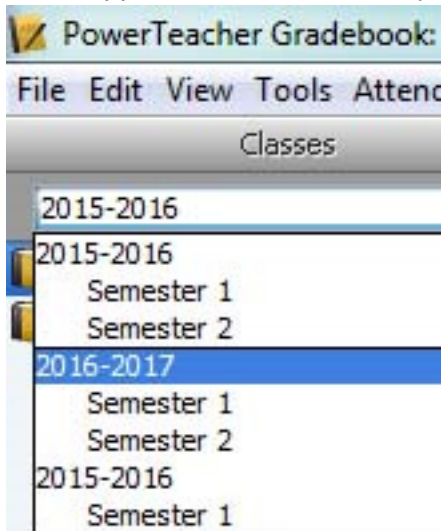
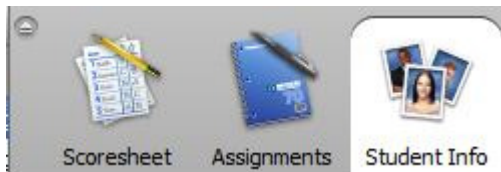


Viewing Your Students for Next School Year

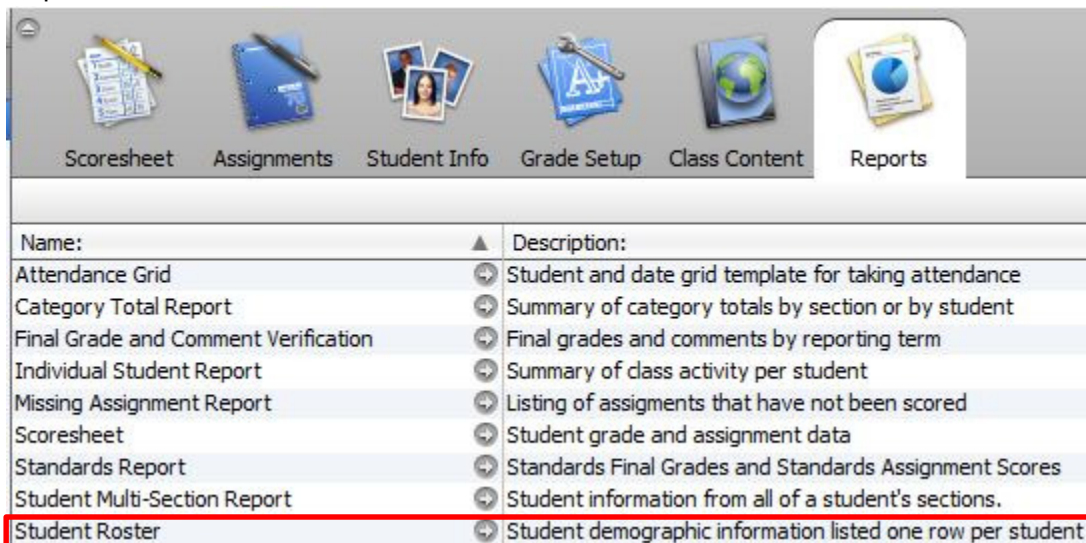
1. Log into PowerTeacher and launch your gradebook
2. In the upper left-hand corner of your gradebook, change the school year to 2016-2017



3. Click on the Student Info icon, and double-click each student to view contact information



4. You may also print a report of your new students. Click on the Reports icon, and then double-click Student Roster. Select the information you want to print on the report, and then click the Run Report button.



5. To send an e-mail to the parents and/or students, please follow the instructions for [Emailing Parents and Students](#) located on the Documents page of the Intranet