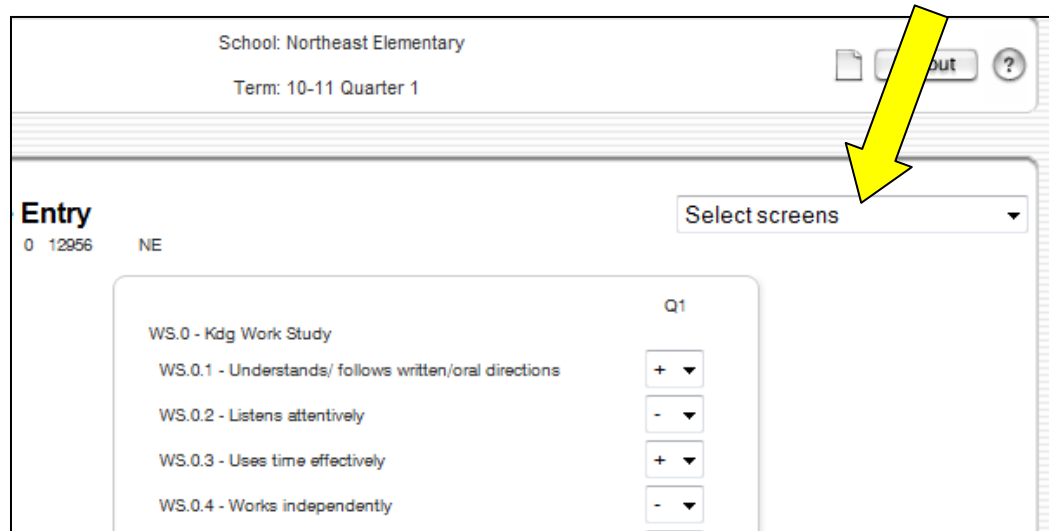


Printing a Report Card for One Student

1. Log onto PowerSchool Teacher
2. Click on the Backpack.
3. Choose the student you wish to print a report card for.
4. Click on the Select Screen.



School: Northeast Elementary
Term: 10-11 Quarter 1

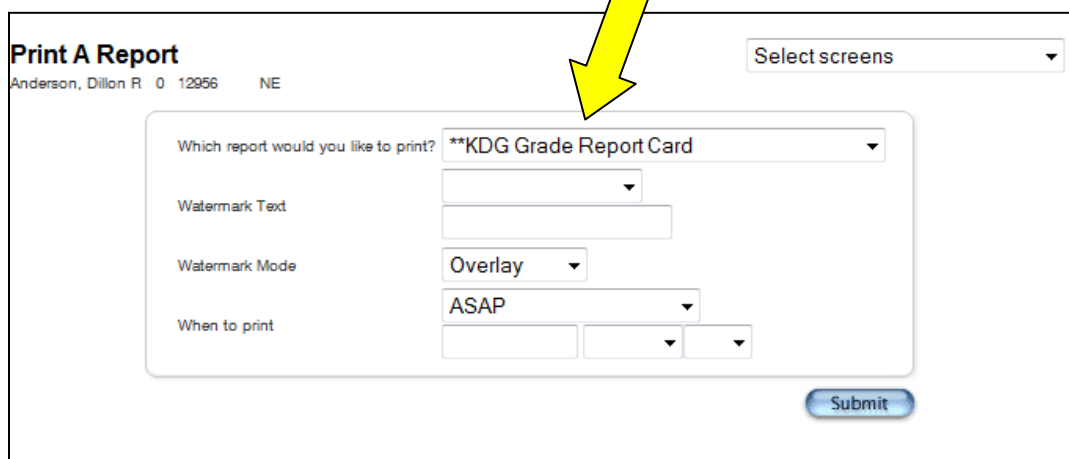
Entry
0 12956 NE

Select screens

Q1

WS.0 - Kdg Work Study	
WS.0.1 - Understands/ follows written/oral directions	+ ▼
WS.0.2 - Listens attentively	- ▼
WS.0.3 - Uses time effectively	+ ▼
WS.0.4 - Works independently	- ▼

5. Choose Print a Report
6. Choose the Report Card Name



Print A Report
Anderson, Dillon R 0 12956 NE

Select screens

Which report would you like to print? **KDG Grade Report Card ▼

Watermark Text

Watermark Mode Overlay ▼

When to print ASAP ▼

Submit

7. Wait for the Report Queue to say Completed.

8. Click on View.

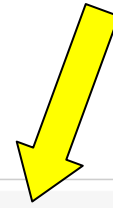
Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
10/13/2010	**KDG Grade Report Card	10/13/2010 9:04 AM	10/13/2010 9:04 AM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 3 days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.



9. Choose None to get the correct margins
10. Put a check mark in front of "Choose paper source by PDF page size".

The screenshot shows the Windows Print dialog box for an HP Color LaserJet CP4005 PCL6 printer. The printer is ready. The print range is set to 'All' pages. The page scaling is set to 'None'. The 'Choose paper source by PDF page size' checkbox is checked. A yellow arrow points to this checkbox. The 'Page Scaling' dropdown is also highlighted with a yellow arrow and a callout box that says 'Choose None to get the correct margins.' The preview shows a document with dimensions 8.5 x 14.0 inches. The document and paper sizes are both listed as 8.5 x 14.0 inches. The page number is 1/1.