

Print Report Cards from PowerTeacher

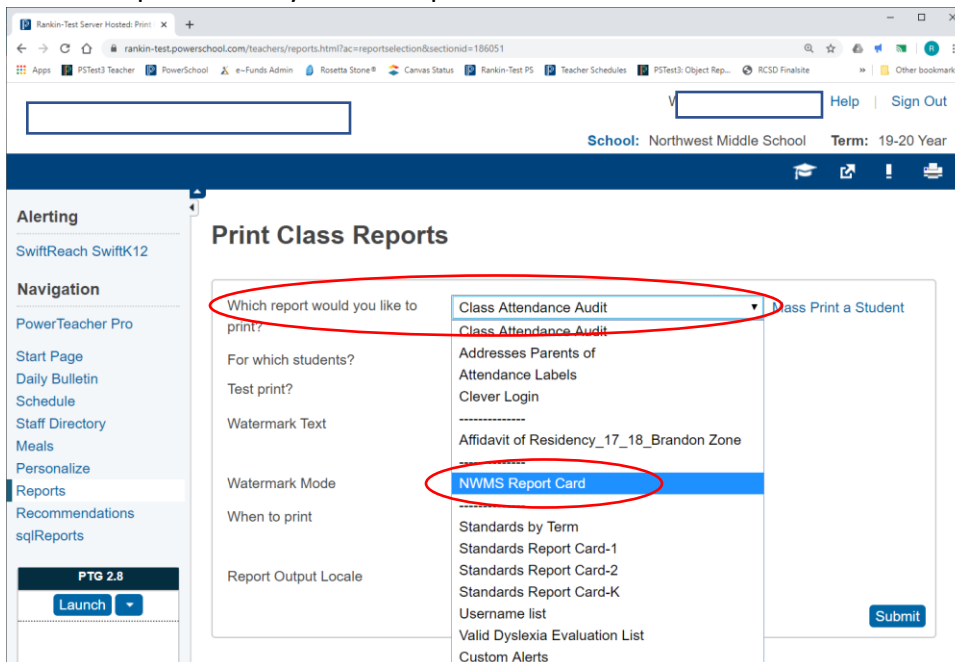
Grades 3-12

Print for whole class:

- Click printer icon to the right of the class you want to print report cards for



- Select the correct report card for your school and/or grade level from the drop down next to "Which report would you like to print?"




- Click Submit bottom right
- It will take about 1-2 minutes for the report to finish running. You can see the status here:

Created	Job Name	Started	Ended	Status
03/30/2020	NWMS Report Card	03/30/2020 03:58 PM		Running

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.

- Select the correct report card for your school and/or grade level and click Submit
- Click the View link to print and/or save the report card

Created	Job Name	Started	Ended	Status	
03/30/2020	NWMS Report Card	03/30/2020 03:55 PM	03/30/2020 03:55 PM	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 cancel a job on the Job

- Save a copy of all report cards to your Google Drive.