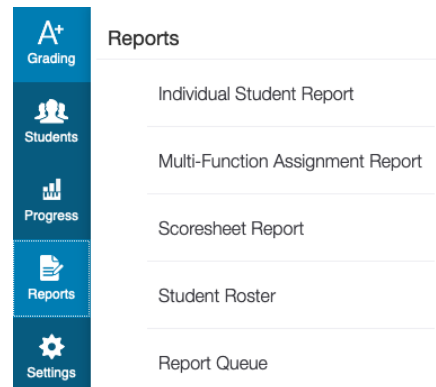


Printing a Progress Report With Standards Grades and Assignments

1. In PowerSchool, go to PowerTeacherPro gradebook.
2. Click on the **Reports** tab on the left.
3. Then select **Individual Student Report**
4. You can select the classes you would like to print the report from. It takes your current class, but you can also add other classes to it. It will print all the students unless you change that under the **Students** tab at the top of the report options.



Classes 

5. Scroll down to the **Data** options.
6. Under **Areas to Include** consider the following:
 - a. Uncheck **Course Grades and Attendance**. This feature is designed for 0-100 scores.
 - b. *Optional:* **Standards Final Grades** will give a list of the standards in the class and their overall, cumulative score. This could be helpful to see a summary if a student is generally passing standards or not. However if you want to print a report just about their scored assignments, this option can be skipped.
 - c. Check **Assignments** and check **Standards Scores**. This is the most important setting to get a list of the assignments and their scores.
 - d. Uncheck **Category Totals**. This feature is designed for 0-100 scores.

Data

Areas to Include

Show Percentages

Show Assignments with no Data

Include Standards Identifier

Include Student Number with Student Name

Date Range

Standards/Final Course Grades

Select Data

Course Grades and Attendance

Standards Final Grades

Assignments

Assignment Comments

Standards Scores

Category Totals

7. Scroll down to **Date Range**.

- a. If you turned on **Standards Final Grades** you will have the option to select the reporting term(s) you would like it to give you a summary about.

Date Range

Standards/Final Course Grades

Assignment Date Range

Data Filters

Assignment Attributes

Assignment Scores

Assignment Categories

Select Reporting Term

Select All

F1

Q1

Q2

- b. **Assignment Date Range** chooses which quarters/trimesters you would like the assignments printed for. Chose F1 if you want assignments for the entire year or the quarter/trimester you would like.

Date Range

Standards/Final Course Grades

Assignment Date Range

Select Reporting Term

Q3

8. Click **Run Report** in the lower right hand corner. **View Report** will take you to the queue, but you may have to set all this up again.