Teachers Guide to Printing Progress Reports:

To Print for an Entire Class:

1. Log into PowerSchool
2. Choose the printer on the menu bar next to the class whose progress reports you want to print.

3. It will ask which report you would like to print….Choose JMCSS – Progress Report, then click submit at the bottom.

4. 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.

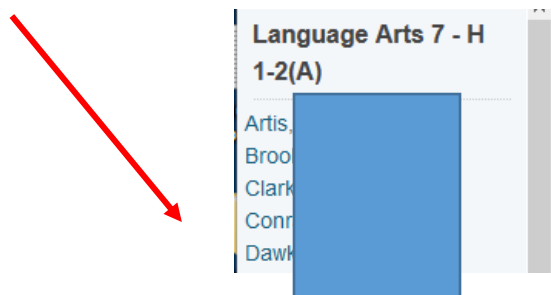
5. Print and distribute to students.

To Print for an Individual Student:

1. Log Into PowerTeacher
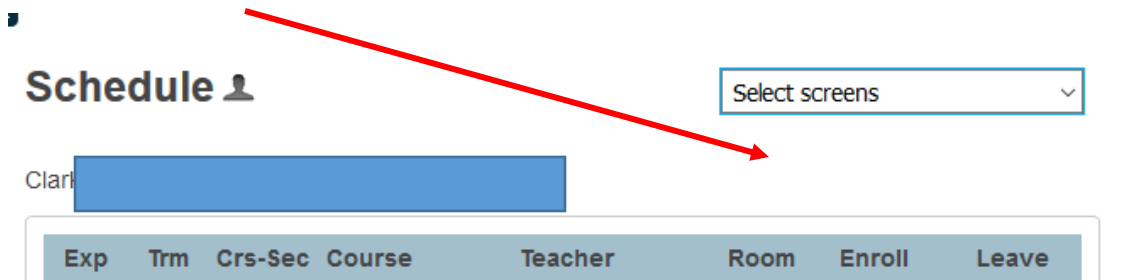2. Choose the Back Pack from the Menu Bar of the class the student is in.

Current Classes

| 1-2(A) | Language Arts 7 - H
PowerTeacher Pro | | | | | | | |

3. Choose the Student from the Menu on the left hand side

Language Arts 7 - H
1-2(A)

Artis,
Broo
Clark
Conn
Dawk

4. **Choose Print A Report** from the Drop Down Menu

Schedule 👤   Select screens

Clark

| Exp | Trm | Crs-Sec | Course | Teacher | Room | Enroll | Leave |

5. It will ask which report you would like to print….Choose JMCSS – Progress Report, then click submit at the bottom.

Print Class Reports

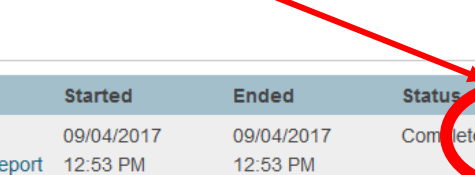|	
Which report would you like to print?	JMCSS - Progress Report ∨
For which students?	The 21 students in this class.
Test print?	☐ Print only the first 2 pages
Watermark Text	
Watermark Mode	Overlay ∨
When to print	ASAP ∨
	MM/DD/YYYY 📅 / 🌐
Report Output Locale	English ∨

Submit

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

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.