



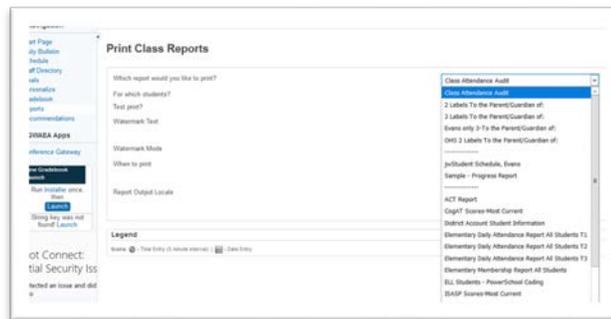
# HOW TO RUN REPORTS IN POWERTEACHER

## TO RUN REPORTS FOR AN INDIVIDUAL STUDENT:

- 1) Click on the backpack to the right of the class
- 2) Click on the student's name in the left navigation column



- 3) Choose "Print a Report" from the dropdown on the upper right of your screen
- 4) From the **Print a Report** screen, choose the appropriate report from the dropdown and click **Submit**



- 5) From the **Report Queue**, click on the blue **View** link to view, download or print your report



## TO RUN REPORTS FOR AN ENTIRE CLASS:

- 1) Click on the printer icon to the right of the class
- 2) From the **Print a Report** screen, choose the appropriate report from the dropdown and click **Submit**
- 3) From the **Report Queue**, click on the blue **View** link to view, download or print your report

## TO RUN REPORTS FOR ALL STUDENTS:

- 1) From the PowerTeacher main page, click on **Reports** in the left navigation column
- 2) From the **Print a Report** screen, choose the appropriate report from the dropdown and click **Submit**
- 3) From the **Report Queue**, click on the blue **View** link to view, download or print your report