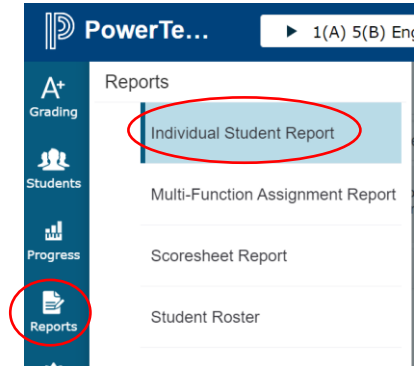


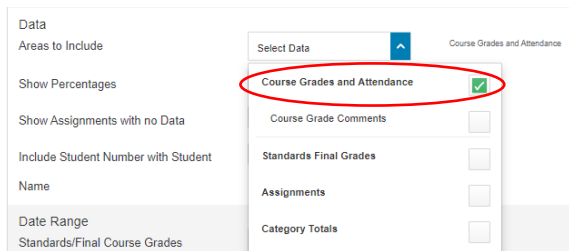
6-12 Grade Progress Report from PowerTeacher Pro:

(updated 2/1/2021)

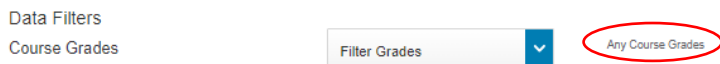
- Select Reports from the Charms bar on the left hand side and select "Individual Student Report" from the menu



- 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 Select Course Grades and Attendance



- Uncheck "Show Assignments with no Data and Include Student Nuber with Student Name"
- Select Date Range for Standards/Final Course Grades. This should be the current term you are printing progress reports for. IE- Q1, Q2, etc.
- Data Filters should say "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.

Criteria | Students | **Format**

Report Title Progress Report Q1

Description Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.

Classes Select Classes 1 Class: 1(A) 5(B) English 8th

Use Custom Class Name

Include Students' Full Schedule Full schedule of classes for students within Date Range for Course Grades and/or Assignments

Separate Report By Section, By Student Recommended if you are generating a large report.

Sort Options

Layout By Section, By Student

Students Last Name

Assignments Due Date (Newest First)

Data

Areas to Include Select Data Course Grades and Attendance

Show Percentages

Show Assignments with no Data

Include Student Number with Student

Name

Date Range

Standards/Final Course Grades Select Reporting Term Q1

Data Filters

Course Grades Filter Grades Any Course Grades

- Click the Format tab at the top

Criteria | Student | **Format**

Report Title Progress

Description Multi-funct and more.

Classes

- Change the Orientation to Portrait
- Check boxes to Page Break between students and Exclude Row Shading
- Check the box to include the Signature line

Orientation Portrait

Page Break Between Students

Exclude Row Shading (Saves ink for printed reports)

Signature Line

- Click Run Report button at the bottom right.
- Click Reports in charms bar on left and select Report Queue
- Click the Report Name of the latest report to see your progress reports.