

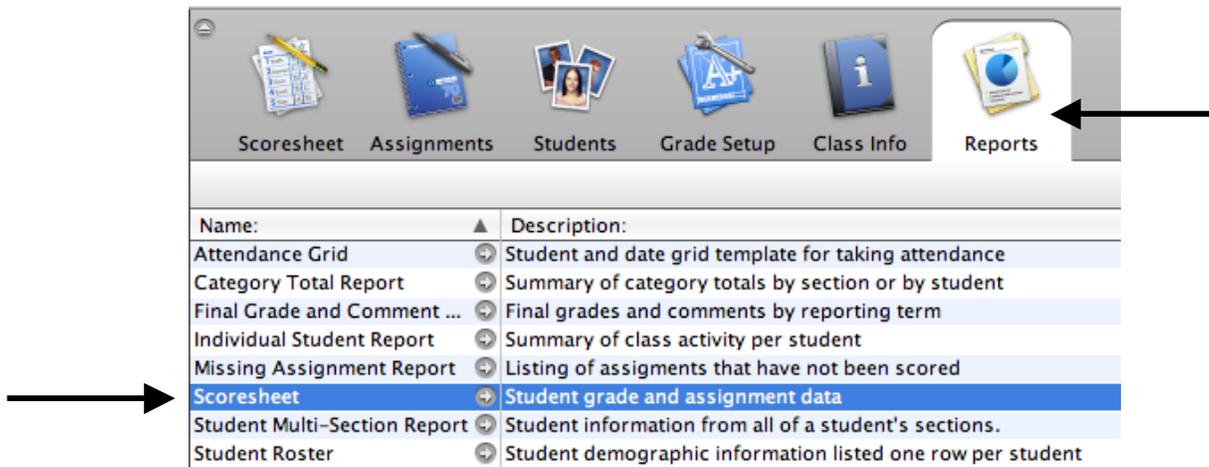
Printing or Saving a Copy of the Gradebook

It is always a good practice to print or save a copy of your gradebook report. There are two options for teachers to choose from that will serve this purpose.

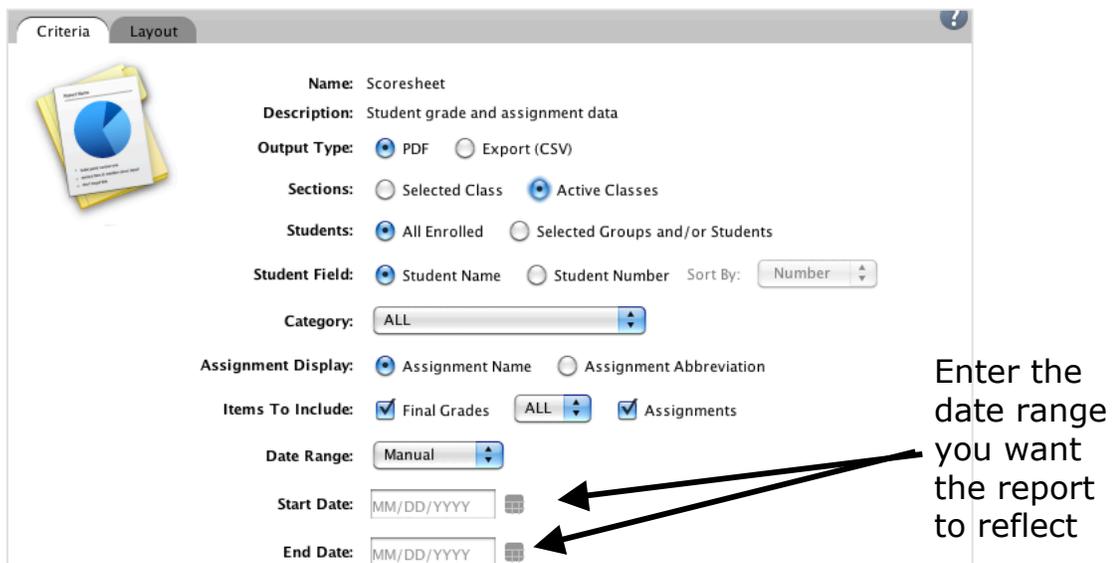
- Print a paper copy of the gradebook report
- Save a copy of the gradebook report to an external source (cd or flash drive)

Set up the Report - Either Option

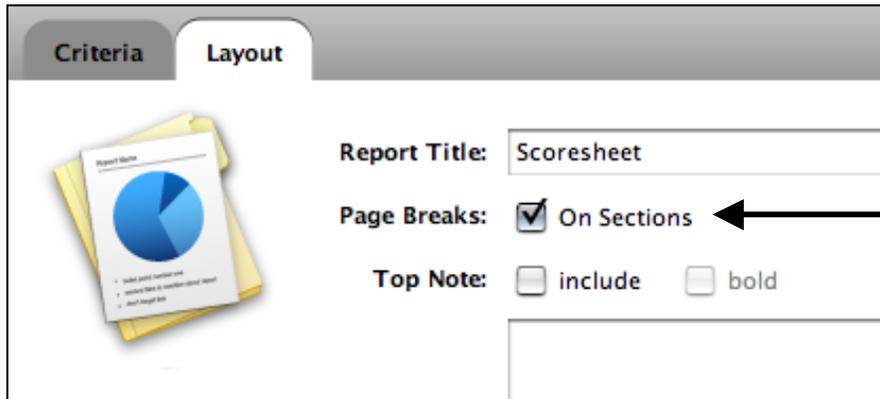
1. In PowerTeacher Gradebook, select the class you want to print.
2. Select the **Reports** tab.
3. From the listed reports elect **Scoresheet**.



4. In the **Criteria** tab select the settings shown below.



5. In the **Layout** tab choose **Page Breaks On Sections**.

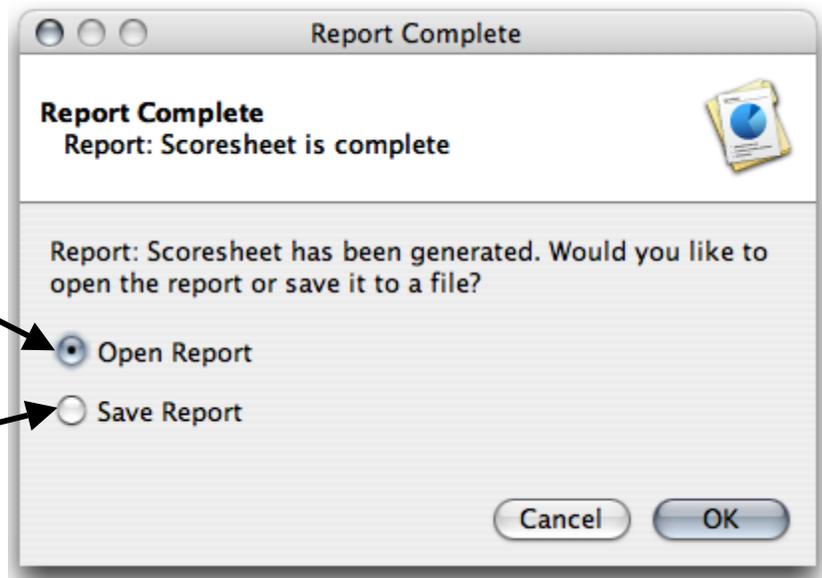


6. Select **Run Report**.



7. Choose to **Open** the report if you want to print now.

8. Choose to **Save** if you want to print later or save to a CD/Flash Drive.



NOTE: Print or Save this report to an external device. This file is not a backup of your grades; it is a report only. It is not a file that can be imported into your gradebook.