

PowerTeacher Pro Gradebook

Scoresheet Report (Gradebook Printout)

- In PowerTeacher Pro Click **Reports**
- Select **Scoresheet Report**
- Follow Setup Below

The screenshot shows the 'Reports' section of the PowerTeacher Pro interface. A sidebar on the left contains icons for Class, Grading, Students, Progress, Reports (highlighted), Settings, and Apps. The main area has tabs for Criteria, Students, and Format. The 'Students' tab is active, showing the 'Scoresheet' report setup. The form includes fields for Report Title, Description, Classes*, Use Custom Class Name, Student Field, Sort Options, Data, Categories, Final Grades, and Date Range. Numbered callouts 1 through 6 provide instructions for each field. Callout 1 points to the Report Title field. Callout 2 points to the Categories dropdown. Callout 3 points to the Final Grades dropdown. Callout 4 points to the Date Range dropdown. Callout 5 points to the 'Run the Report' button. Callout 6 points to the 'View the Report' button.

Criteria Students Format

Report Title Scoresheet

Description Student score information for scored assignments, listed one row per student.

Classes* Select Classes 1 Class: 1(A) Science, Grade 6

Use Custom Class Name

Student Field Student Name

Sort Options Students Gradebook Preference

Data

Categories Select Categories Any Category

Final Grades Select Reporting Terms F1, S1, Q1, Q2, S2, Q3, Q4

Date Range Full Class

View the Report. Run the Report.

View Reports Run Report

1 This is a big report, only choose one class at a time.

2 From the Categories dropdown, choose Any Category to be sure everything is included.

3 From the Final Grades dropdown, choose ALL of the Reporting Terms- Q1, Q2, Q3, Q4, F1, and S1, S2 (if they apply to your school)

4 From the Date Range dropdown, choose Full Class to see everything for the entire length of the course.

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