

Printing Student Schedules For Middle and High Schools

NOTE: These schedules print without SSN.

For a Group of Students by Homeroom (Prints One HR at a Time.)

1. Make sure you have selected the **'07-'08 Year** on the **Term** option.
2. Click **Teacher Schedules** under **Functions** in the **Main Menu** on the left.
3. Click to select the teacher whose homeroom schedules you wish to print.
4. In the line for the **Homeroom (HR)** class under the teacher's schedule, click the number under the **Size** heading.
5. Scroll to the bottom of this class roster (this could be printed as an alternative class roster) and click **Make this the current selection of students**.
6. On the **Group Functions** menu, click **Print Reports**.
7. From the **Which report to print** box choose **Student Schedule MS** for middle school students or **Student Schedule HS.2** for high school students.
8. In the **If printing student schedule, use...** section, choose **courses actively enrolled in during current term (excludes dropped courses)**.
9. Click **Submit**.
10. The **Report Queue** page opens to show recent print jobs, with the last job created at the top. For several schedules, the **Status** will show **Running** until all the schedules have been created. Click the **Refresh** link beside the **My Jobs** title to refresh the screen.

Hint: You can continue doing something else at your computer, then check the **Report Queue** by clicking the "page" icon beside the **Logout** button on the upper right of any PowerSchool page.
11. When **Completed** shows under the **Status** heading, click the blue **Completed** link.
12. The schedules are ready to print. From the **File** menu, choose **Print**. All schedules will print.
13. To return to PS admin, click on the browser back button and then **Send** to leave the print screen.

For a Group of students by Grade Level, then by Homeroom or Another Period

(Takes longer, but you can print all schedules for a Grade Level at one time.)

1. Make sure you have selected the **'07-'08 Year** on the **Term** option.
2. Click the grade level number in the center of the **Start Page**.
3. From the drop-down menu at the bottom of the page click **Print Reports**.
4. From the **Which report to print** section choose **Student Schedule MS** for middle school students or **Student Schedule HS.2**.
5. In the **If printing student schedule, use...** section, choose **courses actively enrolled in during current term (excludes dropped courses)**.
6. From the **In what order** section, click **By period** and choose the period from the drop-down menu. In the **date** box, type the date for the first day of school. (This will not be necessary after school starts.)
7. Click **Submit**.
8. The **Report Queue** page opens to show recent print jobs, with the last job created at the top. For several schedules, the **Status** will show **Running** until all the schedules have been created. Click the **Refresh** link beside the **My Jobs** title to refresh the screen.

Hint: You can continue doing something else at your computer, then check the **Report Queue** by clicking the "page" icon beside the **Logout** button on the upper right of any PowerSchool page to check the status of your print jobs.

9. When **Completed** shows under the **Status** heading, click the blue **Completed** link.
10. The schedules are ready to print. From the **File** menu, choose **Print**. All schedules will print.
11. To return to PS admin, click on the browser back button and then **Send** to leave the print screen.

For a Group of Students Not in the Same Class or Group

1. Make sure you have selected the **'07-'08 Year** on the **Term** option.
2. Search to find a group of students.
3. Depending how you searched, you will have a couple of different options. At the bottom of the list, click either the **Functions** button or the **Make this the current selection of students** link. This brings up the **Group Functions** menu.
4. Click **Print Reports** on the **Group Functions** page.

5. From the **Which report to print** box choose **Student Schedule MS** for middle school students or **Student Schedule HS.2** for high school students.
6. In the **If printing student schedule, use...** section, choose **courses actively enrolled in during current term (excludes dropped courses)**.
7. Click **Submit**.
8. The **Report Queue** page opens to show recent print jobs, with the last job created at the top. For several schedules, the **Status** will show **Running** until all the schedules have been created. Click the **Refresh** link beside the **My Jobs** title to refresh the screen.
9. When **Completed** shows under the **Status** heading, click the blue **Completed** link.
10. The schedules are ready to print. From the **File** menu, choose **Print**. All schedules will print.
11. To return to PS admin, click on the browser back button and then **Send** to leave the print screen.

For one student:

1. Search to find a student.
2. Click **Functions** on the **Student Menu** on the left side of the screen.
3. On the **Functions** menu, click **Print Reports for This Student**.
4. From the **Which report to print** box choose **Student Schedules MS** for middle school students or **Student Schedules HS** for high school students.
5. Click **Submit**.
6. The **Report Queue** page opens to show recent print jobs, with the last job created at the top. When **Completed** shows under the **Status** heading, click the blue **Completed** link.
7. Click the **Print** button on the **Adobe Acrobat** toolbar, *not* your browser print button. Click **OK** in the **Print** window. The requested schedule will print.

Printing a Matrix Schedule from PowerSchool

NOTE: These schedules print with SSN.

1. Select a group of students. You can do this by hand, by grade, by alphabetically group, by homeroom section, or some other grouping.
2. Go to **Special Functions>Group Functions>Student Schedule Matrix Report**.
3. Make your selections from the various choices. Click **Submit**.
4. A new window opens with directions at the top followed by the schedules. The directions do not print.
5. From the **File** menu in the main menu bar, choose **Print**. In the **Print** window, change **Copies and Pages** to **Safari**. Take the X out of **Print webpage information** in headers and footers.
6. Click **Print**.