

PROGRESS REPORTS - PRINTING INSTRUCTIONS

For entire class:

1. Log into PowerTeacher
2. From the start page, select the printer icon beside the class you wish to print reports for.
3. A “Print Class Reports” dialog box appears, choose “XXXX Progress Report” from the dropdown menu. XXXX=your school name
4. Click submit
5. The Report Queue Job Screen appears, hit the blue refresh link (next to MY JOBS) until the current job status changes to “Completed”
6. Once complete, click the Completed link to view the report and print.

For Individual Student:

After logging in, choose the STUDENT INFORMATION button, choose a student by clicking their name, choose “print report” from the dropdown menu, under “which report would you like to print” choose your school’s Progress Report and click submit.
(continue w/ #5 from above)