

How to run reports in PowerTeacher

Running reports for all students in a class:

Click on the printer icon for the Period that you want to run the report.

Current Classes

P1(A)	Home Room Fourth PowerTeacher Pro							
P2(A)	ELA Foundational Skills (4th) PowerTeacher Pro							
P3(A)	ELA (4th)							

Pick the report you want to run for your class then click on Submit.

Print Class Reports

Standard Additional

Which report would you like to print? **Class Attendance Audit**

For which students? The 22 students in this class.

Test print? Print only the first 2 pages.

Watermark Text

Watermark Mode Overlay

When to print ASAP

Report Output Locale English

Submit

Click on Refresh until Status say Completed then Click on View to see the report.

Report Queue - My Jobs

Standard Additional

Refresh

Created	Job Name	Started	Ended	Status
12/08/2016	Class Attendance Audit	12/08/2016 03:14 PM	12/08/2016 03:15 PM	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.

Running reports for just one student:

Click on the Backpack for the Period that student is attending.

Current Classes

P1(A)	Home Room Fourth PowerTeacher Pro							
P2(A)	ELA Foundational Skills (4th) PowerTeacher Pro							

Find the student on the left column and click on the student's name.

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.

i.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.

Click on the Dropdown menu on upper right hand corner and pick Print A Report.

Demographics

Anderson, [name] [ID] [DOB]

Name (Last, First MI)	Anderson, J. [name]
Address	1234 Street St City, State, Zip
Home Phone	[phone]
Age	8 years 8 months
Aggregate days of membership (YTD)	100
Area/neighborhood	
DOB	[DOB]
Ethnicity	
Father's Employer	

Select screens dropdown menu:

- Select screens
- Cumulative Grade Information
- Demographics
- Graduation Plan Progress
- Graduation Progress
- Historical Grades
- Meeting Attendance
- Net Access Summary
- Print A Report
- Quick Lookup
- Recommendations
- Schedule
- Student Contacts
- Student Email
- Student Photo
- Submit Log Entry
- Teacher Comments
- Term Grades
- Test Scores

Pick the report you want to run for the student then click on Submit.

Print A Report

Anderson, [name] [ID] [DOB]

Standard Additional

Which report would you like to print? Class Attendance Audit

Watermark Text

Watermark Mode Overlay

When to print ASAP

Report Output Locale English

Submit

Click on Refresh until Status say Completed then Click on View to see the report.

Report Queue - My Jobs

Standard Additional

Refresh

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