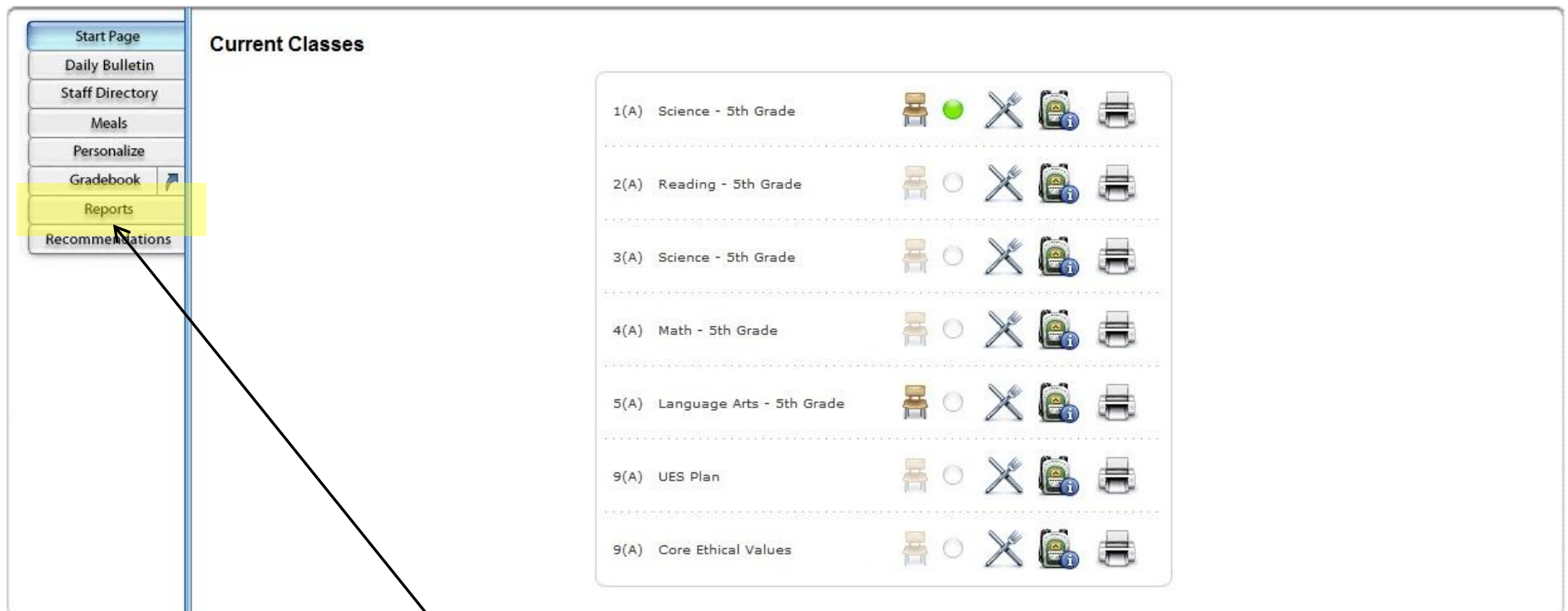


# Running a Student Information Report in PowerTeacher

Wherever attention is needed throughout the tutorial, the information will be highlighted in yellow.

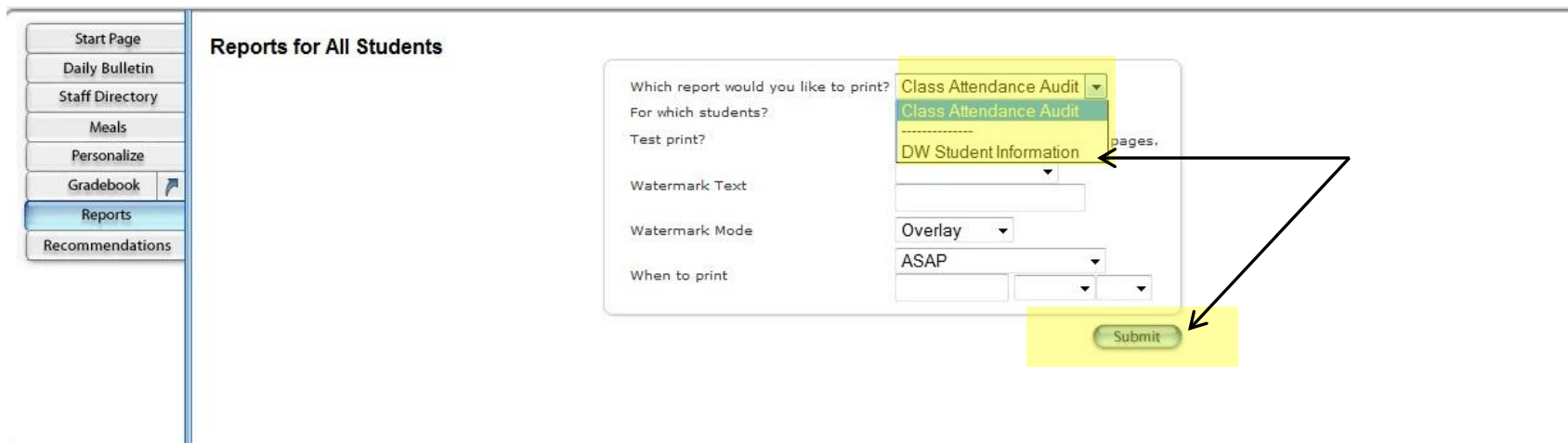


The screenshot shows the PowerTeacher interface. On the left is a vertical sidebar with navigation tabs: Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, Gradebook, Reports, and Recommendations. The 'Reports' tab is highlighted in yellow. An arrow points from the text below to this tab. The main area is titled 'Current Classes' and contains a list of seven classes, each with a set of icons representing different report types.

Class	Report 1	Report 2	Report 3	Report 4	Report 5
1(A) Science - 5th Grade	Chair	Green Circle	Fork and Knife	Book with '1'	Printer
2(A) Reading - 5th Grade	Chair	White Circle	Fork and Knife	Book with '1'	Printer
3(A) Science - 5th Grade	Chair	White Circle	Fork and Knife	Book with '1'	Printer
4(A) Math - 5th Grade	Chair	White Circle	Fork and Knife	Book with '1'	Printer
5(A) Language Arts - 5th Grade	Chair	White Circle	Fork and Knife	Book with '1'	Printer
9(A) UES Plan	Chair	White Circle	Fork and Knife	Book with '1'	Printer
9(A) Core Ethical Values	Chair	White Circle	Fork and Knife	Book with '1'	Printer

You will see something similar to the above image upon logging into PowerTeacher. To run a report for all of your current students, click on the 'Reports' tab on the left hand side of your screen.

From the drop-down menu, select the 'DW Student Information' report. Then, press 'Submit'.



**Reports for All Students**



Which report would you like to print? **Class Attendance Audit** ▼  
 For which students? **Class Attendance Audit** ▼  
 Test print? **DW Student Information** ▼ pages.  
 Watermark Text: \_\_\_\_\_  
 Watermark Mode: **Overlay** ▼  
 When to print: **ASAP** ▼

**Submit**

To view your completed report, click on 'View'.



**Report Queue - My Jobs** Refresh

Created	Job Name	Started	Ended	Status	
11/02/2011	DW Student Information	11/02/2011 9:10 AM	11/02/2011 9:10 AM	Completed	<b>View</b> 
11/02/2011	DW Student Information	11/02/2011 9:09 AM	11/02/2011 9:09 AM	Completed	View 
11/02/2011	DW Student Information	11/02/2011 9:08 AM	11/02/2011 9:08 AM	Completed	View 
05/02/2011	Class Attendance Audit	05/02/2011 1:27 PM	05/02/2011 1:27 PM	Completed	View 
05/02/2011	Class Attendance Audit	05/02/2011 1:26 PM	05/02/2011 1:26 PM	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 30 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

Depending on what program is set to open PDF files, you will see your completed report in a PDF format. You may either save or print this report.