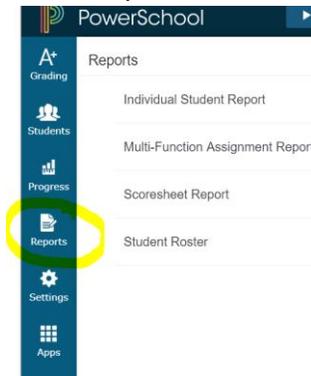# 6-12 Grade Progress Report from PowerTeacher Pro:

- Select Reports from the Charms bar on the left hand side

- Select "Individual Student Report" from the menu
- Give your report a title (optional)
- Select your classes by clicking the Select Classes drop down menu, check the box next to each class to show on the progress report. (***See bottom of this guide for how to choose your classes***)
- Select your Sort Options:
    o Layout: By Student
    o Students: Last Name
    o Assignments: Due Date (Newest First)
- Select the Data you want to include from the drop down menu (see picture below):
    o Uncheck "Standards Final Grades".
    o You can uncheck Assignments to just show your Course Grade to date.
    o Uncheck Category Totals
    o Check the Assignment Comments to include Comments
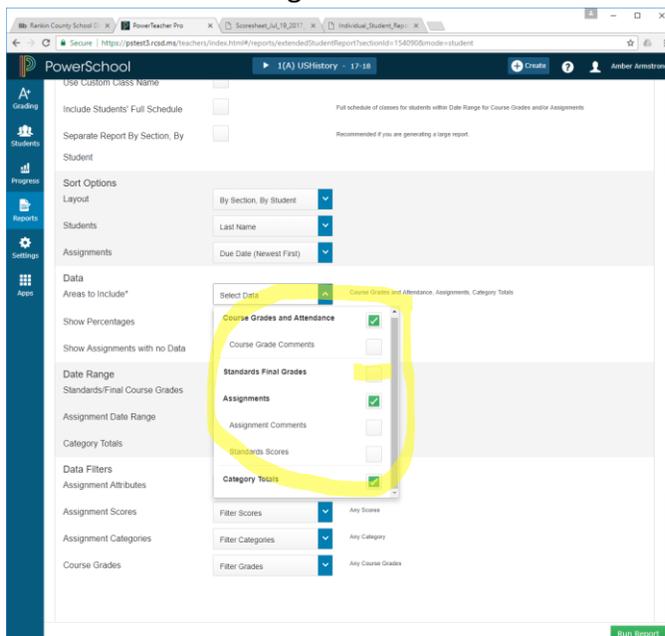
- Select Date Range for Standards/Final Course Grades, Assignment Date Range, and Category Totals. This should be the current term you are printing progress reports for. IE- Q1, Q2, etc.
  *** NOTE: Even though it says Standards/Final Course Grades it is not going to show a Standards grade for ANY grade 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. The yellow highlighted areas are areas you will want to set.

- Click the Format tab at the top

- 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:
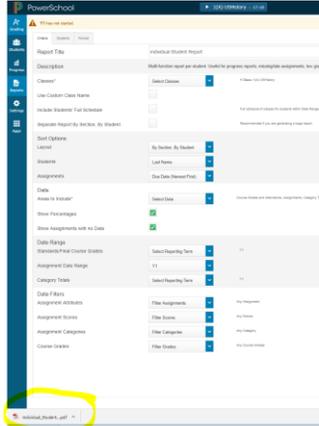
  - In Firefox, it will ask you what you want to do with this file:
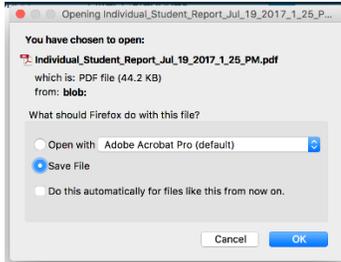
  - Select to Save File or Choose to Open with "Adobe Acrobat Pro"
  - In Safari this file is automatically downloaded. Click the "Show Downloads" button at the top right to see your file and open it:

- **Choosing your classes:**
  - Selecting only one of your classes will print your progress report like this, only the selected class on a sheet for each student will print: (this student was in the selected 6(A)Science for this teacher)

- o Selecting ALL of your classes will print your progress report like this, each student prints on one sheet and it lists all the courses you teach that student on this sheet: (this student below has this teacher for 2 courses, Science and Math)

  - o
- o If you choose the option "Include Students' Full Schedule" you can NOT choose to show Assignments in Data section under "Areas to Include". You will only be able to print Final Grades