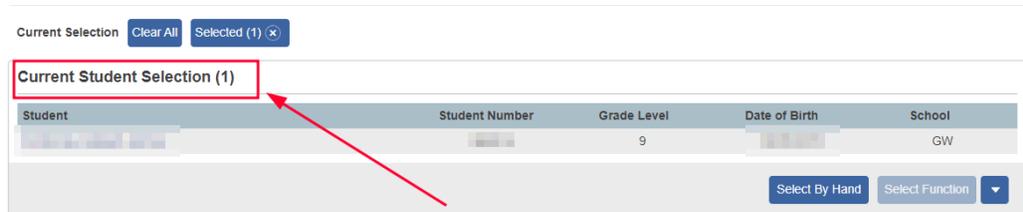
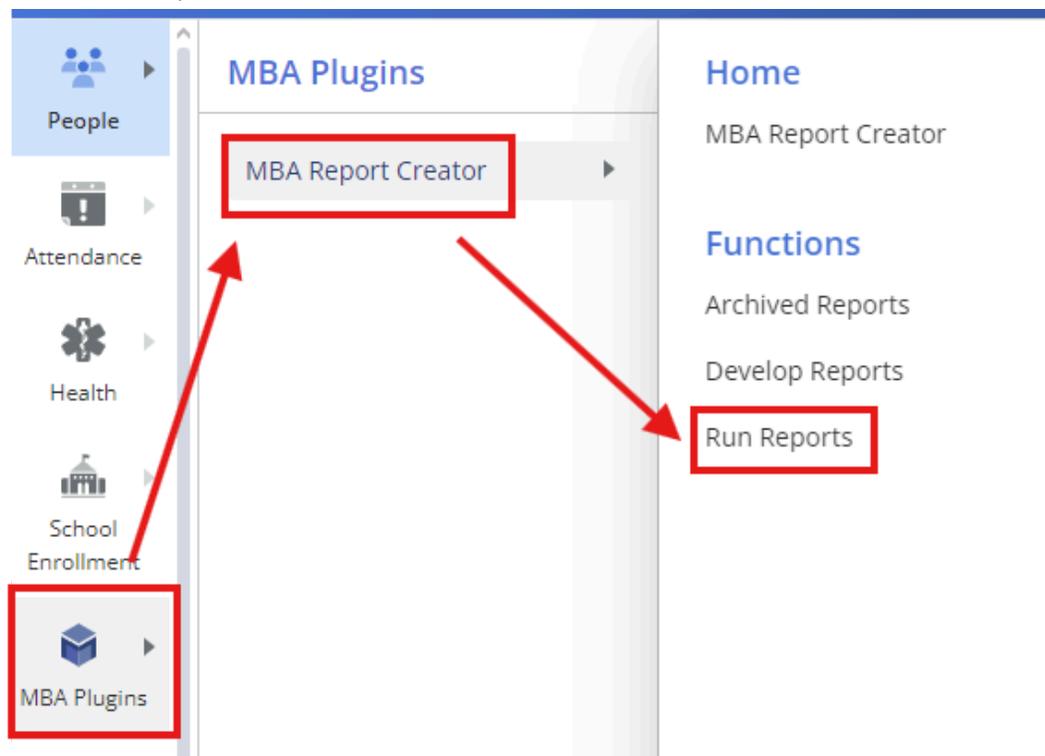


How to Print an Elementary Report Card - For Site Admins

1. Log in to PowerSchool
2. If you are generating just one report card, look up the student in PS and make sure he is selected, see below:



3. Once selected, go ahead and click on MBA Plugins - MBA Report Creator - Run Reports



4. Verify your selections and click on the blue "Generate Reports" button and that will download your report in PDF.

Report Creator Reports

Generate Reports

Report	Language	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
K-6 Report Card 24-25	Default	Current Selection (1)	All Grades	Student Name	<input type="checkbox"/>	<input type="checkbox"/>	Generate Reports

Archived Reports - Riverway Elementary School (2024-2025)

5. If you want to print a report card for multiple students, just make sure that in step 1 you don't select a student in PS. You would simply get to the **Generate Reports** screen and make your selection. See example below. In this one, I selected all students in 6th grade, sorted by Home Room. This will make it easier to sort by classroom.

Generate Reports

Report	Language	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
K-6 Report Card 24-25	Default	All Students in Riverway Elementary School	6	Home Room	<input type="checkbox"/>	<input type="checkbox"/>	Generate Reports

Q. Archived Reports - Riverway Elementary School (2024-2025)