

# Running PK-12th Grade Report Cards in PowerSchool

Teachers need to verify their grades before report cards can be run. After all grades are verified then grades are stored. Grades must be stored before you can run 3-12th report cards.

PK-2nd report cards can actually be run before grades are stored, as long as the teacher has entered and verified grades.

PK-8th grade report cards are run one grade at a time.

HS students use the same report card, you can run report cards for grades 9-12 together. To search for all HS students: grade>8

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

Students Staff Contacts

View Field List [?]

A B C D E F G H I J K L M N O P Q R S T

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12

Printing

- Mass Print a Student Screen
- Print Mailing Labels
- Print Reports
- Reports Menu

Scheduling

- Invalid Requests
- Mass Enroll
- Mass Remote/Summer School Enrollment
- Next School Indicator
- Student Schedule Report
- Summer School Indicator

Search

- Save Stored Selection

Select By Hand Quick Export

## Print Reports

At the Print Reports page you will then select the report card specific to that grade.

After choosing the report card you want to run click Submit.

You will then be taken to the Report Queue while your report is generated.

While the report is running you can go back to the Start page and select another group of students and start running report cards for them.

To get back to your report queue click on the icon that looks like a piece of paper in the

Option Value

Which report would you like to print? PS Access for Parents Letter

For which students? NWABSD Official Transcript (ACT/SAT)

NWABSD Report Card \*\*PK

NWABSD Report Card \*KG

NWABSD Report Card 1st Grade

NWABSD Report Card 2nd Grade

NWABSD Report Card 3rd Grade

NWABSD Report Card 4th Grade

NWABSD Report Card 5th Grade

NWABSD Report Card 6th Grade

NWABSD Report Card 7th Grade

NWABSD Report Card 8th Grade

NWABSD Report Card High School

Term: 19-20 Semester 1

## Report Queue (System) - My Jobs

When your report is done it will give you a link to 'View' it. Once you have the report open you can save or print it.

System ReportWorks All jobs complete Refresh

Created	Job Name	Started	Ended	Status
10/04/2018	NWABSD Report Card 8th Grade	10/04/2018 11:34 AM	10/04/2018 11:37 AM	Completed View