

Steps to produce the INTERIM PROGRESS REPORTS - ELEMENTARY SCHOOLS –

Printing the Progress Reports

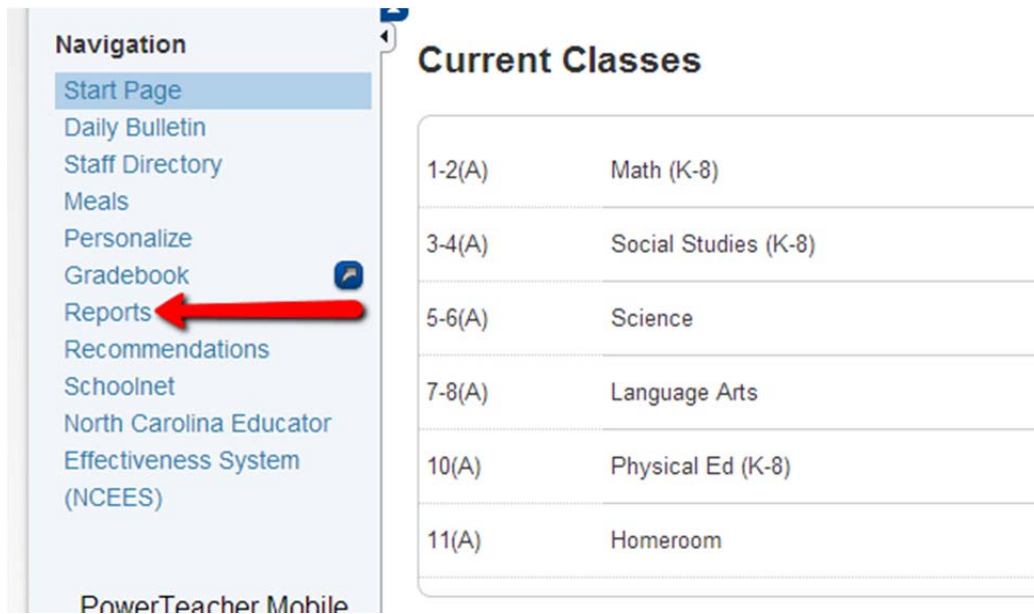
- If the students rotate in the grade level, this is to be performed by only one homeroom teacher per team to avoid duplicate print-outs.- For example:

Ms. Self is the homeroom teacher for section A

Ms. Underwood is the homeroom teacher for section B


If Ms. Self teaches Language Arts or Social Studies for sections A and B, she can print this report for both sections and distribute them. Ms. Underwood does not need to print them because they will be duplicates. Both reports coming from Ms. Self and/or Ms. Underwood will show all Courses and grades of each student, independently of what they teach.

1. From the PowerTeacher Home page. (Exit the Gradebook if that is still open) select REPORTS



2. Open the Menu arrow and Select: **Progress Report – CCS Elementary** and Submit


Reports for All Students


Which report would you like to print? Progress Report - CCS Elementary 

For which students? All 1 students in my classes.

Test print? Print only the first 2 pages.



Watermark Text


Watermark Mode Overlay 

When to print ASAP (MM/DD/YYYY) 

3. This might take a minute or two, so you might want to wait and hit the REFRESH button until the Status shows COMPLETED and the VIEW link is ready:

Report Queue - My Jobs

 Refresh 

Created	Job Name	Started	Ended	Status
09/19/2013	Progress Report - CCS Elementary	09/19/2013 04:41 PM	09/19/2013 04:41 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

- Click the VIEW link to open the Report. Verify all your students info and from the Browser menu select Print:

**Caswell County Schools
Interim Progress Report**

As of: - Grade

Elementary School

Sec	Course	Teacher	GR	ABS	T
	LANGUAGE ARTS				0
	MATHEMATICS				0
	SCIENCE				0
	SOCIAL STUDIES				0
	Health Ed (K-8)				0
	PROCESS				0
	WRITING/ENG				0

From the browser menu, select PRINT