

## **REPORT CARDS - PRINTING INSTRUCTIONS**

### **For entire class:**

\*Print single student to test on plain paper - load report card paper into printer when ready to print for 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 “\*Elementary Report Card” from the dropdown menu.
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 the Report Card and click submit.

(continue w/ #5 from above)