, click on the **Trash Bin** to delete the report(s), correct the errors in Gradebook and repeat the printing process.

Report Queue - My Jobs

Refresh 

Created	Job Name	Started	Ended	Status	
01/18/2016	CESD Computer Login Cards with Email	1/18/2016 09:58 AM	01/18/2016 09:59 AM	Completed	View 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 30 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.