

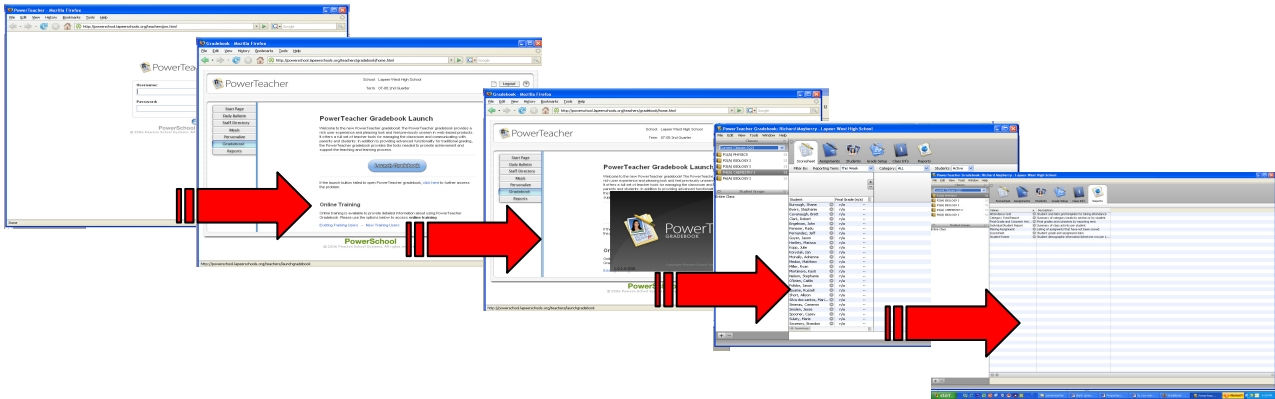
So you want to . . .

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. . . print/share/save reports

All reports in the gradebook module begin the same way.

Start by logging into the “Start Page” and opening the “Gradebook” module.



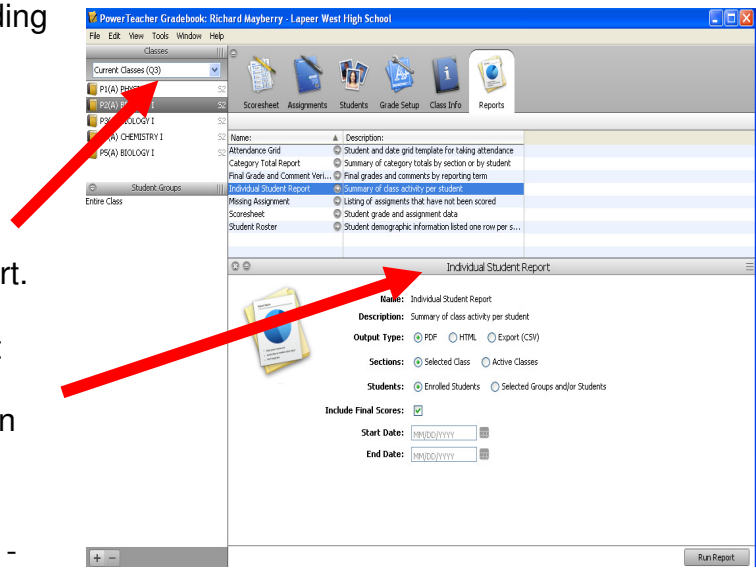
From the pulldown menu in the upper left corner of the gradebook, select the marking period for which you want a roster. Choose one of the classes in your list and click on the “Reports” icon from the toolbar along the top. Different reports are appropriate for different communications. We will walk through a few in this installment.

. . . use reports

Ideally, students and parents should be informed of student performance by logging in on their own, however should you need a hard copy for sharing student progress with parents or counselors there is an appropriate report form in the gradebook module. Other reports are appropriate for your own grade analysis or archiving data. Selecting the options available for each report, you can save the report to a file or the desktop, or via an Adobe preview, print a copy for any or all individuals in your class depending upon your needs.

From the pulldown menu in the upper left corner of the gradebook, select the marking period for which you want a report.

Note: If the report details screen does not appear automatically, or is too small, double click the report name or drag up on the gray bar.



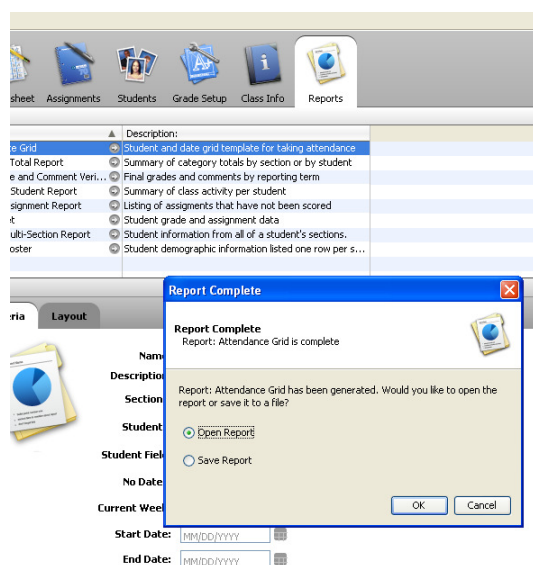
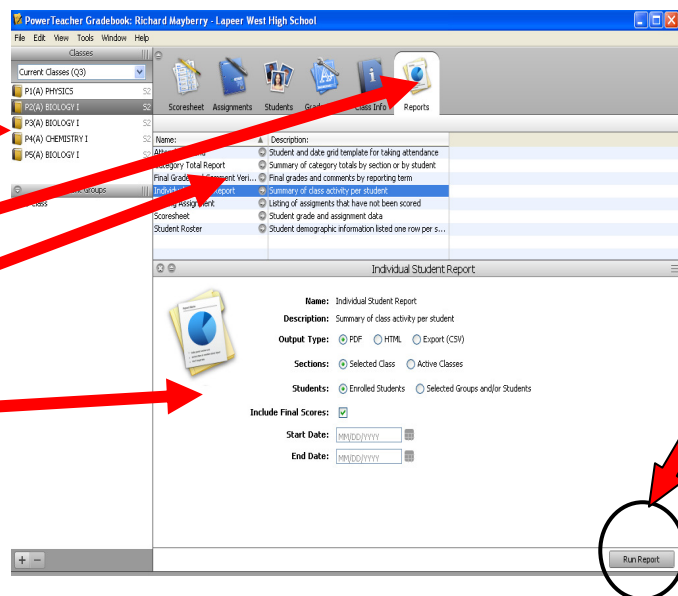
Choose one of the classes in your list.

Click on the “Reports” icon from the toolbar along the top.

From the list, select the desired report.

Choose from the available options.

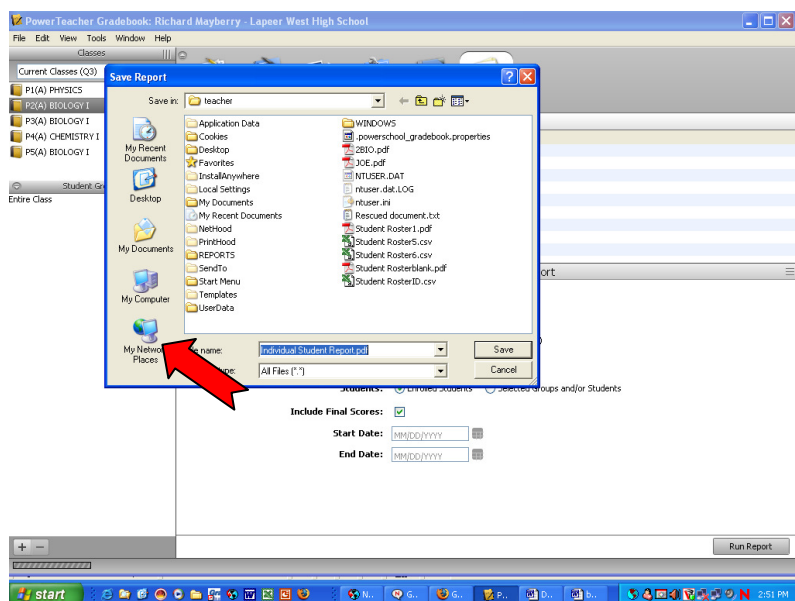
Click on the “Run Report” button in the lower right corner.



You can elect to “open” or “save” the Adobe file. If you want to immediately print a report, select “open” and print from the screen shot of the report for any or all of the students in the class. Saving a report allows you to prepare the reports in advance and print later, as at Parent/Teacher Conferences, or keep the reports for printing when a printer is available if you are ‘on the road’.

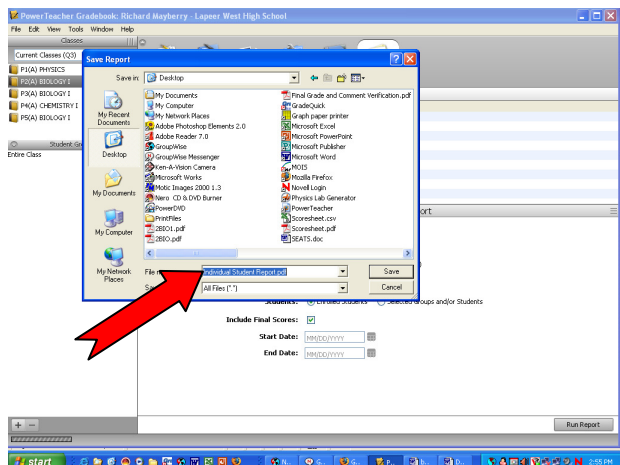
A sample print preview is shown later with instructions for printing.

... save a report



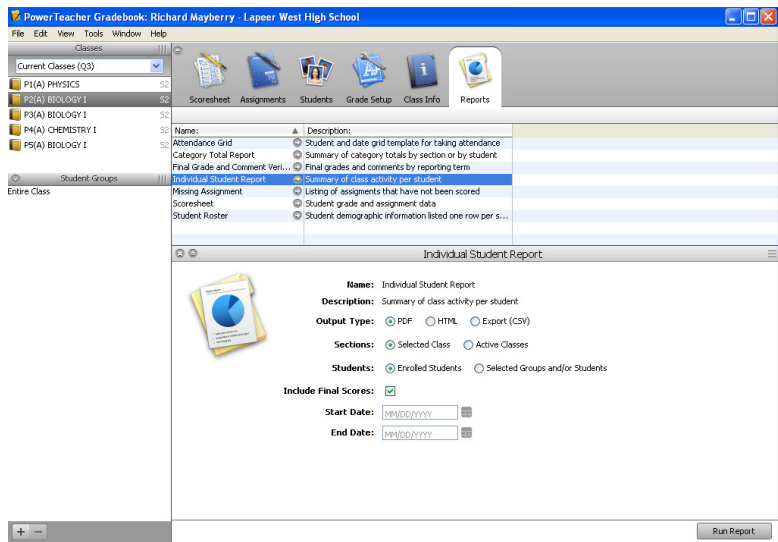
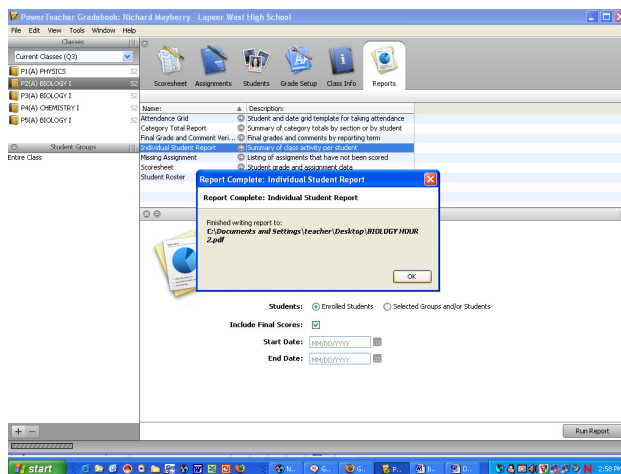
If you want to preserve the report for access later, select “save” and the Save Report window will pop up offering to save to the default folder. Select a folder or click on the “Desktop” icon in the left column.

Make sure you repeat your choice every time you save a report.



In the blue highlighted “File name” area, type the name of your class and click “Save”.

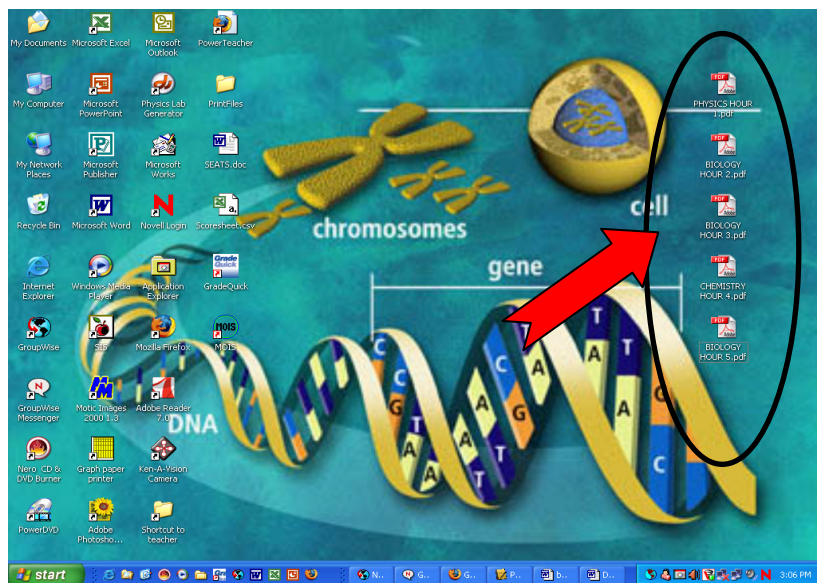
A confirmation window will appear. Click “OK” to continue.



If you want multiple reports, while still on the report screen, choose a different class from the selection in the upper left, run the report, and save under a different name. Repeat for each of your classes.

We have used this method to save ‘Individual Student Reports’ to share with parents at conferences by saving each class ‘to the desktop’ beforehand and printing individual hardcopies when the parents come in.

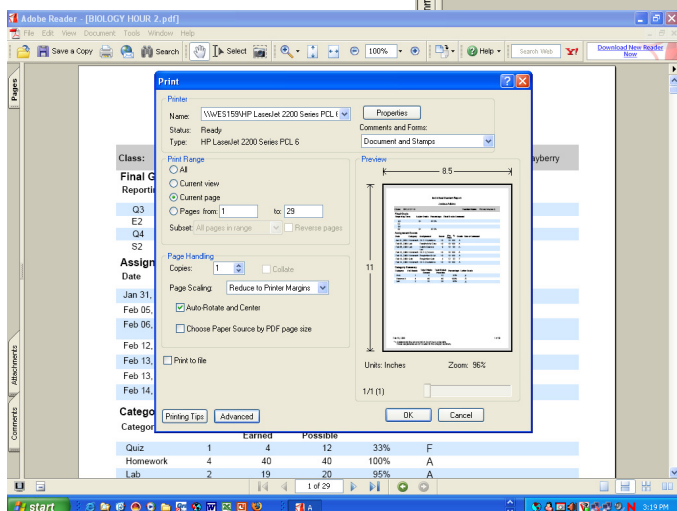
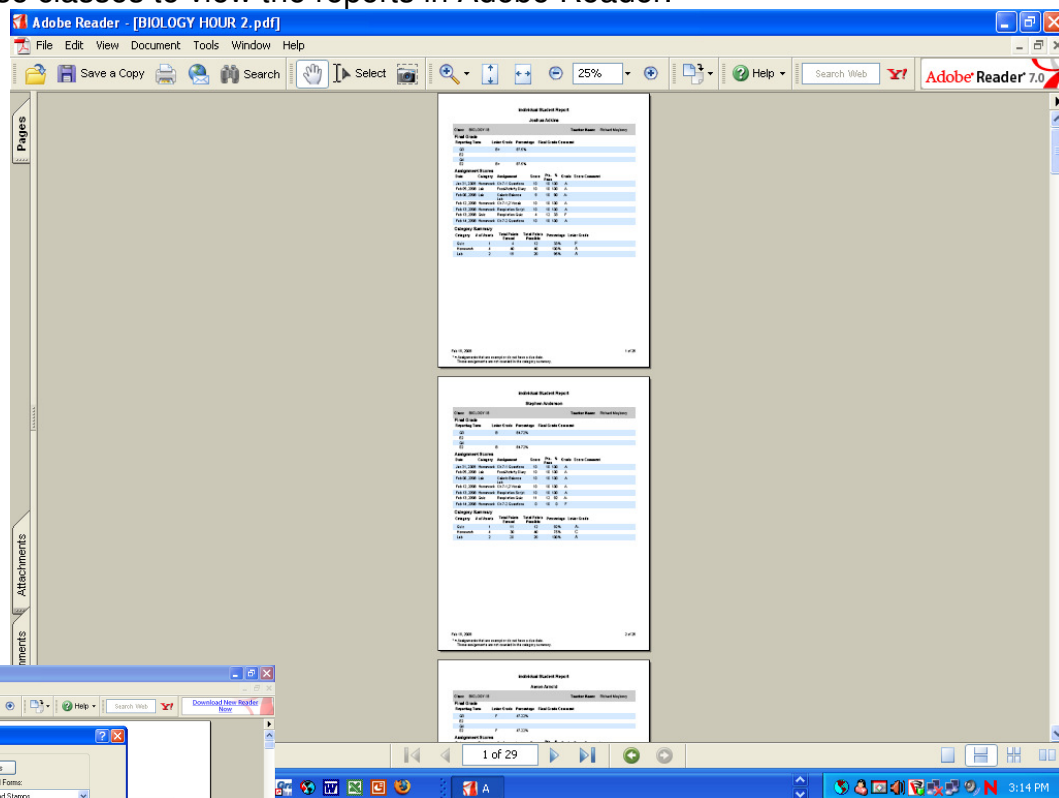
Doing so looks something like this. Somewhere on your desktop, you should find an Adobe PDF icon for each of the classes you have saved.



Double click on one of these classes to view the reports in Adobe Reader.

The report will consist of a page pertaining to each student, listed alphabetically, and showing all percentages, grades and individual assignments to the date of the report.

NOTE: I am viewing at 25% zoom in the image at the right only for clarification. If not already selected, choose “Actual Size” from the View menu.



When a parent comes in, scroll to their student’s report, select “Print” from the “File” menu and “Current Page”. A document will print with just their information. When the next parent comes in, open their class, scroll to their student’s report and repeat.

... print a report

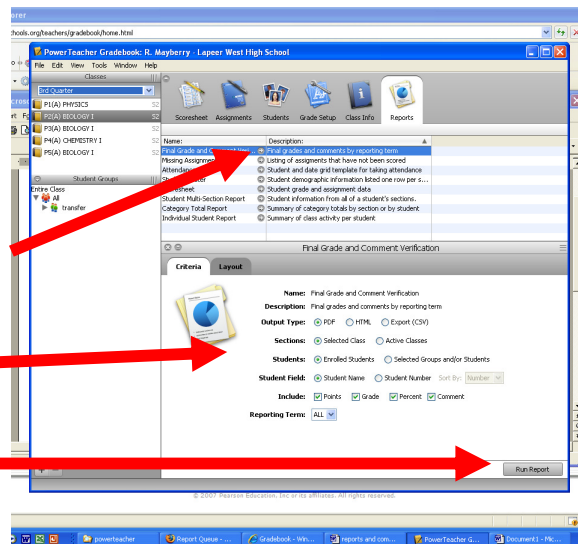
Having data on the computer is good enough most of the time, but there are times when only hardcopies will do. PowerTeacher has a fair selection of reports of varying usefulness available in the gradebook module. Samples of each are included in the appendix at the end of this section.

Let’s use one as an example. The “Final grade and comment verification” report produces a summary of the “Final Grades” and comments current to the date of the report.

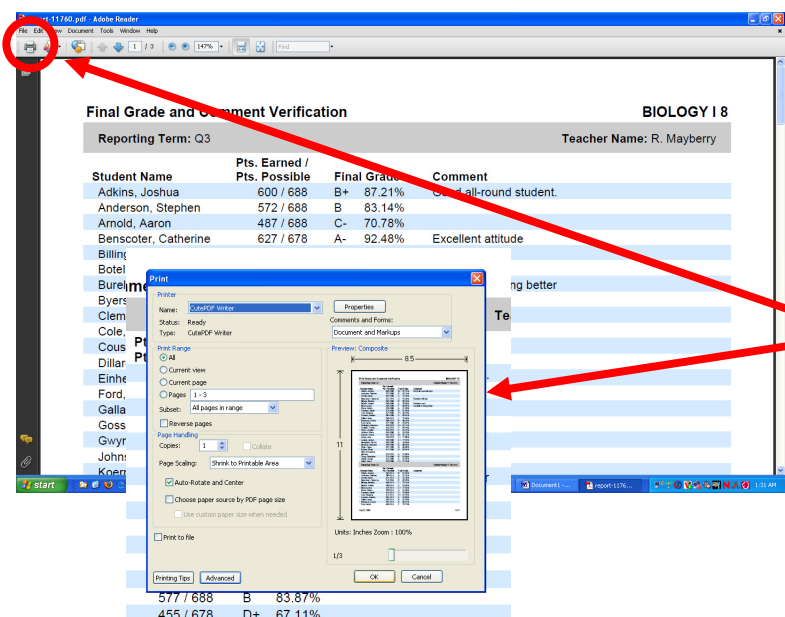
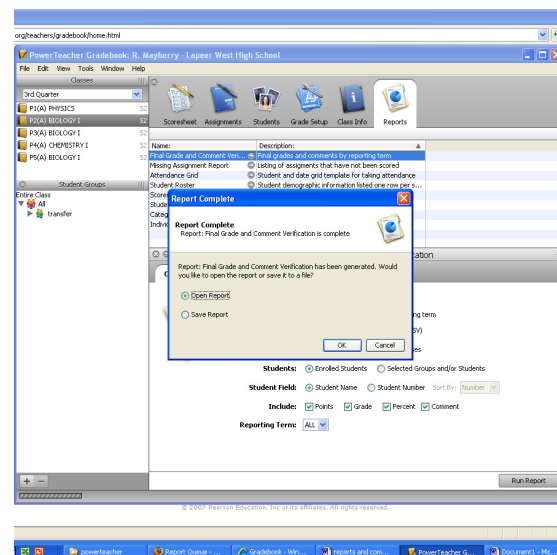
From the reports tab, select 'Final grade and comment verification'.

Click to select appropriate options.

Click on 'Run Report'.



Choose 'Open Report' from the pop-up window and Adobe will produce a print preview of the report like the one below.



Click on the printer icon and select from the options on the print pop-up to print the desired page.

Reports and descriptions available here can all be printed or saved as described above. Some, with appropriate options selected, can have other uses. For instance: making an 'Attendance Grid' for 20-25 days produces a grid with student names and blank cells that can be used to record grades; or selecting information and labeling blank columns in the 'Student Roster' report can produce a check list for entry for a field trip like the one in the appendix. Play with the options to see the possibilities.

