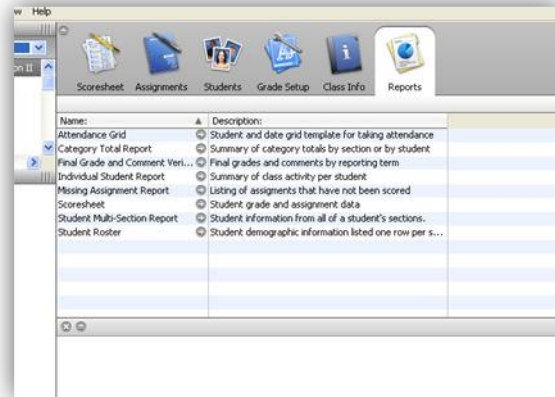


PowerTeacher Gradebook Reports

PowerTeacher Gradebook comes with eight built in reports. The reports are:

- **Attendance Grid**
- **Category Total Report**
- **Final Grade and Comment Verification**
- **Individual Student Report**
- **Missing Assignment**
- **Scoresheet**
- **Student Multi-Section Report**
- **Student Roster**



Each report can be saved as PDF or CSV files.

The PDF information is viewed in Adobe Acrobat

Reader, while the CSV files can be opened with Excel. Each report has a window that allows the user to choose what should be included in the report and in what order.

The two reports you will print the most are either the **Scoresheet** (which looks like your grade book) or **Individual Student Report** (which prints one page per student).

Scoresheet Report

1. Choose Reports on the top menu in the grade book.
2. Choose Scoresheet.
3. Select the options you would like.

A screenshot of the Scoresheet report configuration window. The window has two tabs: 'Criteria' and 'Layout'. The 'Criteria' tab is active. The window contains the following settings: Name: Scoresheet; Description: Student grade and assignment data; Output Type: PDF (selected) and Export (CSV); Sections: Selected Class (selected) and Active Classes; Students: Enrolled Students (selected) and Selected Groups and/or Students; Student Field: Student Name (selected) and Student Number; Sort By: Number; Category: ALL; Assignment Display: Assignment Name (selected) and Assignment Abbreviation; Items To Include: Final Grades (checked) and Assignments (checked); Date Range: Q1. There are arrows pointing from the 'Choose PDF' box to the 'Output Type' section and from the 'Choose Selected Classes' box to the 'Sections' section.

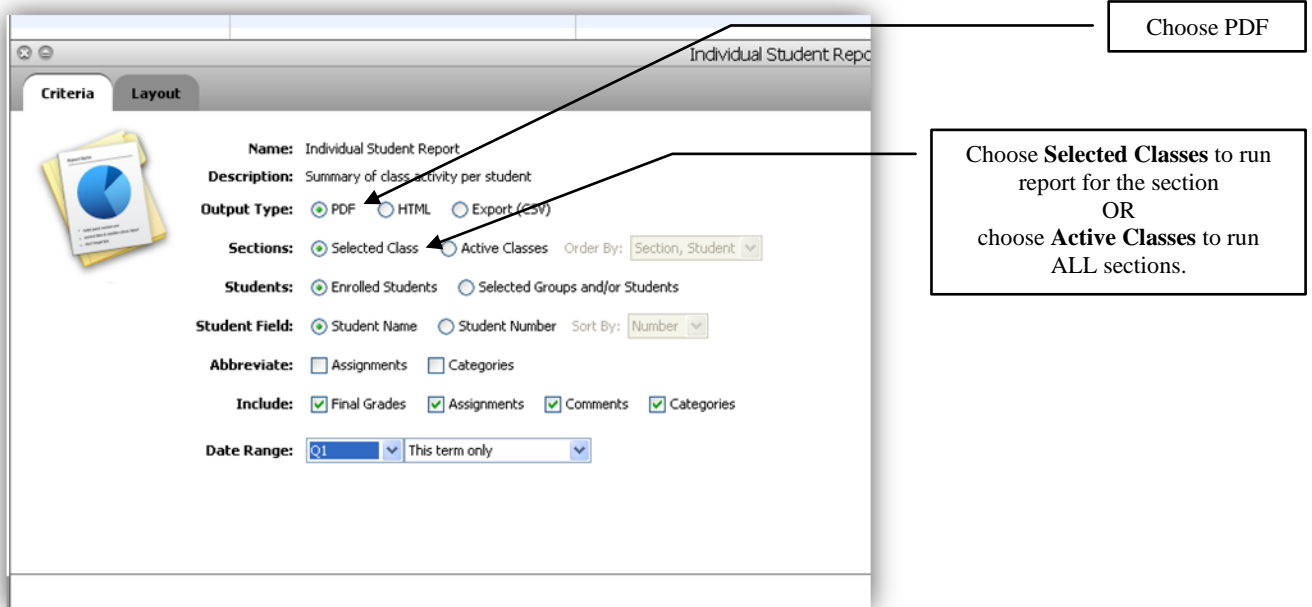
Choose PDF

Choose **Selected Classes** to run report for the section
OR
choose **Active Classes** to run ALL sections.

4. Click on **Run Report** in the lower right hand corner.
5. Click on **Open Report**.
6. You may **save or print** this report.

Individual Student Report

1. Choose Reports on the top menu in the grade book.
2. Choose Individual Student Report.
3. Select the options you would like.



The screenshot shows the 'Individual Student Report' configuration window. It has two tabs: 'Criteria' and 'Layout'. The 'Criteria' tab is active. On the left, there is a thumbnail of a report card. The main area contains the following settings:

- Name:** Individual Student Report
- Description:** Summary of class activity per student
- Output Type:** PDF HTML Export (CSV)
- Sections:** Selected Class Active Classes Order By: Section, Student
- Students:** Enrolled Students Selected Groups and/or Students
- Student Field:** Student Name Student Number Sort By: Number
- Abbreviate:** Assignments Categories
- Include:** Final Grades Assignments Comments Categories
- Date Range:** Q1 This term only

Two callout boxes are present:

- A box labeled 'Choose PDF' points to the 'PDF' radio button in the 'Output Type' section.
- A box containing the text 'Choose **Selected Classes** to run report for the section OR choose **Active Classes** to run ALL sections.' points to the 'Selected Class' radio button in the 'Sections' section.

4. Click on **Run Report** in the lower right hand corner.
5. Click on **Open Report**.
6. You may **save or print** this report.