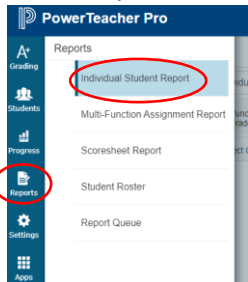


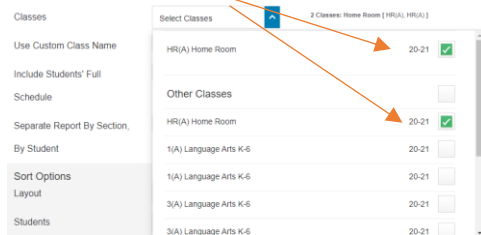
Progress Reports for Elementary Grades 3-5 in PowerTeacher Pro

(updated 9/9/2021)

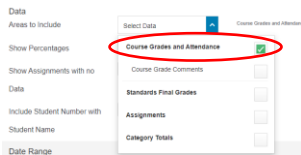
- *****Progress Reports will be more than 1 page in length (this cannot be adjusted)*****
- In PowerTeacher Pro
- Select Reports from the Charms bar on the left hand side



- Select "Individual Student Report" from the menu
- Give your report a title such as Progress Report
- Select your Homeroom class(es) only

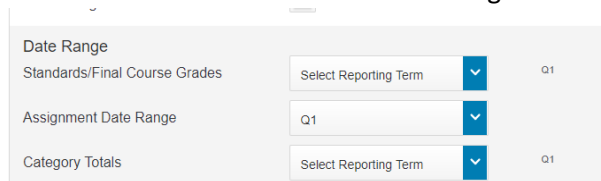


- Select "Include Students' Full Schedule"
- Select your Sort Options:
 - o Layout: By Student
 - o Students: Last Name
 - o Assignments: Due Date (Newest First)
- Select the Data you want to include:
 - o Check Course Grades and Attendance
 - o Uncheck everything else

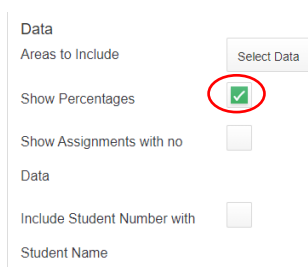


(*note: there is a scroll bar to see all options here*)

- Select the current term for the Date Range: Standards/Final Course Grades



- Only check "Show Percentages"



- Set your Data Filters to Any Course Grades
- Your screen should look like this:

- Click the Format tab at the top

- Change the Orientation to Portrait
- Check the box to include the Signature line
- Add a Top or Bottom Note if desired

- 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.