

# Running 3-12th Grade Report Cards in PowerSchool

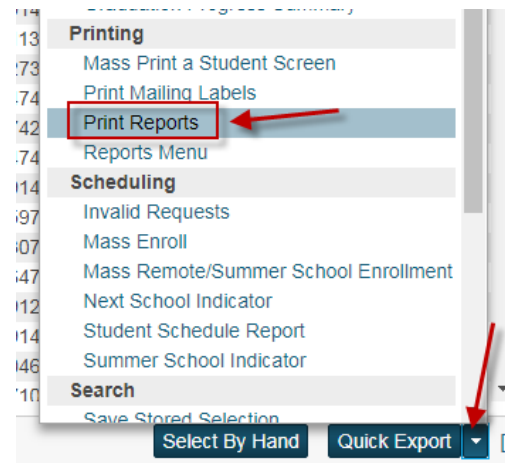
Teachers need to verify their grades before report cards can be run. After all grades are verified then grades are stored. Grades must be stored before you can run report cards.

PK-2nd grade report cards are run differently than other report cards. See the next page for directions.

3-8th 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'.



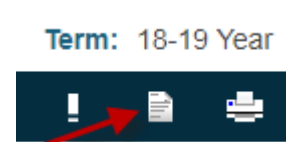
At the Print Reports page you will then select the report card specific to that grade.

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.

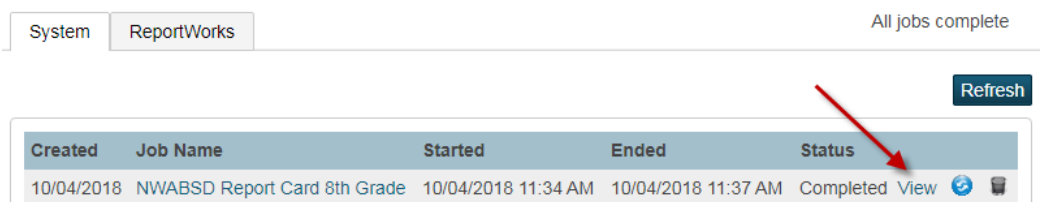
While the report is running you can go back to the Start page and select another group of students and start running report cards for them.

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



## 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.



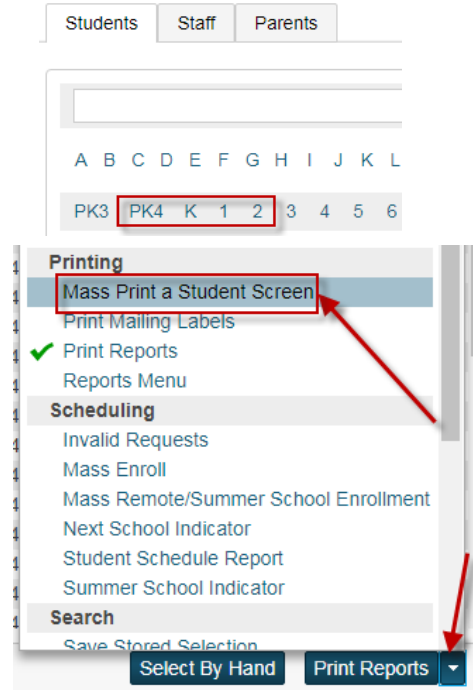
# Running PK-2nd Grade Report Cards in PowerSchool

Teachers need to verify their grades before report cards can be run. PK-2nd grades are not 'stored', but teachers still need to verify their grades.

If you notice an error on a PK-2nd grade student's report card the teacher can correct it by making the change in their Gradebook and then saving it. Then you can run the report card again and the change will be reflected.

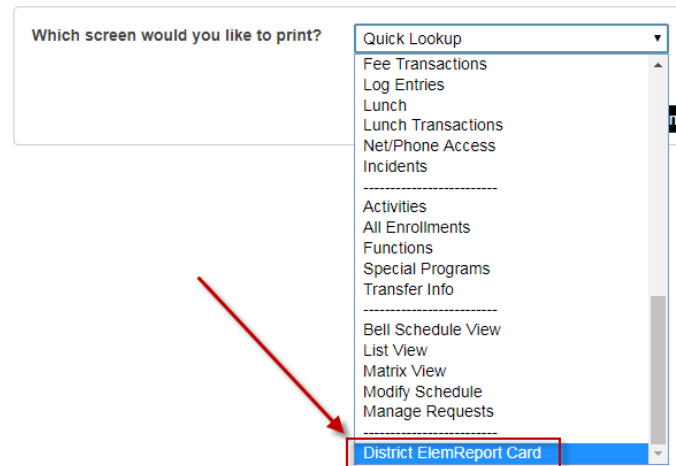
Printing PK-2nd grade report cards is now done differently than other report cards. I suggest you use Google Chrome to run PK-2nd report cards, it will make it easier to save the report cards as a PDF and preview how they will print. Start by selecting one grade level from your Start Page.

After you have the students selected click on the functions menu (the small triangle button below the list of student names) and click 'Mass Print a Student Screen'.



## Mass Print a Student Screen

A new page will load, this is where you select the page to print. Scroll to the very bottom and click on 'District ElemReport Card', then click Submit.



The page will load and show the report cards for all of the selected students. To print the report cards press command+P on your keyboard.

You may need to change some print options for the report cards to print correctly. In Chrome click on the 'More settings' on the print page.

Check the box to include 'Background graphics' (this adds the shaded rows to the report cards). The page will reload and you can check to make sure report cards appear correct before printing or saving the report cards a PDF.

