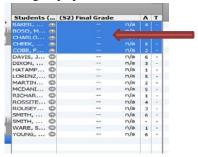


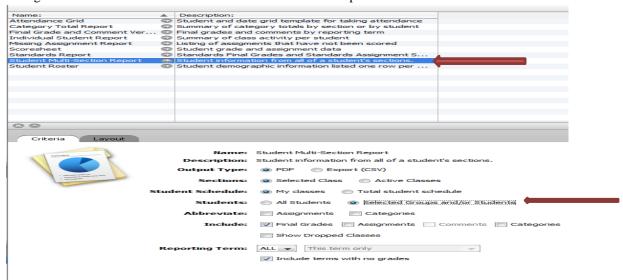
PowerTeacher Reports

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



- 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"



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

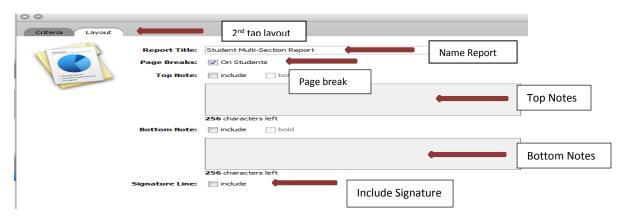
Page Breaks: Turn page breaks on and off

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

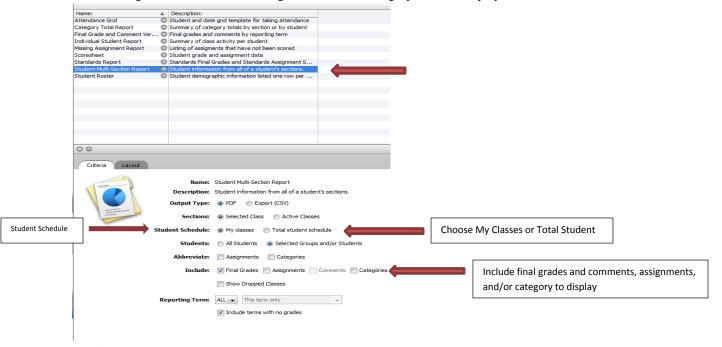
*The top and bottom note text is remembered automatically for next time you run the report.



4. Run the report.

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

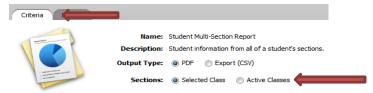
- 1. Select the **Student** Multi-Section **Report**
- 2. Look at the option labeled "Student Schedule"
- 3. For only sections where you teach the student, leave the selection on" My Classes"
- 4. For the students full schedule, select "Total Student Schedule"
- 5. Select final grades and comments, assignments,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



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"



- 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

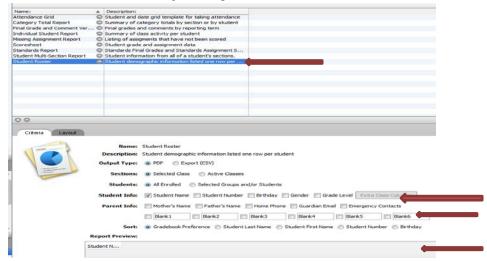
- 1. Select the Individual Student or Missing Assignment Report
- 2. On the criteria tab, look at the option labeled "Sections"
- 3. Change the selection for "Selected Class" to Active Classes"
- 4. On the same row, Change "Order By" from Section ,Student " to "Student"



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



5. Run the report