Printing Progress Reports in PowerTeacher (Multi-Student)

1. Open your PowerTeacher Gradebook.
2. Change to the correct reporting term. (Q1, Q2, etc)
3. Click on the Reports icon at the top.

 

1. Click on the small arrow beside Student Multi-Section Report



1. In the Criteria box that opens at the bottom of the screen, be sure the following items are checked:
2. PDF
3. Active Classes
4. My Classes
5. All Enrolled
6. Include: Final Grades, Assignments, Comments
7. Reporting Term: select the correct term from the drop down box. Be sure to include This Term Only
8. Click on Run Report in the bottom right of the screen.
9. Click on Open Report to print the report right away or click on save report to print the report at a later time.

The report will include all classes for the student.

Printing Progress Reports in PowerTeacher (Individual Students)

1. Open your PowerTeacher Gradebook.
2. Change to the correct reporting term. (Q1, Q2, etc)
3. Click on the Reports icon at the top.

 

1. Click on the small arrow beside Student Multi-Section Report



1. In the Criteria box that opens at the bottom of the screen, be sure the following items are checked:
2. PDF
3. Active Classes
4. My Classes
5. Select Groups or Students
6. Include: Final Grades, Assignments, Comments
7. Reporting Term: select the correct term from the drop down box. Be sure to include This Term Only
8. On the left side of the screen, click on the student name(s) for whom you are printing a report. Click on run report in the bottom right.



If your students are not showing, click on the triangle next to the word Active. Your students should appear. Click on the name of the student to print the report.

1. In the pop-up box, click open report to print the report or click save report to save as a PDF to print at a later time.
2. Click on Run Report in the bottom right of the screen.
3. Click on Open Report to print the report right away or click on save report to print the report at a later time. The report will include all classes for the student.