

Teacher procedure for Printing Student Photos for Entire Class (up to 40 students)

1. Log into the teacher portal of PowerSchool, then select **Reports** from the left-side menu.

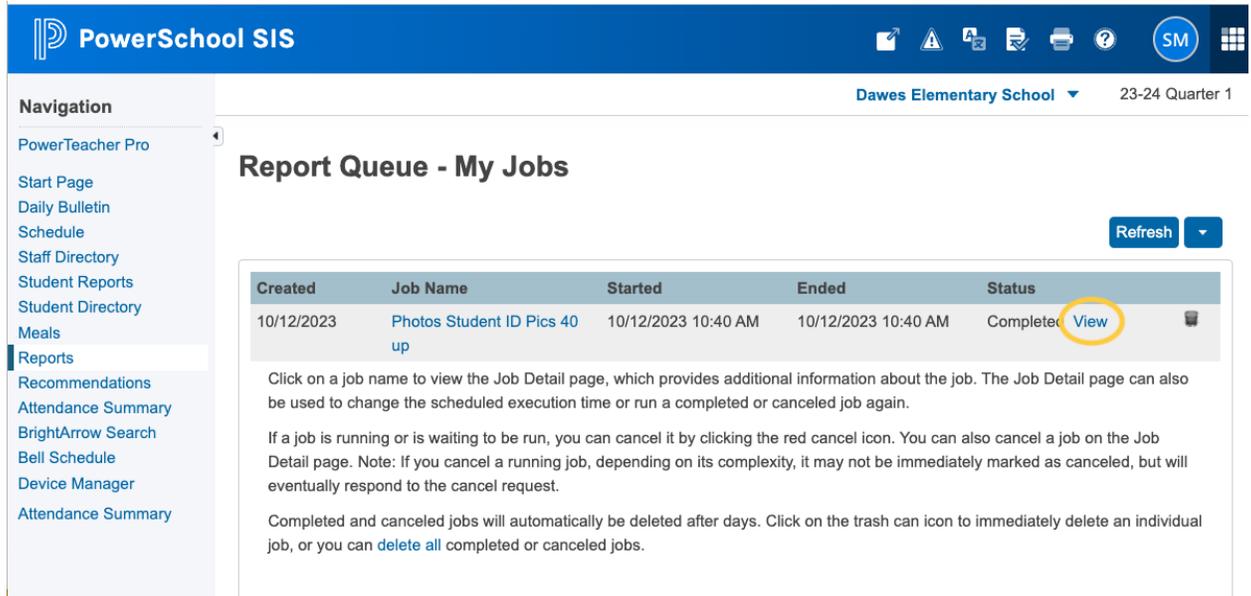
The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, user name 'Dawes Elementary School', and the school year '23-24 Quarter 1'. The left navigation pane lists various options, with 'Reports' circled in orange. The main content area is titled 'Current Classes' and displays a table of classes with columns for Experience, Course, Attendance Status, Take Attendance, Multi-Day Attendance, Seating Chart, Manage Entrees, Student Information, Message Students, Message Parents, and Print Class Reports. Two classes are listed: '2FA(Th) 2nd Music PowerTeacher Pro' and '3FA(Th) 3rd Music PowerTeacher Pro'. A summary row at the bottom indicates 'All current students (enrolled as of today)'.

2. Select **Photos Student ID Pics 40 up** from the **Which report would you like to print?** drop-down menu. Then click **Submit**.

The screenshot shows the 'Reports for All Students' form in PowerSchool SIS. The form includes fields for 'Which report would you like to print?', 'For which students?', 'Test print?', 'Watermark Text', 'Watermark Mode', 'When to print', and 'Report Output Locale'. The 'Which report would you like to print?' dropdown menu is open, showing a list of report options: 'Class Attendance Audit', 'EMERGENCY INFORMATION', 'Media Release List', 'Photos Student ID Pics 40 up' (highlighted in blue), 'Student Contacts Report', and 'MBA Alert Creator'. A 'Mass Print a Student Screen' link is also visible. The 'When to print' field is set to 'ASAP' and the 'Report Output Locale' is set to 'English'. A 'Submit' button is located at the bottom right of the form.

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- When the Status says Complete, click on View.



- Below is the result.

Student Photos Page 1

 Bernal Campos, Esteban Grade: 3	 Berry, Madison Grade: 2	 Betts, Evangeline Grade: 2	 Bryan, Malachi Grade: 2	 Clark, Ezra Grade: 2
 Dorsey, Lauren Grade: 2	 Gonstorowski, August Grade: 3	 Grant, Joel Grade: 2	 Hawley, Elisheva Grade: 3	 Hunt, Harvey Grade: 2
 Imbo, Mario Grade: 3	 Kolawole, Ivey Grade: 2	 Longoni, Natalia Grade: 3	 Marquez Tamayo, Leonardo Grade: 3	 Masartrambi, Milo Grade: 3
 McKenney, Ruby Grade: 3	 Nalls, Blaise Grade: 2	 Neal, Isabel Grade: 3	 Radcliffe, Sierra Grade: 3	 Ramos, Nicolas Grade: 3
 Roby, Demi Grade: 2	 Rodriguez, David Grade: 3	 Sherer, Sadie Grade: 2	 Trimble, Eternity Grade: 2	