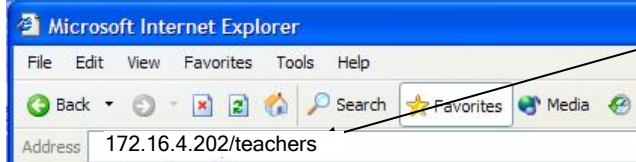


PowerSchool Teacher (web) Reports

PowerSchool provides the capability to generate reports. Other aspects of PowerSchool are addressed in **PowerSchool Teacher (web) Lookup** which is available from www.fresno.k12.ca.us/sis/teacher

To open a grade book from a computer that is not in the classroom, log onto the Internet and type into the Address Bar of your Internet Browser the corresponding address from the chart below...

School	Inside FUSD	Outside FUSD
Ahwahnee, Carver, Cooper, Kings Canyon, Scandinavian, Sequoia, Tioga, Yosemite	http://172.16.4.206/teachers	http://63.202.49.63/teachers
Baird, Bullard Talent, Computech, Ft Miller, Hamilton, Lawless, Tehipite, Tenaya, Terronez, Wawona	http://172.16.4.204/teachers	http://63.202.49.49/teachers
Fresno, McLane, Roosevelt, Sunnyside	http://172.16.4.200/teachers	http://63.202.49.70/teachers
Bullard, Duncan, Edison, Hoover	http://172.16.4.202/teachers	http://63.202.49.69/teachers



(The "http://" is not required.)

If you plan on accessing the grade book on the Internet fairly regularly, then add the site to your "Favorites." Once the page is showing, click on **Favorites|Add to Favorites...** from the Menu Bar and Click OK.



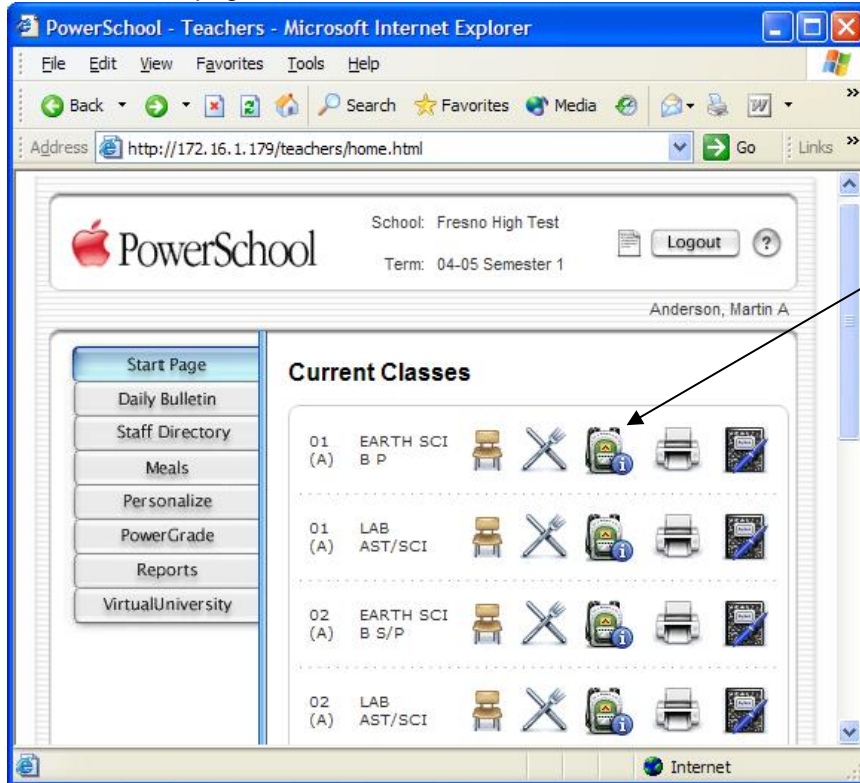
The next time you need to access your grade book, you will only have to click on the "Power School – Teachers" link in the "Favorites" Side Bar rather than typing in the address every time.



The login page, allows you to type in your user name and password. This page can be accessed from within PowerGrade by clicking **Utilities | Launch PowerSchool Teacher.**


Type in your Username and Password, and click the "Enter" button.

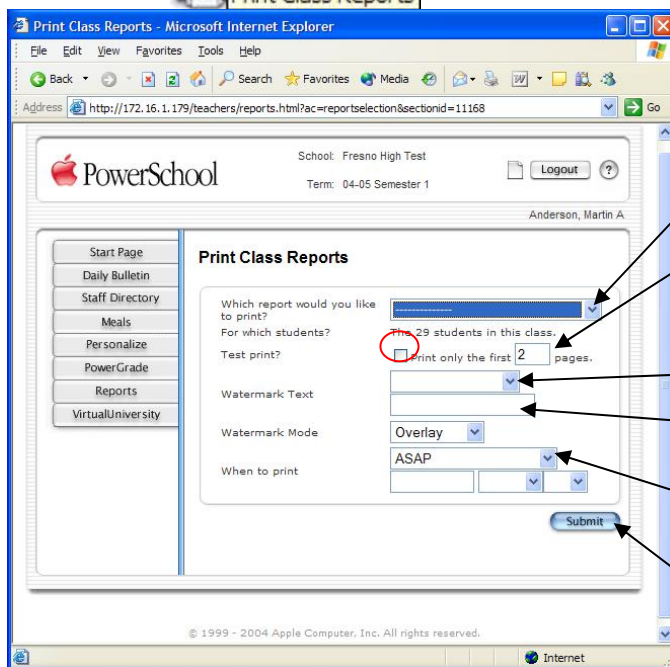
This is the start page, which shows a class schedule with icons for different functions.



The icons shown allow for 5 different functions. Again, this help document will describe the "Print Class Reports" function only.

Print Class Reports (Pre-configured). There are a number of reports to choose from, but the user will not have the capability to create a custom report.

Once the  **Print Class Reports** icon is clicked on, the following page will load...



This report will be for the **entire class**. Printing reports for individual students will be possible from within the printing function.

Select the **type** of report.

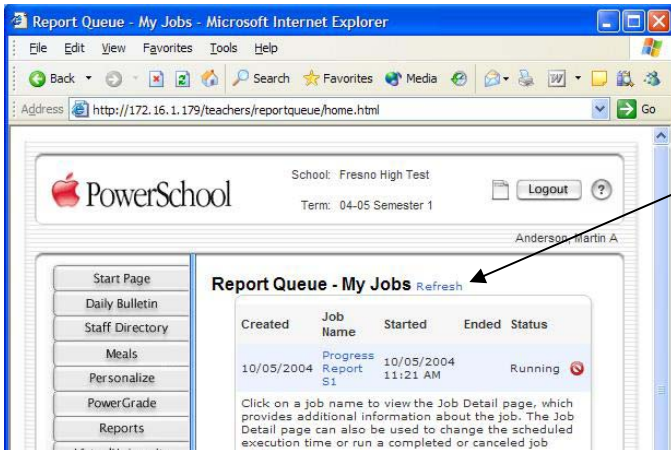
Test print. The number of pages to print can be input by checking the box and typing in the number of pages desired.

Watermark. Select watermark text or type your own. If "Custom" is selected, the text will need to be typed in the box below it.

When to Print. Print immediately or schedule a time to print.

Click the "Submit" button to start the process. The information does not go directly to the printer. It is saved as an Adobe Acrobat file.

Initially, the following screen will appear...

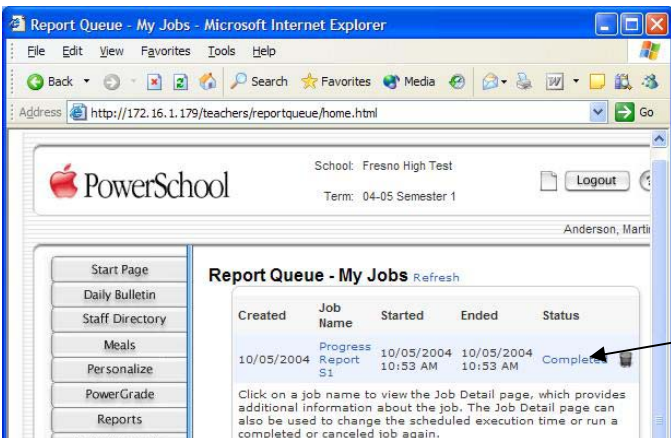


Notice the Report Queue status reads "Running."

No indication will be give that the report has been completed.

Click on the word "Refresh" to see if it is done.

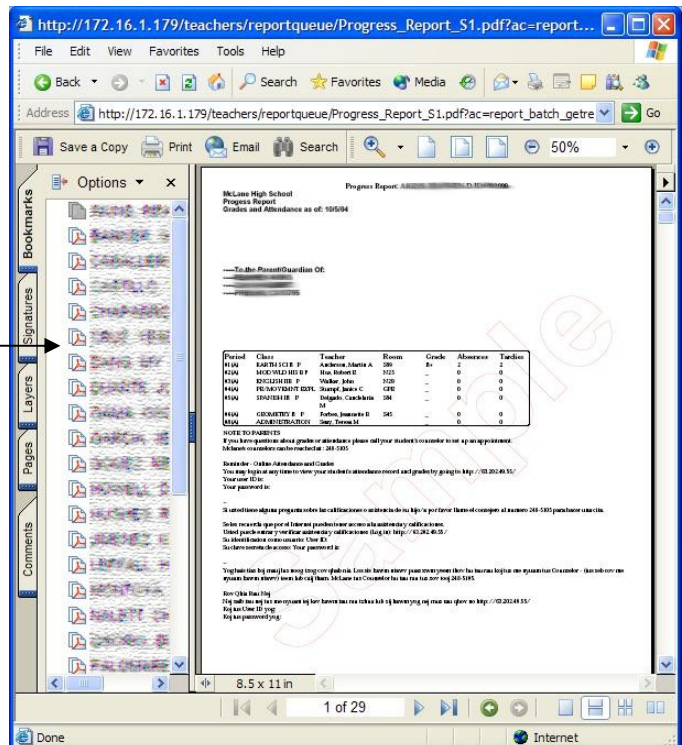
Once the report is finished, the word "Completed" will replace the word "Running."



Click on the word "Completed."

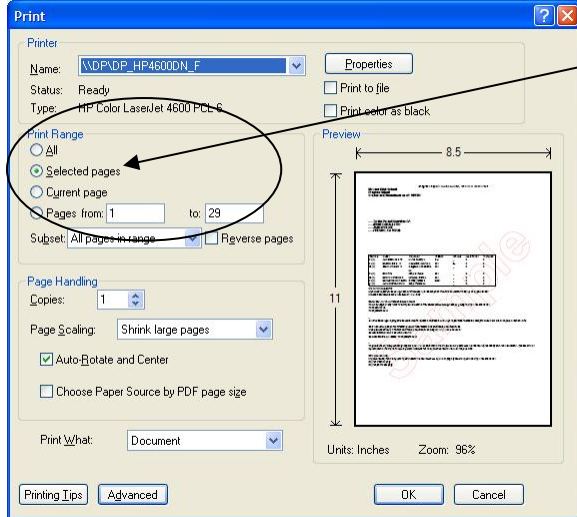
Adobe Acrobat Reader will start and the report will be shown.

Adobe Acrobat will allow printing in the same manner as most word processing programs.



There is a list of names on the left side of the screen. Each name represents a separate page (progress report). Clicking on a name will display his/her progress report on the right.

Click on File | Print from the Menu bar...



To print the entire class, simply click OK, since this is the default setting.

The best way to print a **single student** is to make sure that the student's report is displayed prior to printing. Select "Current Page" on the print screen before clicking OK.

It is possible to generate a single student progress report directly from the **Student Information** screen, but the method described here provides more flexibility.