

Printing a Report Cards for a Class of Students

1. Log onto PowerSchool Teacher
2. Click on the Rpt for the class you wish to print out.

Exp	Course	Att	Info	Lunch	Rpt	Seating
AM(Cls)	2nd AM Attendance	YR			A+	
PM(Cls)	2nd PM Attendance	YR			A+	
Rdg(Cls)	2nd Reading	YR			A+	
LA(Cls)	2nd Language Arts	YR			A+	

3. Choose the Report Card Name

Print Class Reports

Which report would you like to print? ***2nd Grade Report Card**

For which students? The 22 students in this class.

Test print? Print only the first pages.

Watermark Text

Watermark Mode **Overlay**

When to print **ASAP**

4. Wait for the Report Queue to say Completed.
5. Click on View.

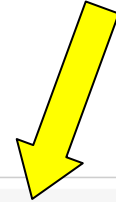
Report Queue - My Jobs [Refresh](#)

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

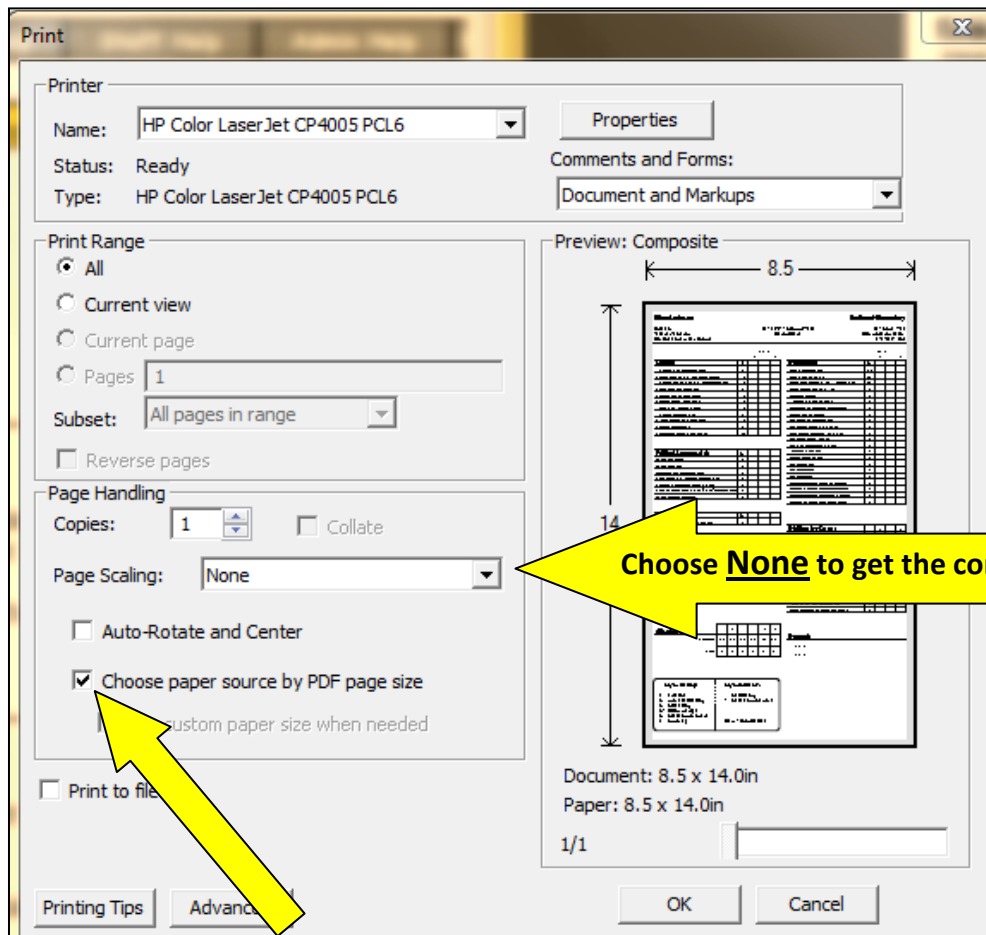
Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

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.



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



Choose None to get the correct margins.