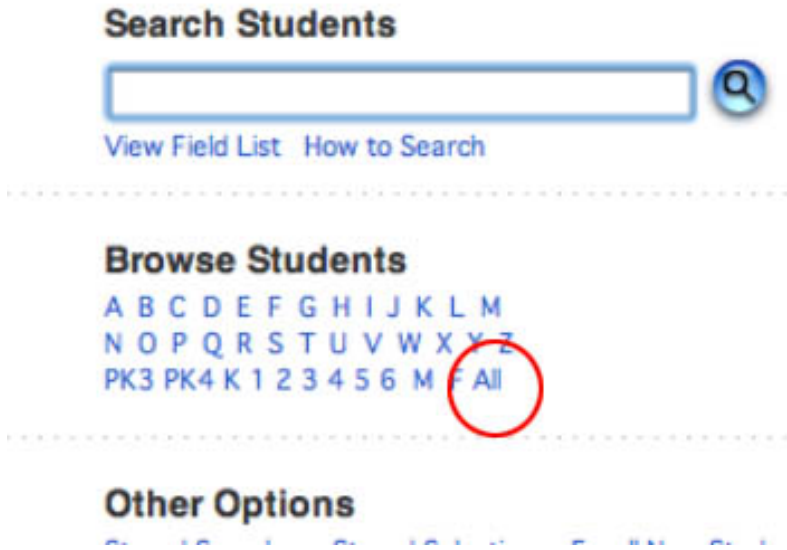
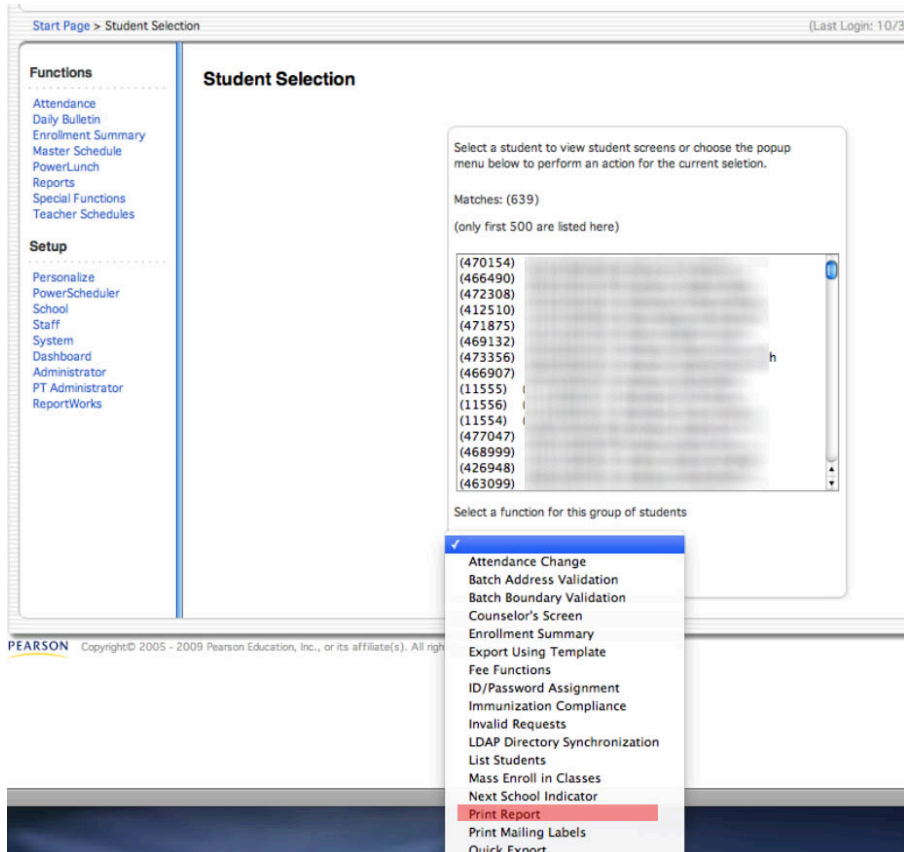


## To print your Report Cards

1. Log on to PowerSchool and Select "ALL" of your students



2. From the Drop Down options at bottom of student list select "PRINT REPORT"



3. Choose the Report Card (Elem or Middle/High School)

**Print Reports**

Option	Value
Which report would you like to print?	<input checked="" type="checkbox"/> Class Attendance Audit <input type="checkbox"/> DO NOT USE Expulsion Letter <input type="checkbox"/> WEB ID ----- <input type="checkbox"/> RPSB - Student Schedule (use this one) <input type="checkbox"/> RPSB Print 1st Six Weeks Progress Report <input type="checkbox"/> RPSB Print 2nd Six Weeks Progress Report <input type="checkbox"/> RPSB Print 3rd Six Weeks Progress Report <input type="checkbox"/> RPSB Print 4th Six Weeks Progress Report <input type="checkbox"/> RPSB Print 5th Six Weeks Progress Report <input type="checkbox"/> RPSB Print 6th Six Weeks Progress Report <input type="checkbox"/> RPSB Print Report Card (G6 Only) <input checked="" type="checkbox"/> RPSB Report Card (G1) - Elem <input checked="" type="checkbox"/> RPSB Report Card (G1) - MS/HS ----- <input type="checkbox"/> Sample - Attendance Letter ----- <input type="checkbox"/> SAMPLE (1st Grade) <input type="checkbox"/> Student Listing (SPED and 504 Info) <input type="checkbox"/> Student Listing w/Address <input type="checkbox"/> Student Listing w/Parent (K-6 only) <input type="checkbox"/> Withdrawal Form 6-12 <input type="checkbox"/> Withdrawal Form K-6
For which students?	
In what order?	
If printing student schedules, use...	
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

**Submit**

4. Choose which order you want the report to print in , and click SUBMIT when done.

PowerSchool School: Tioga Elementary School Term: 10-11 Year Logout ?

Start Page > Special Functions > Group Functions > Print Reports (Last Login: 10/3/2010 at 8:50 PM) Lozada, Ran

**Print Reports**

Option	Value
Which report would you like to print?	RPSB Report Card (G1) - Elem
For which students?	The selected 639 students <input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 10/4/2010 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 10/4/2010
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

**Submit**

- You will then be taken to the Report Cue, your report will say “pending”

PowerSchool School: Tioga Elementary School Term: 10-11 Year

Start Page > Report Queue (System) - My Jobs (Last Login: 10/3/2010 at 8:50 PM)

Report Queue (System) - My Jobs Refresh

Created	Job Name	Started	Ended	Status
10/04/2010	WEB ID			Pending
10/01/2010	RPSB Report Card (G1) - MS/HS	10/01/2010 1:51 PM	10/01/2010 1:51 PM	Completed View
10/01/2010	RPSB Report Card (G1) - MS/HS	10/03/2010 8:24 PM	10/03/2010 8:25 PM	Completed View
09/29/2010	Update Homeroom	09/29/2010 3:27 PM	09/29/2010 4:04 PM	Completed View
09/29/2010	RPSB Report Card (G1) - MS/HS	09/29/2010 2:41 PM	09/29/2010 2:41 PM	Completed View
09/29/2010	Student Listing (SPED and 504 Info)	09/29/2010 2:16 PM	09/29/2010 2:16 PM	Completed View
09/29/2010	RANAY	09/29/2010 11:23 AM	09/29/2010 11:23 AM	Completed View
09/28/2010	Standards	09/28/2010 1:58 PM	09/28/2010 1:58 PM	Completed View
09/28/2010	Standards	09/28/2010 1:49 PM	09/28/2010 1:49 PM	Completed View

- When completed you will be able to VIEW and Print

Report Queue (System) - My Jobs Refresh

Created	Job Name	Started	Ended	Status
10/04/2010	RPSB Report Card (G1) - MS/HS	10/04/2010 7:25 AM	10/04/2010 7:25 AM	Completed View
10/01/2010	RPSB Report Card (G1) - MS/HS	10/01/2010 1:51 PM	10/01/2010 1:51 PM	Completed View

- Click VIEW to open
- Go to FILE and Print to print

File Edit View History Bookmarks Window Help

- New Window ⌘N
- New Tab ⌘T
- Open File... ⌘O
- Open Location... ⌘L
- Close Window ⇧⌘W
- Close Tab
- Save As... ⇧⌘S
- Mail Contents of This Page ⌘I
- Mail Link to This Page ⇧⌘I
- Open in Dashboard...
- Import Bookmarks...
- Export Bookmarks...
- Print... ⌘P**

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Dear parents: