

State and Provincial Reporting PowerTeacher Reports Guide

PowerSchool
Student Information System

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This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

This guide provides information about running state or provincial-specific reports within the PowerTeacher application.

Districts can now flag reports as “teacher safe.” When a report is flagged as “teacher safe,” it becomes accessible to teachers in PowerTeacher.

Note: This guide is intended to be used in conjunction with your state or provincial report guide available on [PowerSource](#).

Getting Started

Sign In to PowerTeacher

Before you can sign in to PowerTeacher, you will need your school's PowerTeacher URL, your username, and your password.

Note: For more information, see *PowerTeacher User Guide* available on PowerSource.

How to Sign In to PowerTeacher

1. Open your Web browser to your school's PowerTeacher URL. The Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

| Field | Description |
|-----------------|---|
| Select Language | Choose the language in which you want to view PowerTeacher from the pop-up menu. Note: If no more than one locale is configured, the pop-up menu does not appear. |
| Username | Enter your username. |
| Password | Enter your password. The characters appear as asterisks (*) to ensure greater security when you sign in. |

3. Click **Sign In**. The start page appears.

Print Reports

You can print various reports whenever you want without having to wait for your PowerSchool or school administrator to do it for you. PowerTeacher offers custom reports, as well as preconfigured reports. Using the Reports link in the navigation menu, you can generate reports for **all students** in your classes. Or, using the **Reports** (printer) icon on the Current Classes page, you can generate reports for an **individual student** within a particular class or for the **entire class**.

Note: In PowerSchool and PowerTeacher, often a report is a letter or a form. PowerSchool does not limit you to reports containing data only. You can run reports that have either only text or a combination of text and data.

Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following reporting information:

| Field | Description |
|------------------------|--|
| [Report Queue Icon] | Click to access the Report Queue - My Jobs page. For more information, see <i>How to Use the Report Queue</i> . Note: The icon only appears when you have reports in the queue. |
| [Print this Page Icon] | Click the printer to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student. |

Standard Reports

Note: If "teacher-safe" reports are available, the Reports page displays two tabs. The **Standard** tab displays standard system-defined reports and the **Additional** tab displays state or provincial-specific reports. If running a state or provincial-specific report, see *Additional Reports*.

How to Run a Report for All Students

1. On the start page, click **Reports** from the navigation menu. The Reports for All Students page appears.
2. Click the **Standard** tab.

3. Use the following table to enter information in the fields:

| Field | Description |
|---------------------------------------|--|
| Which report would you like to print? | Choose the report to print from the pop-up menu. |
| For which students? | <p>The selected number of students appears.</p> <p>Note: This field does not appear when running a report for an individual student.</p> |
| Test print? | <p>You are encouraged to use the Test Print feature until you know each of the reports. Some take a long time to run, and you do not want to wait for a report only to learn it is the wrong one.</p> <p>Select the checkbox to generate a test printing of the report, and enter the number of pages to print. If you do not select the checkbox, all the report pages print.</p> <p>Note: This field does not appear when running a report for an individual student.</p> |
| Watermark Text | If you want to print text as a watermark on each page of the report, use this pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the blank field. |
| Watermark Mode | Use the pop-up menu to determine how you want the text to print. Select Watermark to print the text behind objects on the report. Select Overlay to print the text over objects on the report. |
| When to print | <p>To run this report, select a time to start it:</p> <ul style="list-style-type: none"> ○ ASAP: Execute immediately. ○ At Night: Execute during the next evening. ○ On Weekend: Execute during the next weekend. ○ On Specific Date/Time: Execute on the date and time specified in the following fields, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. |

4. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Run a Class Report

1. On the Current Classes page, click the **Reports** (printer) icon next to the class for which you want to run a report. The Print Class Reports page appears.
2. Click the **Standard** tab.
3. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
4. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Run a Report for an Individual Student

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays in the default page.
3. Choose **Print A Report** from the **Select screens** pop-up menu. The Print A Report page appears.
4. Click the **Standard** tab.
5. Enter information in the fields. For field descriptions, see *How to Run Reports for All Students*.
6. Click **Submit**. Depending on the report, either the selected report or the **Report Queue** – My Jobs page appears.

How to Use the Report Queue

1. On the navigation toolbar, click the **Report Queue** icon. The Report Queue - My Jobs page appears.

Note: The icon only appears when you have reports in the queue.

2. Click the **Standard** tab.
3. Do one of the following:
 - Click **Refresh** to update the page.
 - Click **Completed** to view the report.
 - Click the **Trashcan** icon to delete the report.

- Click the **Job Name** of the report. The Report Queue Job Detail page displays the details of the report job. Select the **Run Job Again** checkbox to regenerate the report. Click the Result File link to view the PDF of the completed report.
4. Click **Submit**. The Report Queue – My Jobs page appears.

Additional Reports

Note: If “teacher-safe” reports are available, the Reports page displays two tabs. The **Standard** tab displays standard system-defined reports and the **Additional** tab displays state or provincial-specific reports. If running a system-defined report, see *Standard Reports*.

How to Run a Report for All Students

1. On the start page, click **Reports** from the navigation menu. The Reports for All Students page appears.
2. Click the **Additional** tab.
3. Click the report you want to run.
4. Enter information as needed.

Note: For detailed information, see your state or provincial report guide available on [PowerSource](#).

5. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Run a Class Report

1. On the Current Classes page, click the **Reports** (printer) icon next to the class for which you want to run a report. The Print Class Reports page appears.
2. Click the **Additional** tab.
3. Click the report you want to run.
4. Enter information as needed.

Note: For detailed information, see your state or provincial report guide available on [PowerSource](#).

5. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Run a Report for an Individual Student

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to view student information. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student whose record you want to view. The student information displays in the default page.
3. Choose **Print A Report** from the **Select screens** pop-up menu. The Print A Report page appears.
4. Click the **Additional** tab.
5. Click the report you want to run.
6. Enter information as needed.

Note: For detailed information, see your state or provincial report guide available on [PowerSource](#).

7. Click **Submit**. Depending on the report, either the selected report or the **Report Queue – My Jobs** page appears.

How to Use the Report Queue

1. On the navigation toolbar, click the **Report Queue** icon. The Report Queue - My Jobs page appears.

Note: The icon only appears when you have reports in the queue.

2. Click the **Additional** tab.
3. Do one of the following:
 - Click **Refresh** to update the page.
 - Click **Completed** to view the report.
 - Click the **Trashcan** icon to delete the report.
 - Click the **Job Name** of the report. The Report Queue Job Detail page displays the details of the report job. Select the **Run Job Again** checkbox to regenerate the report. Click the Result File link to view the PDF of the completed report.
4. Click **Submit**. The Report Queue – My Jobs page appears.

Note: For detailed information, see your state or provincial report guide available on [PowerSource](#).