

Print Reports from PowerTeacher

To print reports for students, click on printer icon

The screenshot shows the 'Current Classes' page. On the left is a navigation menu with options: Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, PowerGrade, Reports, and VirtualUniversity. The main content area is titled 'Current Classes' and lists several classes with their respective icons for attendance, assignments, reports, and printing. A red arrow points to the printer icon for the '00(A) Primary 1-3' class.

Class	Attendance	Assignments	Reports	Printing
AM(A) Attendance	Chair	Fork	Report Card	Printer
PM(A) Attendance	Chair	Fork	Report Card	Printer
00(A) Primary 1-3	Chair	Fork	Report Card	Printer
01(A) Language Arts	Chair	Fork	Report Card	Printer
02(A) Math	Chair	Fork	Report Card	Printer
03(A) Social Science	Chair	Fork	Report Card	Printer
04(A) Art	Chair	Fork	Report Card	Printer

Find the report you want to print, then click submit

The screenshot shows the 'Print Class Reports' page. On the left is a navigation menu with options: Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, PowerGrade, Reports, and VirtualUniversity. The main content area is titled 'Print Class Reports' and contains a form with the following fields: 'Which report would you like to print?' (dropdown menu), 'For which students?' (text input), 'Test print?' (checkbox), 'Watermark Text' (text input), 'Watermark Mode' (checkbox), and 'When to print' (text input). The dropdown menu is open, showing a list of report options, with 'Q4-Standard.RC.Verify(1-3)' selected. A 'Submit' button is located at the bottom right of the form.

The report will go to your print queue. Let it run for a while, click on refresh until the report says completed. Click on completed and the report will appear. You can now print the report.

The screenshot shows the 'Report Queue - My Jobs' page. On the left is a navigation menu with options: Start Page, Daily Bulletin, Staff Directory, Meals, Personalize, PowerGrade, Reports, and VirtualUniversity. The main content area is titled 'Report Queue - My Jobs' and contains a table with the following columns: Created, Job Name, Started, Ended, and Status. A 'Refresh' button is located next to the title. The table shows two jobs, with the second job marked as 'Completed'.

Created	Job Name	Started	Ended	Status
05/17/2004	Q4-Standard.RC.Verify(1-3)	05/17/2004 7:52 PM		Running
05/17/2004	Q4-Standard.RC.Verify(1-3)	05/17/2004 7:36 PM	05/17/2004 7:37 PM	Completed

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 5 days. Click on the trash can icon to immediately delete an individual job, or you can **delete all** completed or canceled jobs.