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**.

์ 📸 😭	•	1		i	
Scoresheet Assignme	nts	Students	Grade Setup	Class Info	Reports
Name:		Description:			
Attendance Grid	0	Student and da	ate grid template	for taking atte	endance
Category Total Report	٢	Summary of ca	tegory totals by	section or by	student
Final Grade and Comment	0	Final grades ar	nd comments by	reporting terr	m
Individual Student Report	٢	Summary of cl	ass activity per s	student	
Missing Assignment Report	0	Listing of assig	gments that have	e not been sco	red
Scoresheet	۲	Student grade	and assignment	: data	
Student Multi-Section Report	٢	Student inform	nation from all o	f a student's se	ections.
Student Roster	٢	Student demog	graphic informat	tion listed one	row per student

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

Criteria Layout			U
First	Name: Description: Output Type: Sections:	Scoresheet Student grade and assignment data • PDF Export (CSV) • Selected Class • Active Classes	
	Students:	● All Enrolled	
	Student Field:	● Student Name O Student Number Sort By: Number \$	
	Category:	ALL	
	Assignment Display:	● Assignment Name	Enter the
Items To Inclu	Items To Include:	Final Grades ALL 🗧 🗹 Assignments	date range
	Date Range:	Manual	you want
	Start Date:	MM/DD/YYYY	the report
	End Date:	MM/DD/YYYY	

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

Criteria Layout					
American Sector of a sector of a sector of a sector of a sector of a	Report Title: Scoresheet Page Breaks: Image: On Sections Top Note: include				
6. Select Run Report .	Run Report				
	Report Complete				
7. Choose to Open	Report Complete Report: Scoresheet is complete				
the report if you want to print now.	Report: Scoresheet has been generated. Would you like to open the report or save it to a file?				
8. Choose to Save if you want to print later or save to a CD/Flash Drive.	Open Report Save Report Cancel OK				

NOTE: <u>Print</u> or <u>Save</u> 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.