

PowerTeacher Gradebook Reports

The reports available through PowerTeacher Gradebook allow you to have a paper or electronic copy of information. There are seven types of reports available, and they can be presented in three output types (not every output type is necessarily available for every report):

- PDF – a cross-platform file that can be read and printed by Adobe Acrobat Reader on a Mac or PC.
- HTML – a file that can be read by a browser such as Internet Explorer or Firefox.
- Text Export (csv) – a text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet software application.

To use the available reports, follow these steps:

1. Click the **Reports** tab.
2. Click the type of report you would like to view.
 - **Attendance Grid Report** – can be used to take attendance at field trips or other out-of-classroom events. It can also be used as a convenient roster for note taking during student presentations, or to track class participation.
 - **Category Total Report** – a summation of the assignment category totals for each reporting term. Group by student and class. This report shows graphs for assignment count and average score per category.
 - **Final Grade and Comment Verification** – a report showing final grades and teacher comments for students grouped first by section, then by term.
 - **Individual Student Report** – a report that lists section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.
 - **Missing Assignment** – a report that lists assignments that are missing per assignment or per student. The output for this report can be in PDF, HTML, or CSV formats.
 - **Scoresheet** – allows you to view final grades for all reporting terms, and assignments that are within a specific date range, for all students.
 - **Standards Report** – Only used by schools that use standards grading systems (which we don't presently use).
 - **Student Multi-Section Report** – Only relevant if the student is across multiple sections.
 - **Student Roster** – a report that allows you to specify which columns of student data to list on the report, and in what order, each time the report is run.
3. Options for configuring the report appear in the lower pane.
4. Click the Output Option you would like (PDF, HTML, or CSV).
5. Select the appropriate sections, students, and date range for the report.
6. Click Run Report in the lower right corner of the screen.
7. The report will be saved in the file type and location you choose on your computer.

(The remaining pages have some tips of common ways that people use the reports...)

Report on a single student or a selection of students.

1. Select one or more students in the "Student Groups" pane on the left.
2. On any report, on the criteria tab, look at the option labeled "students".
3. Change the selection from "Enrolled Students" to "Selected Groups and/or Students"
4. Run the report. Only the selected students will appear on the report.

The screenshot displays a software interface for generating reports. On the left, the 'Student Groups' pane is circled in red, showing a list of students under the 'Math (9)' category. The main window shows the 'Student Multi-Section Report' configuration. The 'Criteria' tab is selected, and the 'Students' option is circled in red, showing 'Enrolled Students' selected and 'Selected Groups and/or Students' unselected. Other options include 'Output Type' (PDF), 'Sections' (Selected Class), 'Student Schedule' (My classes), 'Abbreviate' (Assignments, Categories), 'Include' (Final Grades, Assignments, Comments, Categories), and 'Reporting Term' (ALL, This term only). A 'Filter Off' button is visible at the bottom left.

Run a report with more data per page, or include specific instructions on the report.

1. Select any report
2. In the details pane below, select the 2nd tab called "layout".
3. Set any of the features listed:

Name: Give the report a specific name.

Page Breaks: Turn page breaks on & off.

Top Note*: Include instructions to appear at the top of the report.

Bottom Note*: Include instructions to appear at the bottom of the report.

Signature Line: Include a signature line at the bottom of the report.

* The top/bottom note text is remembered automatically for the next time you run the report.

4. Run the report.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has three sections: 'Classes' with 'Current Classes (S2)' and two items '1(A) Computer' and '4(A-B) Consumer Math'; 'Student Groups' with 'Highlight Selected' and three items 'Active (13)', 'Dropped (0)', and 'Math'; and 'Categories' with 'Filter Off' and seven items 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The main content area has a top toolbar with icons for 'Scoresheet', 'Assignments', 'Students', 'Grade Setup', 'Class Content', and 'Reports'. Below the toolbar is a list of reports with columns for 'Name' and 'Description'. The 'Individual Student Report' is selected. Below the list is a tabbed interface with 'Criteria' and 'Layout' tabs. The 'Layout' tab is active and contains a 'Report Title' field with 'Individual Student Report', 'Page Breaks' with 'On Sections' and 'On Students' checked, 'Top Note' with 'include' and 'bold' options, a text area for the top note, 'Bottom Note' with 'include' and 'bold' options, a text area for the bottom note, and 'Signature Line' with an 'include' option. A 'Run Report' button is at the bottom right. A red circle highlights the 'Layout' tab and the configuration options.

Report on students' progress in all their classes.

1. Select the Student Multi-Section Report
2. Look at the option labeled "Student Schedule"
3. For only sections where you teach the student, leave the selection on **"My Classes"**
4. For the student's full schedule, select "Total Student Schedule"
5. Select final grades and comments, assignments, and/or category totals to display
6. Run the report.

The screenshot displays a software interface for generating reports. On the left, there are three sidebar panels: 'Classes' showing 'Current Classes (S2)' with '1(A) Computer' and '4(A-B) Consumer Math'; 'Student Groups' showing 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'; and 'Categories' showing 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The main area features a toolbar with icons for 'Scoresheet', 'Assignments', 'Students', 'Grade Setup', 'Class Content', and 'Reports'. Below the toolbar is a table of report options:

Name:	Description:
Attendance Grid	Student and date grid template for taking attend...
Category Total Report	Summary of category totals by section or by stu...
Final Grade and Comment ...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Multi-Section Report	Student information from all of a student's secti...
Student Roster	Student demographic information listed one ro...

The 'Student Multi-Section Report' configuration window is open, showing the following settings:

- Name: Student Multi-Section Report
- Description: Student information from all of a student's sections.
- Output Type: PDF Export (CSV)
- Sections: Selected Class Active Classes
- Student Schedule: My classes Total student schedule**
- Students: Enrolled Students Selected Groups and/or Students
- Abbreviate: Assignments Categories
- Include: Final Grades Assignments Comments Categories
- Reporting Term: ALL (dropdown) | This term only (dropdown)
- Include terms with no grades

A 'Run Report' button is located at the bottom right of the configuration window.

Run a report for all sections at once.

1. Select any report
2. On the criteria tab, look at the option labeled "Sections"
3. Change the selection from "Selected Class" to "Active Classes"
4. Run the report

The screenshot shows a software interface with several panels. On the left, there are panels for 'Classes' (listing '1(A) Computer' and '4(A-B) Consumer Math'), 'Student Groups' (listing 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'), and 'Categories' (listing 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'). The main area displays a list of reports, with 'Individual Student Report' selected. Below this, the 'Criteria' tab is active, showing settings for the report. The 'Sections' option is set to 'Active Classes', which is circled in red. Other settings include 'Output Type' (PDF), 'Students' (Enrolled Students), 'Student Field' (Student Name), 'Abbreviate' (Assignments, Categories), 'Include' (Final Grades, Assignments, Comments, Categories), 'Date Range' (Manual, This term only), 'Start Date', and 'End Date'. A 'Run Report' button is located at the bottom right.

Name:	Description:
Attendance Grid	Student and date grid template for taking attend...
Category Total Report	Summary of category totals by section or by stu...
Final Grade and Comment ...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Multi-Section Report	Student information from all of a student's secti...
Student Roster	Student demographic information listed one ro...

Individual Student Report

Criteria Layout

Name: Individual Student Report
Description: Summary of class activity per student

Output Type: PDF HTML Export (CSV)

Sections: Selected Class Active Classes Order By: Section, Student

Students: Enrolled Students Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number

Abbreviate: Assignments Categories

Include: Final Grades Assignments Comments Categories

Date Range: Manual This term only

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Run Report

Run a report that lists students alphabetically across sections, not by section.

1. Select the **Individual Student** or **Missing Assignment Report**.
2. On the criteria tab, look at the option labeled "Sections"
3. Change the selection from "Selected Class" to "Active Classes"
4. On the same row, change "Order By" from "Section, Student" to "Student"
5. Run the report

The screenshot shows a software interface with several panels. On the left, there are panels for 'Classes', 'Student Groups', and 'Categories'. The main area is titled 'Individual Student Report' and has two tabs: 'Criteria' and 'Layout'. The 'Criteria' tab is active, showing various settings for the report. A red circle highlights the 'Sections' and 'Order By' dropdown menus. The 'Sections' dropdown is set to 'Active Classes' and the 'Order By' dropdown is set to 'Student'. Below these, there are checkboxes for 'Selected Class' and 'Active Classes', with 'Active Classes' being selected. Other settings include 'Output Type' (PDF, HTML, Export (CSV)), 'Students' (Enrolled Students, Selected Groups and Students), 'Student Field' (Student Name, Student Number), 'Sort By' (Number), 'Abbreviate' (Assignments, Categories), 'Include' (Final Grades, Assignments, Comments, Categories), 'Date Range' (Manual, This term only), 'Start Date' (MM/DD/YYYY), and 'End Date' (MM/DD/YYYY). A 'Run Report' button is located at the bottom right.

Name:	Description:
Attendance Grid	Student and date grid template for taking attend...
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Final Grade and Comment ...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
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Student Roster	Student demographic information listed one ro...

Individual Student Report

Criteria Layout

Name: Individual Student Report
Description: Summary of class activity per student

Output Type: PDF HTML Export (CSV)

Sections: Selected Class Active Classes Order By: Section, Student Student

Students: Enrolled Students Selected Groups and Students

Student Field: Student Name Student Number Sort By: Number

Abbreviate: Assignments Categories

Include: Final Grades Assignments Comments Categories

Date Range: Manual This term only

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Run Report

Print a class contact list, student roster, field trip check sheet and more.

1. Select the Student Roster Report
2. Check the "Student Info" and "Parent Info" you'd like to see on the report
3. Select and name any blank fields you need
4. In the Preview area below, drag and drop the columns to see the desired order.
5. Run the report

The screenshot shows the configuration interface for the 'Student Roster' report. The interface is divided into several sections:

- Classes:** A list of current classes, including '1(A) Computer' and '4(A-B) Consumer Math'. The 'Student Roster' report is highlighted in the list.
- Criteria:** A section for configuring the report's criteria, including:
 - Name:** Student Roster
 - Description:** Student demographic information listed one row per student
 - Output Type:** PDF (selected) or Export (CSV)
 - Sections:** Selected Class (selected) or Active Classes
 - Students:** Enrolled Students (selected) or Selected Groups and/or Students
 - Student Info:** Student Name, Student Number, Birthday, Gender, Grade Level (all checked)
 - Parent Info:** Mother's Name, Father's Name, Home Phone, Guardian Email, Emergency Contacts (all checked)
 - Check box:** A custom field name (checked)
 - Blank fields:** Blank2, Blank3, Blank4, Blank5, Blank6 (unchecked)
 - Sort:** Student Last Name (selected) or Student First Name, Student Number, Birthday
- Report Preview:** A preview of the report layout showing the selected fields in the following order: Student Name, Birthday, Mother's Name, Father's Name, Home Phone, Check box.
- Run Report:** A button to execute the report.