## Progress Reports for Elementary Grades 3-5 in PowerTeacher Pro

- \*\*\*Progress Reports will be more than 1 page in length (this cannot be adjusted)\*\*\*
- In PowerTeacher Pro
- Select Reports from the Charms bar on the left hand side



- Select "Individual Student Report" from the menu
- Give your report a title such as Progress Report
- Select ALL of your classes by clicking the Select Classes drop down menu, check the box next to each class to show on the progress report (you do NOT have to check your Homeroom class)

Classes*	Select Classes	4 Classes: Science 6 [ 5(A), 6(A) ]. MATH EL [ 1(A), 3(A) ] (More)	.,
Use Custom Class Name	6(A) Science 6	17-18	$\checkmark$
Include Students' Full Schedule			
Separate Report By Student	Other Classes		
Sort Options	HR(A) Home Room	17-18	
Layout	1(A) MATH EL	17-18	$\checkmark$
Students	3(A) MATH EL	17-18	$\checkmark$
Assignments	5(A) Science 6	17-18	
Data			

- Select your Sort Options:
  - Layout: By Student
  - Students: Last Name
  - Assignments: Due Date (Newest First)
- Select the Data you want to include:
  - Check Course Grades and Attendance
  - Uncheck "Standards Final Grades".
  - Check Assignments.
  - Check/Uncheck Category Totals if checked you will see the average grade for each Category (Formative/Summative)
  - o Check the Assignment Comments to include Comments listed on assignments



(\*note: there is a scroll bar to see all options here\*)

- Select the current term for the Date Range: Standards/Final Course Grades, Assignment Date Range, and Category Totals

5		
Date Range		
Standards/Final Course Grades	Select Reporting Term	Q1
Assignment Date Range	Q1 💙	
Category Totals	Select Reporting Term	Q1

\*\*\*NOTE: Even though it says Standards/Final Course Grades it is not going to show a Standards grade for ANY grade levels. \*\*\*

- Set your Data Filters to Any Assignment, Any Scores, Any Category, and Any Course Grades
- Below is a screenshot of what your report should look like.

Criteria Students Format		
Report Title	Progress Report	All classes selected.
Description	Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.	
Classes*	Select Classes 4 Classes: 1(4) Language Ads K-6.	
Use Custom Class Name		
Include Students' Full	Full schedule of classes for students within Date Range for Course Grades and/or Assignments	
Schedule		Layout should be by
Separate Report By Student	Recommended if you are generating a large report.	student
Sort Options Layout	By Student	
Students	Last Name 🗸	
Assignments	Due Date (Newest First)	Choose your data from this drop down:
Data		Course Grades & Attendance,
Areas to Include*	Select Data	Assignments, Assignment Comments,
Show Percentages		Category Totals
Show Assignments with no		
Data		Select current term
Date Range Standards/Final Course	Select Reporting Term	
Grades	Select reporting term	
Assignment Date Range	91	Select Any for Data Filters
Data Filters		
Assignment Attributes	Filter Assignments	
Assignment Scores	Filter Scores Ary Boores	
Assignment Categories	Filter Categories Veg Category	
Course Grades	Filter Grades 🗸 Any Course Grades	
	Run Report	

- Click the Format tab at the top

Criteria Students Format	
Report Title	Progress Report
Description	Multi-function report per student. Useful for pr grades, category totals, and more.
Classes*	Select Classes
Use Custom Class Name	

- Change the Orientation to Portrait
- Check the box to include the Signature line



- Click Run Report button at the bottom right.
- This creates a PDF file:
  - In Chrome this PDF file is downloaded automatically. To open it, click the downloaded file in the bottom left of your browser window:

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• In Firefox, it will ask you what you want to do with this file:

You have chose	n to open.
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What should Fir	refox do with this file?
Open with	Adobe Acrobat Pro (default)
Save File	
Do this aut	omatically for files like this from now on.

- o Select to Save File or Choose to Open with "Adobe Acrobat Pro"
- In Safari this file is automatically downloaded. Click the "Show Downloads" button at the top right to see your file and open it:

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- Here is a screenshot of what the report will show: (one student may print on multiple sheets if there are a lot of assignments, this particular student only has this teacher for 2 classes, there will be a progress report from a second teacher for Social Studies and Language Arts)

Individual S	tudent Report									
Class: 6(A)	Science 6 (2017-2)	018)								Teacher:
inal Gra	ade									
Rpt. Term	Grade	Percent	Abs	ent	т	ardy	1	Missing	Late	Incomplete
Q1	B	87%								
Assignm	ent Scores									
Date	Category	Assignment	Score	Pts Poss	*	Grade	Flags	Comment		
08/22/17	Formative	Science 1	90	100	90%	A				
08/22/17	Summative	Science 2	85	100	85%	в				
Category	Summary									
Rpt. Term	Category		Points Ea	med		oints Po	ssible		Percent	Grade
Q1	Formative			90			100		90%	А
Q1	Summative			85			100		85%	в
inal Gra										
Rpt. Term	Grade	Percent 94%	Abs	ent	T	ardy		Missing	Late	Incomplete
08/22/17 Assignm	ent Scores									1.
Date	Category	Assignment	Score	Pts	%	Grade	Flags	Comment		
08/22/17	Formative	math 1	100	100	100%	A				
08/22/17	Summative	math 2	90	100	90%	A				
Category	Summary									
Rpt. Term	Category		Points Ea	med		oints Po	ssible		Percent	Grade
Q1	Formative			100			100		100%	A
Q1	Summative				100		90%	А		