

How to Run the Teacher Gradebooks Report

This report prints assignment information from teachers' PowerGrade data files for the specified period.

1. Log into **PowerSchool Admin**.
2. On the start page, choose **Reports** from the main menu.
3. On the **Reports** page, click **Run Reports**.
4. On the **Run Reports** page, click **Teacher Gradebooks** under **Grades and Gradebooks**. The **Teacher Gradebooks** page appears.
5. Select the teacher(s) whose gradebook(s) you want to print. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
6. For classes during this term, the selected term appears.
7. Meeting(s): Select the checkbox(es) for the periods to be printed.
8. Use this screenshot to select the remaining options.

| | |
|---|---|
| Don't print classes that | <input checked="" type="checkbox"/> have no students <input checked="" type="checkbox"/> have no assignments |
| <input checked="" type="checkbox"/> Only assignments in this Date Range | 08/07/06 to 3/8/2007 |
| Assignment header | Print Assignment Name and Date Due |
| Print in name column | Student Name |
| Print Final Grade(s) (comma-separated) Always from PowerGrade | Q1,Q2,E1,S1,Q3 |
| | <input type="checkbox"/> Letter Grade <input type="checkbox"/> Percent |
| Print which assignment score? | Point Value |
| Scores Listing Font | Times |
| Size, line height, style | 12 14 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline |
| Horizontal Cell Padding | 2 (points) |
| Student Name Column Width | 2. (inches) |
| Assignment Column Width | .5 (inches) |
| Background row shading | 10 % |
| Page size | Letter (8 1/2" x 11") |
| | Custom size: Height <input type="text"/> Width <input type="text"/> |
| Margins (inches) | Left .5 Top .5 Right .5 Bottom .5 |
| Orientation, Scale | Landscape (horizontal) 100 |
| Watermark text | <input type="text"/> |
| Watermark mode | Overlay |
| When to print | ASAP |

Enter the dates that correspond to the term(s) for which you are printing the gradebook.

Enter the needed term averages separated by commas.

9. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.
10. Click Completed to display the report. The resulting report shows assignments and grades for the selected periods in the selected teachers' classes.