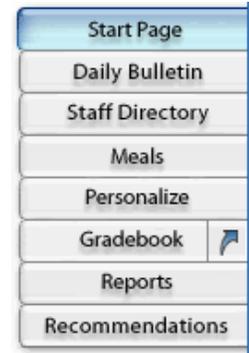


# Kindergarten Report Card Printing by Teacher

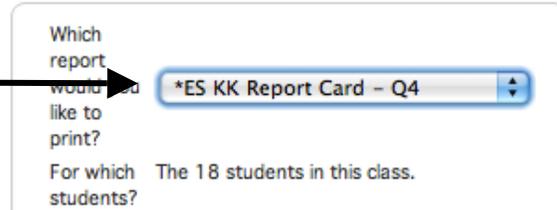
1. Login to PowerTeacher.

2. From the Main Menu select the **Start Page**.

3. Select the printer icon for **Homeroom**.



4. From the pull down menu in the center select **\*ES KK Report Card- Q4**.



5. Click **Submit**

6. The reports will be sent to the **Report Queue** for processing.

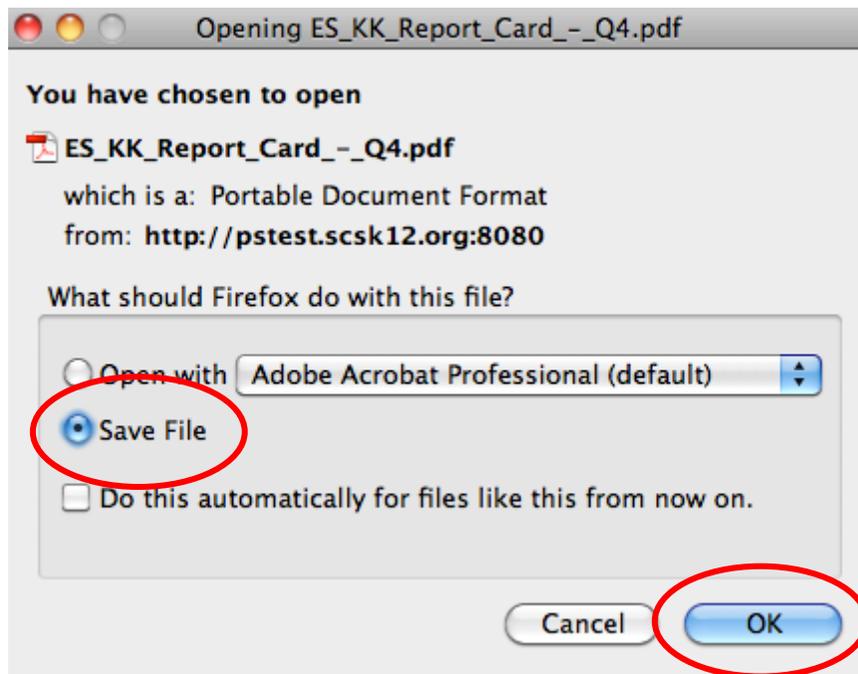
7. In the **Report Queue**, the name of the report will display under the **Job Name** column. The **Status** will show the date and time you specified. Click **Refresh** to check the current status of the report.

8. When **Completed** appears under the **Status** column, click on the word **View** to see/print the report.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status	
08/20/2008	Bon Lin MS Interim Report	08/20/2008 1:59 PM	08/20/2008 1:59 PM	Completed	<a href="#">View</a>

9. Choose **Save File** and **OK**.



10. If you leave the **Report Queue** to do something else while the report is processing, you may return to the **Queue** by clicking on the piece of tablet paper next to the **Logout** button in the upper right corner of your screen.

11. Navigate to the location to which you saved the file to open and/or print.

