

Running Progress Reports in PowerSchool

Teachers do not have to verify their grades before you run progress reports.

To run progress reports change your term to the appropriate quarter (semester for Kotz HS). If you do not change your term you may see future classes on the progress report with blank grades.

There are separate progress reports for various grade levels. PK, KG, 1st, and 2nd grade each have their own separate progress reports.

3-8th grade has one combined progress report.

9-12 have one combined progress report.

PK, KG, 1st, and 2nd grade progress reports need to be run one grade at a time.

3-8th can all be run at one time, in the search box type:
grade in 3,4,5,6,7,8

9-12 can be run at one time as well, in the search box type:
grade>8

After searching for the students you want to run progress reports for click on the functions menu (the small triangle button below the list of student names) and click 'Print Reports'.

Students Staff Parents

grade in 3,4,5,6,7,8

On the Print Reports page there is a drop-down menu with a list of reports.

3-8th and HS progress reports are listed near the top of the list. PK-2nd grade progress reports are farther down the list.

Select the report you want and click submit.

You will then see your Report Queue. The report will take a minute or two to run. Once it is done you can click 'View' to open it. I suggest saving a copy of the report on your computer before you print it.

Report Queue (System) - My Jobs

Created	Job Name	Started	Ended	Status
10/04/2018	Progress Report (3rd-8th)	10/04/2018 11:13 AM	10/04/2018 11:13 AM	Completed View