

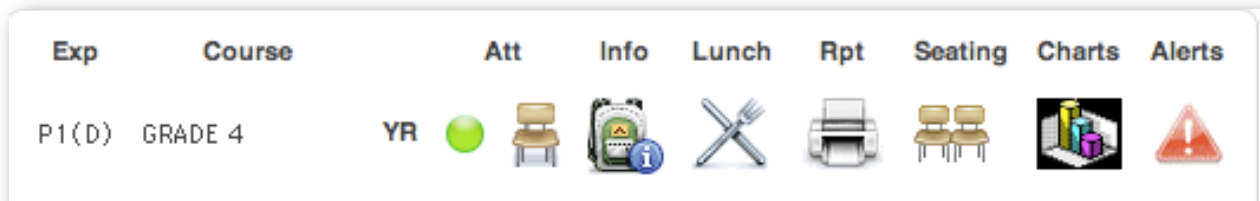


PowerTeacher Preview Report Card Handout

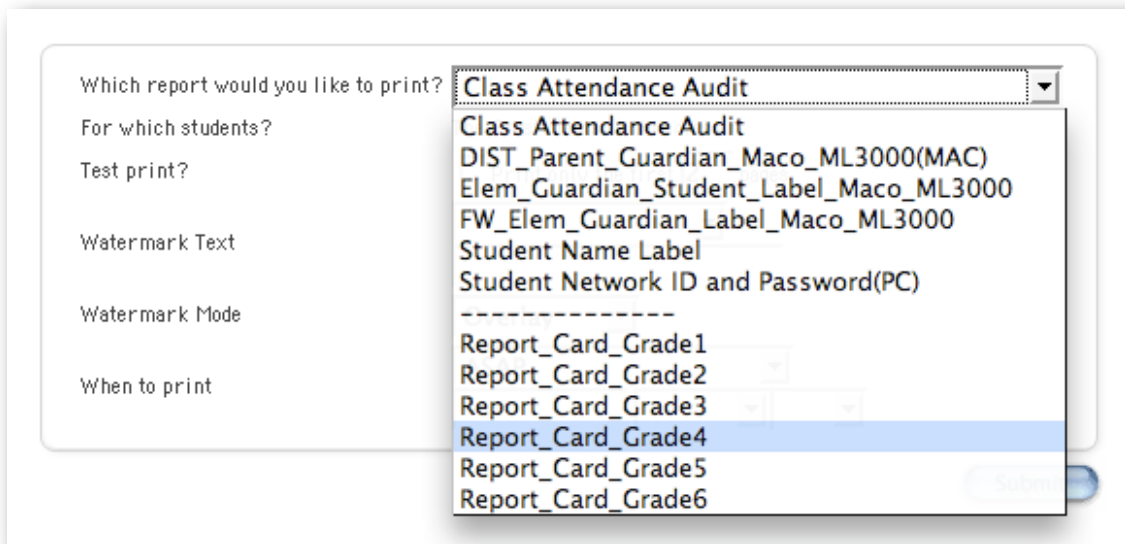
To get started, you must log in to PowerTeacher.

To Preview Report Cards

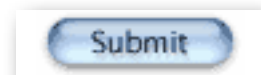
1. Login to PowerTeacher.
2. On the start page select the **Printer icon** (Rpt) in the row where you take attendance.



3. Using the drop down menu, next to “Which report would you like to print?” select the specific report card for your grade level. Note: For a combination classroom you will need to do this process twice, by selecting one grade and running the report and then complete the other grade level.



4. Click the **Submit** button in the bottom right corner of this window.

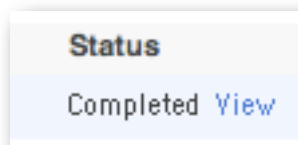


5. Now you are at the **Report Queue**. Your report will be listed first.

Created	Job Name	Started	Ended	Status
11/03/2009	Report_Card_Grade4	11/03/2009 10:26 AM		Running

6. Next you must click the word **Refresh** in blue until the status changes from **Running** to **Completed**. Refresh is next to the line “Report Queue - My Jobs”.

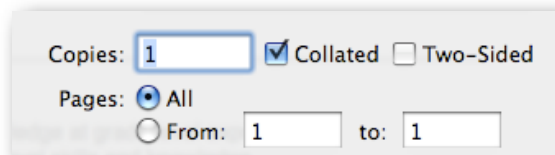
7. Once the status states **Completed**, simply click the blue word **View**. This will now take you to a PDF of your report cards.



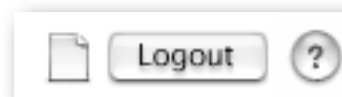
8. On a PC, it will launch a new window, with your students listed on the left hand side of your screen. Use the back arrow to return to your PowerTeacher start page.

9. On a MAC, you will need to click **Open**. Then your report cards will open with students listed down the right hand side.

10. If you need to print a specific report card, under **File**, select **Print**. Then in the **Page** option type in the specific page numbers you need printed. Each student has 4 pages associated with their report card.



11. To return to the **Report Queue** click the small piece of paper icon to the left of the PowerTeacher **Logout** button in the top right hand corner of your screen.



12. NOTE: All report cards will be printed by your building secretary following the drop dead date in your building. Please do not print your report cards on your building POD printers due to the cost involved. However, if you need to see a sample or print an extra copy for a specific child that would be completely appropriate.

13. Additional support for PowerTeacher is available on the Mead Website: <http://www.mead354.org/page.cfm?p=9790>.

Other resources to you: Laura Cowart, 6028, Kim Montecucco 6036 or via email.