

## Changing Course Print Status

**Problem:** If the printing of a course has been suppressed for the report cards, this also suppresses the class from printing on the student schedules.

**Solution:** The printing status of courses can be turned off and on at the school level.

To change the printing status of a course:

1. From the PowerSchool **Start Page**, click on School under the **Setup** section on the left side of the screen.
2. Click on **Course** in the **Scheduling** section of the **School Setup** page.
3. Display the check mark in the **Exclude On Report Cards/Transcripts** option to suppress printing. Uncheck the box to print.



The screenshot shows a section of the PowerSchool interface with several settings. The 'Exclude On Report Cards/Transcripts' option is checked, indicated by a blue checkmark in a box. An arrow points to this checkmark. Other options include 'GPA Added Value Points' (set to 0), 'Exclude from GPA?' (Include selected), 'Exclude from Class Rank?' (Include selected), 'Exclude from Honor Roll?' (Include selected), and 'Use The Course For Lunch' (disabled).

GPA Added Value Points	0 (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input checked="" type="checkbox"/>

Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

Check mark means the course will **NOT** print.  
No check mark means the course will print.

4. Click **Submit**.