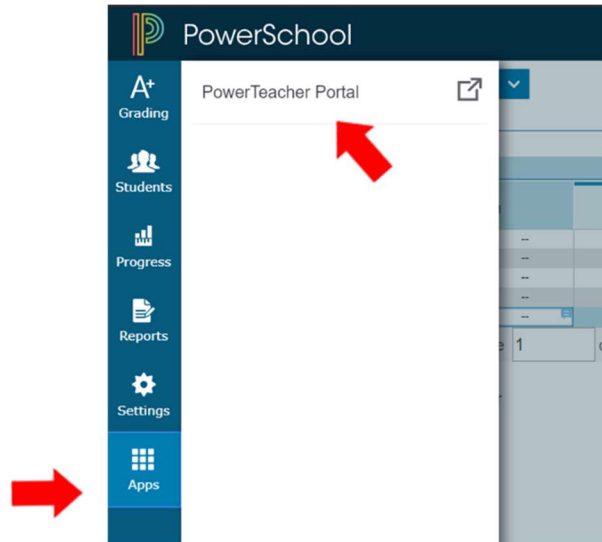


Instructions for Printing Report Cards

Step 1: Return to the PowerTeacher Portal by clicking on Apps in the left menu and selecting PowerTeacher Portal



Step 2: Click on the printer icon to access the report function

Current Classes

P1(A)	AM Attendance PowerTeacher Pro	<input type="radio"/>					
P2(A)	PM Attendance PowerTeacher Pro	<input type="radio"/>					
P2(A)	4TH GRADE PowerTeacher Pro	<input type="radio"/>					

Step 3: Select the appropriate grade level report card from the drop-down menu

Print Class Reports

Which report would you like to print?	Class Attendance Audit
For which students?	Class Attendance Audit
Test print?	*Nurses hearing /Vision lables
Watermark Text	Birthday labels
	Literacy Square labels
	Natural Helpers

	05th Grade Report Card
	2018_Report_Card_(6th Grade)
	2018_Report_Card_Spanish_(6th Grade)
	Attendance Class List
	Class Roster
	Class Roster-Opt Out
	Detailed Student Unexcused Absence (Elem)
	English

Step 4: Click the submit button on the bottom right and a PDF document of your report cards will be generated.

Note* All other fields can remain unchanged

05th Grade Report Card ▾

The 5 students in this class.


Print only the first pages.

Overlay ▾

ASAP ▾

MM/DD/YYYY /


English ▾


 [Submit](#)

Step 5: You will be taken to the report queue screen while your report cards are being generated

Use the Refresh button to update the generation status of your report cards

Report Queue - My Jobs

 [Refresh](#) ▾

Created	Job Name	Started	Ended	Status
10/04/2018	05th Grade Report Card	10/04/2018 01:51 PM		Running 

Report cards are now complete! Click on View to open a PDF of your report cards

Report Queue - My Jobs

[Refresh](#) ▾

Created	Job Name	Started	Ended	Status
10/04/2018	05th Grade Report Card	10/04/2018 01:51 PM	10/04/2018 01:51 PM	Completed View 