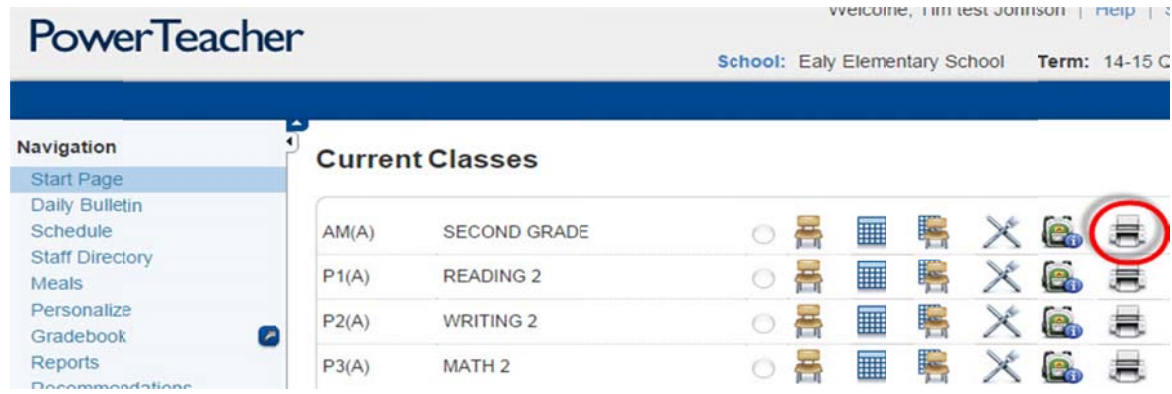# How to view and print elementary report cards from the attendance portal
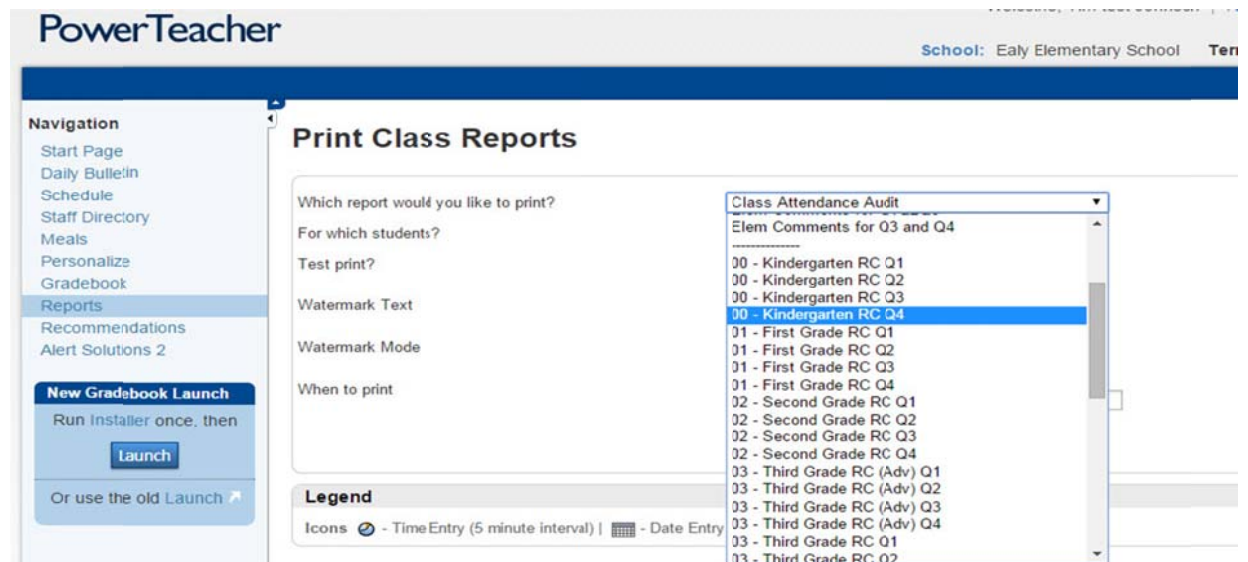
Log into the attendance portal

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.

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

Print A Report ☤ 👤 ⚠

Mouse, Mickey 2 720001687   A

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

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

Watermark Text

Watermark Mode Overlay ▼

ASAP ▼

When to print _____ (MM/DD/YYYY)