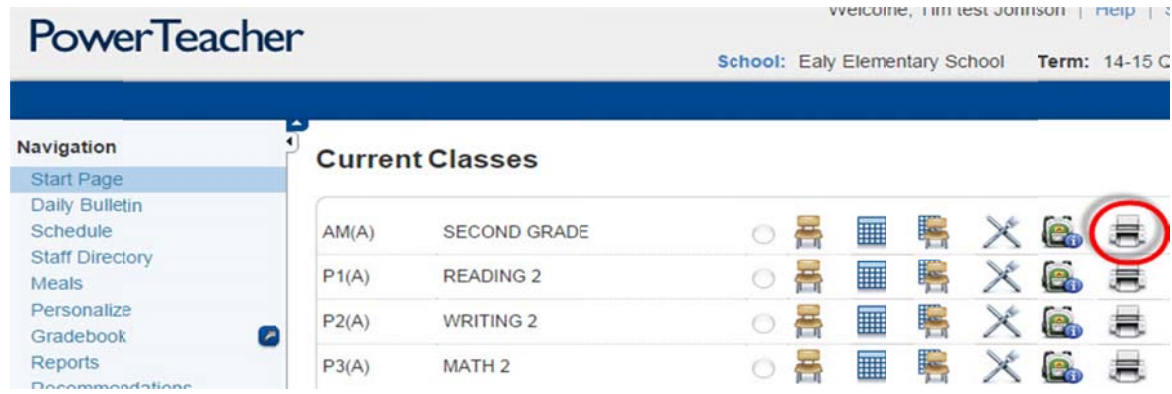


How to view and print elementary report cards from the attendance portal

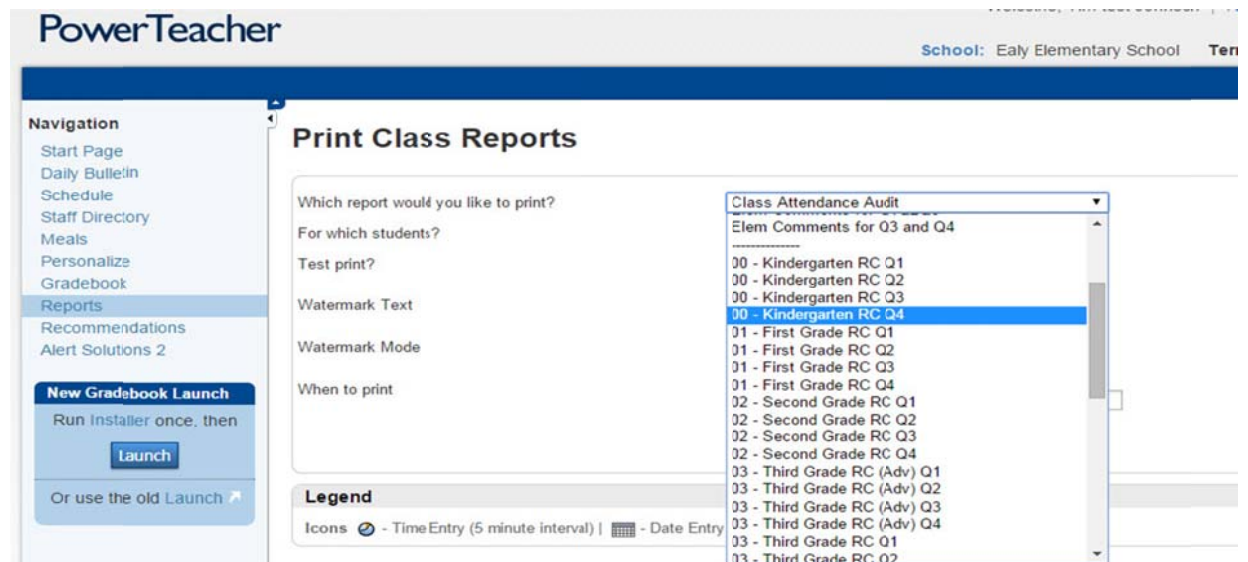
Log into the attendance portal

Click the printer icon across from your AM attendance period



In the drop down menu, choose your grade level RC (Report Card) and term you want to print and click the Submit button

Use (Adv) if your students are in an advanced math class



When you click Submit, PowerTeacher will take you to the page:

Report Queue – My Jobs

Wait until you see the word "View". Click View to see the .pdf report cards.

PowerTeacher

School: Ealy Elementary School Term: 14-15 Quarter 1

Report Queue - My Jobs Click this to take you back to this page

Refresh

All jobs complete

| Created | Job Name | Started | Ended | Status |
|------------|---------------------|---------------------|---------------------|----------------|
| 10/10/2014 | 01 - First Grade RC | 10/10/2014 08:15 AM | 10/10/2014 08:15 AM | Completed View |

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also

Make sure you have scored the learning goals you taught during the term. If a learning goal score isn't showing, go to the grade book and make sure you put the score in the right Reporting Term. Learning Goal scores should only go in Q1, Q2, Q3 or Q4 depending in the marking period. If everything looks ok and a score should be there, contact me to help troubleshoot Tim.johnson@wbsd.org

If everything looks ok and you want to save the report cards, right click the word "View" and choose - Save target as... Save the .pdf somewhere you can easily remember and get to.

If you want to print the report cards (remember there are 3 pages for every student) open the .pdf, right click your mouse anywhere on the report card and choose Print...

Create a .pdf for one student

If you'd like to create a .pdf for one student, click the backpack across from your AM attendance period.

Click the student name on the left you want a report card for

In the center over the class schedule is a drop down menu.

Select Print a Report

Choose your report card

When you click Submit, PowerTeacher will take you to the page:

Report Queue – My Jobs

Wait until you see the word "View". Click View to see the .pdf report card.

SECOND GRADE - AM(A)

Class Information

Email Addresses

Standards Summary

Student Information

Mouse, Mickey

Change Class:

P4(A) SECOND PM

P3(A) MATH 2

P1(A) READING 2

P2(A) WRITING 2

1. select a student

2. Choose - Print a Report

3. Pick your report card

1. For now, use the "Or use the old Launch" link. It will launch the grade book the old way using Java. 2. Don't use the Installer link or Launch button yet. Technology needs to fix SSL issues and will install the grade book app on school computers.

Print A Report

Mouse, Mickey 2 720001687 A

Which report would you like to print? 02 - Second Grade

Watermark Text

Watermark Mode Overlay

ASAP

When to print

Select screens

Select screens

Cumulative Grade Information

Demographics

Graduation Plan Progress

Meeting Attendance

Net Access Summary

Print A Report

Quick Lookup

Recommendation

Schedule

Student Network Access

Student Photo

Submit Log Entry

Teacher Comments

Term Grades