POWERSCHOOL - OTTUMWA COMMUNITY SCHOOL DISTRICT HOW TO RUN REPORTS IN POWERTEACHER

TO RUN REPORTS FOR AN INDIVIDUAL STUDENT:

- 1) Click on the backpack to the right of the class
- 2) Click on the student's name in the left navigation column

Current Class	es						
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- 3) Choose "Print a Report" from the dropdown on the upper right of your screen
- 4) From the Print a Report screen, choose the appropriate report from the dropdown and click Submit

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5) From the Report Queue, click on the blue View link to view, download or print your report

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TO RUN REPORTS FOR AN ENTIRE CLASS:

- 1) Click on the printer icon to the right of the class
- 2) From the Print a Report screen, choose the appropriate report from the dropdown and click Submit
- 3) From the **Report Queue**, click on the blue **View** link to view, download or print your report

TO RUN REPORTS FOR ALL STUDENTS:

- 1) From the PowerTeacher main page, click on **Reports** in the left navigation column
- 2) From the Print a Report screen, choose the appropriate report from the dropdown and click Submit
- 3) From the Report Queue, click on the blue View link to view, download or print your report