

TCAP Test Score Report for Teachers

1. From the **Start Page** select the printer icon of a class.

The screenshot shows the 'Current Classes' section with a list of classes. The printer icon for the class '1-4(W) 5-11(M-F) 28(M-F) 5th Math' is circled in red. An arrow points from this icon to the report generation menu on the right. In the menu, the dropdown menu is set to 'TCAP Test Scores 10-11', the 'When to print' dropdown is set to 'At Night', and the 'Submit' button is circled in red.

Class	Subject	Page Count
HR(M-F)	5th Homeroom	2100
1-4(W) 5-11(M-F) 28(M-F)	5th Math	2100
12-15(M-F)	5th PE SC	2100
16-21(M-F)	5th Math	2100
22-27(M-F)	5th Math	2100

Which report would you like to print?
TCAP Test Scores 10-11

For which students? The 18 students in this class.

Test print? Print only the first 2 pages.

Watermark Text: []

Watermark Mode: Overlay

When to print: At Night

Submit

2. From the menu on the right select the TCAP report you wish to print, change ASAP to **At Night**, and **Submit**.

3. These reports take an extremely long time to process. While the report is running the **Status** will change from Pending, to Running and then to Completed.

The screenshots show the 'Report Queue - My Jobs' interface. The first screenshot shows a report with a status of 'Pending'. The second screenshot shows the same report with a status of 'Running'. The third screenshot shows the report with a status of 'Completed' and a 'View' link next to it.

Created	Job Name	Started	Ended	Status
08/04/2011	TCAP Test Scores 10-11			Pending

Created	Job Name	Started	Ended	Status
08/03/2011	TCAP Test Scores 10-11	08/03/2011 12:16 PM		Running

Created	Job Name	Started	Ended	Status
08/04/2011	TCAP Test Scores 10-11	08/04/2011 7:31 AM	08/04/2011 8:02 AM	Completed View

4. When the report has completed select **View** in the **Status** area.

5. You may log out of the PowerTeacher portal after starting the report. When you login to PowerTeacher the next time the report will be available for viewing by returning to the Report Queue. Select the piece of paper icon next to the Logout button to open the Report Queue.



