



PowerTeacher Reports

How to run a report on a single student or a selection of students.

1. Select one or more students in the groups pane on the left

Students (... (S2) Final Grade			
		A	T
BARRE, ...	--	n/a	4
BOSO, M...	--	n/a	4
CHARLO...	--	n/a	4
CHEEK, ...	--	n/a	4
COBB, P...	--	n/a	2
DAVIS, J...	--	n/a	6
DIXON, ...	--	n/a	3
HATAMP...	--	n/a	1
LORENZ...	--	n/a	5
MARTIN...	--	n/a	2
MCDANI...	--	n/a	5
RICHAR...	--	n/a	1
ROSSITE...	--	n/a	4
ROUSEY...	--	n/a	3
SMITH, ...	--	n/a	6
SMITH, ...	--	n/a	6
WARE, S...	--	n/a	1
YOUNG, ...	--	n/a	6

2. On any report, on the criteria tab, look at the option labeled “students”
3. Change the selection from “Enrolled Students” to Selected Groups and/or Students”

Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Ver...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Standards Report	Standards Final Grades and Standards Assignment S...
Student Multi-Section Report	Student demographic information from all of a student's sections
Student Roster	Student demographic information listed one row per ...

Criteria

Layout

Name: Student Multi-Section Report

Description: Student information from all of a student's sections.

Output Type: ☒ PDF ☐ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes

Student Schedule: ☒ My classes ☐ Total student schedule

Students: ☐ All Students ☒ Selected groups and/or Students

Abbreviate: ☐ Assignments ☐ Categories

Include: ☒ Final Grades ☐ Assignments ☐ Comments ☐ Categories

☐ Show Dropped Classes

Reporting Term: ALL

4. Run the report. Only the selected students will appear on the report

How to run a report with more data per page, or include specific instruction on the report.

1. Select any report.
2. In the details pane below, select the 2nd tap called “layout”
3. Set any of the features listed there:

Name: Give the report a specific name

Page Breaks: Turn page breaks on and off

Top Note*: Include instructions to appear at the top of the report

Bottom Note*: Include instructions to appear at the bottom of the report

Signature Line: Include a signature line at the bottom of the report

*The top and bottom note text is remembered automatically for next time you run the report.

2nd tan layout

Report Title: Student Multi-Section Report

Page Breaks: ☒ On Students

Top Note: ☒ include ☐ bold

Page break

Top Notes

256 characters left

Bottom Note: ☒ include ☐ bold

256 characters left

Signature Line: ☒ include

Include Signature

4. Run the report.

How to run a report on students' in all their classes.

1. Select the **Student Multi-Section Report**
2. Look at the option labeled “ Student Schedule”
3. For only sections where you teach the student, leave the selection on” **My Classes**”
4. For the students full schedule, select “Total Student Schedule”
5. Select final grades and comments, assignments, and/or category totals to display

Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Ver...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Standards Report	Standards Final Grades and Standards Assignment S...
Student Multi-Section Report	Student information from all of a student's sections.
Student Roster	Student demographic information listed one row per ...

Name: Student Multi-Section Report

Description: Student information from all of a student's sections.

Output Type: ☒ PDF ☐ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes

Student Schedule: ☒ My classes ☐ Total student schedule

Students: ☐ All Students ☒ Selected Groups and/or Students

Abbreviate: ☐ Assignments ☐ Categories

Include: ☒ Final Grades ☐ Assignments ☐ Comments ☐ Categories

Show Dropped Classes

Reporting Term: ALL

☒ Include terms with no grades

Student Schedule

Choose My Classes or Total Student

Include final grades and comments, assignments, and/or category to display

6. Run the report

How to run a report for all sections at once

1. Select any report
2. On the criteria tab, look at the option labeled “Sections”

Criteria

Name: Student Multi-Section Report

Description: Student information from all of a student's sections.

Output Type: ☒ PDF ☐ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes

3. Change the selection from “ Selected Class to “ Active Classes”
4. Run the report

How to run that lists students alphabetically across Sections, not by section

1. Select the **Individual Student** or **Missing Assignment Report**
2. On the criteria tab, look at the option labeled “Sections”
3. Change the selection for “Selected Class” to Active Classes”
4. On the same row, Change “Order By” from Section ,Student “ to “ Student”

Criteria

Name: Missing Assignment Report

Description: Listing of assignments that have not been scored

Output Type: ☒ PDF ☐ HTML ☐ Export (CSV)

Report Layout: ☒ By Student ☐ By Assignment

Marked Missing: ☒ Unrecorded Scores ☐ Missing Indicator

Sections: ☒ Selected Class ☐ Active Classes

Students: ☒ All Enrolled ☐ Selected Groups and/or Students

Student Field: ☒ Student Name ☐ Student Number **Sort By:** Number

Start Date: MM/DD/YYYY **End Date:** MM/DD/YYYY

5. Run the report

How to print a class contact list, student roster, field trip check sheet and more.

1. Select the **Student Roster Report**
2. Check the “ Student Info” and “ Parent Info” you’d like to see on the report
3. Select and name blank fields you need
4. In the Preview area below, drag and drop the columns to see the desired order

Criteria

Name: Student Roster

Description: Student demographic information listed one row per student

Output Type: ☒ PDF ☐ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes

Students: ☒ All Enrolled ☐ Selected Groups and/or Students

Student Info: ☒ Student Name ☒ Student Number ☐ Birthday ☐ Gender ☐ Grade Level ☐ Extra Class Code

Parent Info: ☐ Mother's Name ☐ Father's Name ☐ Home Phone ☐ Guardian Email ☐ Emergency Contacts

Sort: ☒ Gradebook Preference ☐ Student Last Name ☐ Student First Name ☐ Student Number ☐ Birthday

Report Preview: Student N...

5. Run the report