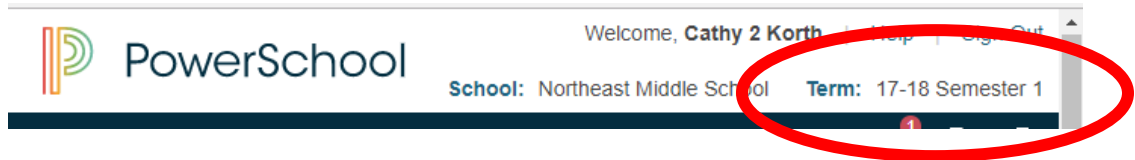


Administrator's Guide to Printing Progress Reports

Progress Reports can now be printed in the same way you print report cards

Printing for a Group:

1. Choose the group you want to print for
** For example... you can do all at once, by grade level, or by teacher
2. To Print for All Students
 - a. Make sure your term is set to the lowest level (Q1 if you have quarter classes, S1 if you have semester classes)



3. Select All Students and Choose Print Reports from the Bottom right hand menu

The screenshot shows the 'Current Student Selection (888)' interface. At the top, there is a search bar and a 'Print Reports' button. Below the search bar, there is a list of letters A-Z. A red arrow points to the 'All' button. Another red arrow points to the 'Print Reports' button. The table below shows a list of students with columns for 'Student', 'Grade Level', and 'Student Number'. The 'Student' column is partially obscured by a blue box.

4. Choose the JMCSS – Progress Report from the Print Menu (Middle Section of Choices – by schedules).
Choose the order that you want them printed (for example – sorted by 1st period teacher)

Print Reports

The screenshot shows the 'Print Reports' dialog box. It has two main sections: 'Which report would you like to print?' and 'For which students?'. The 'Which report would you like to print?' section has a dropdown menu with 'JMCSS - Progress Report' selected. The 'For which students?' section has a radio button selected for 'All records in a single batch.' and a text box for '2' records. The 'In what order?' section has a radio button selected for 'By period' and a dropdown menu for '1' class, as of this date: '09/04/2017'. The 'JMCSS - Progress Report' option and the 'By period' sorting option are circled in red.

5. Click Submit to Print
6. You will be taken to the Report Queue – If your report is still running – click refresh until it shows complete, then click View to see your reports.

Report Queue - My Jobs

Report Queue - My Jobs				
Refresh ▼				
Created	Job Name	Started	Ended	Status
09/04/2017	JMCSS - Progress Report	09/04/2017 12:53 PM	09/04/2017 12:53 PM	Completed View

7. Print and distribute to students.

To Print for a class:

Go to Teacher's Schedules, and choose the teacher you want to print for

The screenshot shows the PowerSchool Start Page. On the left, the 'Functions' menu is visible, with 'Teacher Schedules' circled in red. A red arrow points from this menu item to the 'Teacher Schedules' page. On the right, a list of teachers is shown, with a red arrow pointing to the name 'Arakav'.

8. Click on the Enrollment Number of the Class you want to print for

The screenshot shows the 'Teacher Schedule' page. A table is displayed with the following columns: Expression, Term, Course #, Course, Sec #, Room, Enrollment, and Attendance. The 'Enrollment' column is circled in red. A red arrow points from the instruction to this column.

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(A)	17-18	07070	Science 7	1	13	23	

9. Scroll to the bottom of the page and choose "Make Current Student Selection"
10. From the group selections screen, scroll down to printing – and choose Print Reports
11. From the Print Reports Page, Choose JMCSS – Progress Report – Follow steps above.