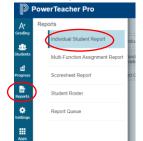
(updated 2/1/2021)

- ***Progress Reports will be more than 1 page in length (this cannot be adjusted)***
- In PowerTeacher Pro
- Select Reports from the Charms bar on the left hand side



- Select "Individual Student Report" from the menu
- Give your report a title such as Progress Report
- Select your Homeroom class(es) only

Classes	Select Classes	2 Classes: Home Room [HR(A), HR(A)]
Use Custom Class Name	HR(A) Home Room	20-21
Include Students' Full		
Schedule	Other Classes	
Separate Report By Section,	HR(A) Home Room	20-21
By Student	1(A) Language Arts K-6	20-21
Sort Options	1(A) Language Arts K-6	20-21
Layout	3(A) Language Arts K-6	20-21
Students	01011	00.01

- Select your Sort Options:
 - o Layout: By Student
 - o Students: Last Name
 - Assignments: Due Date (Newest First)
- Select the Data you want to include:
 - o Check Course Grades and Attendance
 - Uncheck everything else

Data		
Areas to include	Select Data	Course Grades and Atlendance
Show Percentages	Course Grades and Attendance	
Show Assignments with no	Course Grade Comments	
Data	Standards Final Grades	
Include Student Number with	Assignments	
Student Name	Category Totals	
Date Range		

- (*note: there is a scroll bar to see all options here*)
- Select the current term for the Date Range: Standards/Final Course Grades

Date Range		_	
Standards/Final Course Grades	Select Reporting Term	~	Q1
Assignment Date Range	Q1	~	
Category Totals	Select Reporting Term	~	Q1

- Only check "Show Percentages"

Data	
Areas to Include	Select Data
Show Percentages	
Show Assignments with no	
Data	
Include Student Number with	
Student Name	

- Set your Data Filters to Any Course Grades

- Your screen should look like this:

Criteria Students Format		
Report Title	Individual Student Report	
Description	Multi-function report per student. I grades, category totals, and more	Useful for progress reports, missing/late assignments, low grades, high .
Classes	Select Classes	2 Classes: Home Room [HR(A), HR(A)]
Use Custom Class Name		
Include Students' Full Schedule		Full schedule of classes for students within Date Range for Course Grades and/or Assignments
Separate Report By Section, By		Recommended if you are generating a large report.
Student		
Sort Options		
Layout	By Section, By Student	~
Students	Last Name	×
Assignments	Due Date (Newest First)	~
Data		_
Areas to Include	Select Data	Course Grades and Attendance
Show Percentages		
Show Assignments with no Data		
Include Student Number with		
Student Name		
Date Range		_
Standards/Final Course Grades	Select Reporting Term	▲ Q3
Data Filters		
Course Grades	Filter Grades	Any Course Grades

- Click the Format tab at the top

Criteria	Students Format	
Repor	t Title	Progress Report
Descri	ption	Multi-function report per student. Useful for pr grades, category totals, and more.
Classe	S*	Select Classes
Use Cu	istom Class Name	

- Change the Orientation to Portrait
- Check the box to include the Signature line
- Add a Top or Bottom Note if desired

Criteria Students Format	
Orientation	Albertar 🖌
Output	PDF Y
Exclude Row Shading	(Saves ink for printed reports)
Top Note	Include Bold
Characters Left: 256 Bottom Note	Include Bold
Gharacters Left: 256	
Signature Line	
egend	eld

- Click Run Report button at the bottom right.
- Click Reports in charms bar on left and select Report Queue
- Click the Report Name of the latest report to see your progress reports.