Printing Interim Reports

General Interim Reminders

- Interim reports will be sent home **on the dates** established by the District. The dates are 9/11, 11/14, 2/8, and 4/22.

- Principal should establish a **cut-off date** for the posting of assignments and grades in PowerGrade and communicate that date to teachers. It is recommended this date be **2-3 days before** the date on which the interims will be sent home.

- Due to the volume of report processing in a short amount of time, you should schedule your interim reports to process overnight or on the weekend if possible.

- Schools may choose to print the interim reports in the office or have the the Homeroom teachers print them through PowerSchool Teacher (see page 7) or Powergrade. The report name in PowerGrade is SCS_PR_ClassQ1 (2,3 or 4).

- Only **one** interim report will be printed per student. This report contains **Current Grade**, **Percent**, and **Conduct** for posted grades at the time the reports are processed. *See p. 11 for an example*.

- If a teacher has not entered any grades in PowerGrade, **nothing** will be displayed in the **Current Grade** column and a **zero (0)** will be displayed in the **Percent** column.

- Elementary schools will need to determine how they will handle **conduct** (whether through Homeroom or through each subject).

- Pre-K and Kindergarten students will **not** receive an interim report through PowerSchool.

- Interim reports will be printed on **yellow** paper.

Printing Interim Reports In The Office (For Multiple Students)

1. From the **Start** page, **select** the student(s) for which you need to print an interim report.

Search Students

View Field List   How to Search

Browse Students
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
(7) 8 M (All)

Browse by a grade level <u>or</u> select All for the entire school.

Stored Options
Stored Searches   Stored Selections

NOTE: It is recommended that you select one grade level at a time to reduce the processing time needed for large schools.

2. With a group of students displayed, from the **function** pop-up menu, select **Print Report**.

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (309)

Ag	ushbah
Ala	
All	
An	hew
An	ı
An	e
Arr	uren
Arr	
Art	th
Ava	
Bac	
Bar	
Bar	ı
Bar	
Bay	

Select a function for this group of students

✓
Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School

3. From the **Which report would you like to print?** pop-up menu, select the name of your school's interim report. *NOTE: All reports are named consistently with the name of the school, ES, PS, MS, or HS, and Interim Report (e.g., Bartlett ES Interim Report, Houston MS Interim Report, or Millington HS Interim Report).*

If you'd like to run a test to see what it looks like (without processing 2,500 student reports), select **Print only the first 2 pages** box in the **For which students?** section.

In the **In what order?** section, you have 3 options:
- **Alphabetical** prints the selected group in alphabetical order
- **By grade, then alphabetical** will sort them from lowest to highest grade and then alphabetical within each grade.
- **By period ____ class, as of this date** where the blank is a pop-up menu that allows you to select one of your periods by which the report will be sorted.

No other adjustments are necessary. Click **Submit**.

Select your school's report.

Option	Value
Which report would you like to print?	Houston MS Interim Report

The selected 309 students

Will only print 2 students for a test.

| For which students? | ☐ Print only the first 2 pages. |

| In what order? | ◉ Alphabetical
○ By grade, then alphabetical
○ By period 1 class, as of this date: 8/30/2006 (takes extra time) |

Choose the appropriate option.

If printing student schedules, use...	◉ courses enrolled during current term ○ enrollment as of 8/30/2006
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year ⬍ to
Watermark Text	⬍
Watermark Mode	Overlay ⬍
When to print	ASAP ⬍

Submit

4. The reports will be sent to the **Report Queue** for processing. ***NOTE: Depending on the number of students you chose and the number of other reports being generated across the system, processing may take some time. You may want to start this process before leaving school and let it run overnight.***

In your **Report Queue**, the name of the report will display under the **Job Name** column. It will show as **Pending** while it is processing. In order to determine if the report is finished, you must click on the **Refresh** link next to **My Jobs**.

When it shows **Completed** under the **Status** column, you may click on the word **Completed** to see/print the report.

Reminder, if you leave the **Report Queue** to do something else while the report is processing, to return to the **Queue**, click on the **piece of tablet paper** next to the Logout button in the upper right corner of your screen.

5. Once your report shows **Completed**, you may view or print. ***NOTE: Interim Reports will be printed on yellow paper.***

Printing Interim Reports In The Office (For Individual Students)

1. From the **Start** page, **select** the student for which you need to print an interim report.
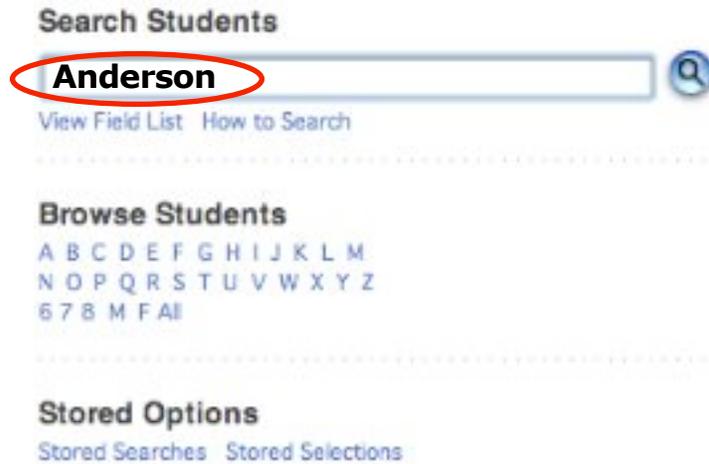
2. With a student displayed, from the **left menu area** under the **Enrollment** section, select **Functions**. Then from the **Functions** menu, select **Print Reports For This Student**.

3. From the **Which report to print** pop-up menu, select the name of your school's interim report. *NOTE: All reports are named consistently with the name of the school, ES, PS, MS, or HS, and Interim Report (e.g., Bartlett ES Interim Report, Houston MS Interim Report, or Millington HS Interim Report).*

No other adjustments are necessary. Click **Submit**.

Select your school's report.

Print the report (pdf) for	A_____
Which report to print	Houston MS Interim Report
If printing student schedule, use...	⦿ courses actively enrolled in during current term (excludes dropped courses) ○ all courses enrolled in during current term (includes dropped courses) ○ enrollment as of 8/30/2006
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

Submit

4. The reports will be sent to the **Report Queue** for processing. ***NOTE: Depending on the number of other reports being generated across the system, processing may take some time.***

In your **Report Queue**, the name of the report will display under the **Job Name** column. It will show as **Pending** while it is processing. In order to determine if the report is finished, you must click on the **Refresh** link next to **My Jobs**.

When it shows **Completed** under the **Status** column, you may click on the word **Completed** to see/print the report.

Reminder, if you leave the **Report Queue** to do something else while the report is processing, to return to the **Queue**, click on the **piece of tablet paper** next to the Logout button in the upper right corner of your screen.

5. Once your report shows **Completed**, you may view or print. ***NOTE: Interim Reports will be printed on yellow paper.***

Preparing For Homeroom Teachers To Print Interim Reports

NOTE: An administrator with the appropriate security privileges will need to turn on this feature for the teachers.

1. From the **Start** screen, select **Reports** from the left menu area.

2. Choose **Report Setup**.

3. Choose **Report Cards**.

4. Choose the name of your school's interim report. ***NOTE: You should only be able to see your school's interim report. If you see others, contact Technology.***

5. Next to **Teacher's can print?**, check **Yes**. ***NOTE: Make no other changes on this screen.*** Click **Submit**.

NOTE: MAKE NO CHANGES ON THIS SCREEN EXCEPT THE ONE TO ALLOW TEACHER'S TO PRINT.

6. Homeroom teachers may now print interim reports for students in their homeroom. ***NOTE: Interim Reports will be printed on yellow paper.***

Printing Interim Reports By The Homeroom Teacher in PowerSchool

NOTE: This feature must be turned on by an administrator with the appropriate security privileges.

1. Teacher should log in to **PowerSchool Teacher**, not PowerGrade to print interims. On the PowerSchool Teacher **Start** screen, the teacher will select the **Printer Icon** next to the name of his/her **Homeroom** class.

PowerSchool Teacher Start Screen
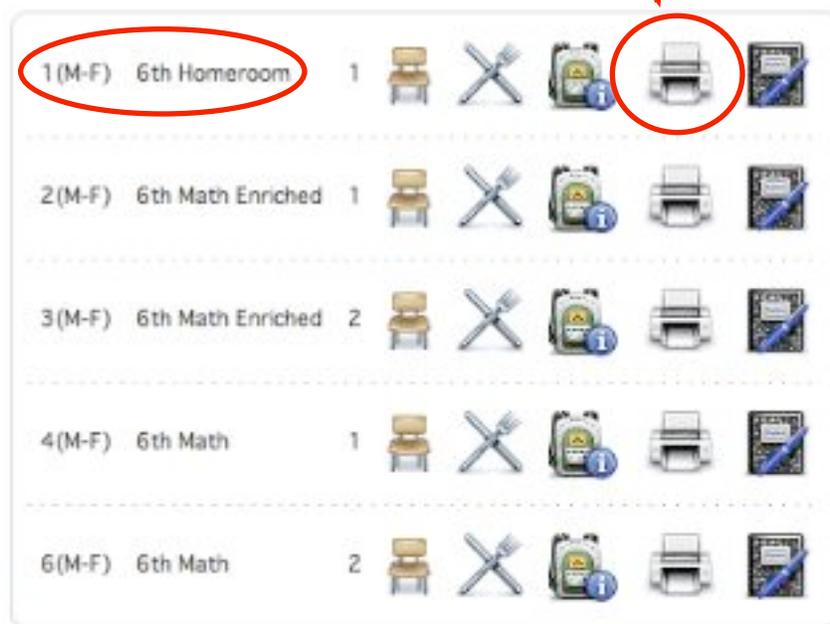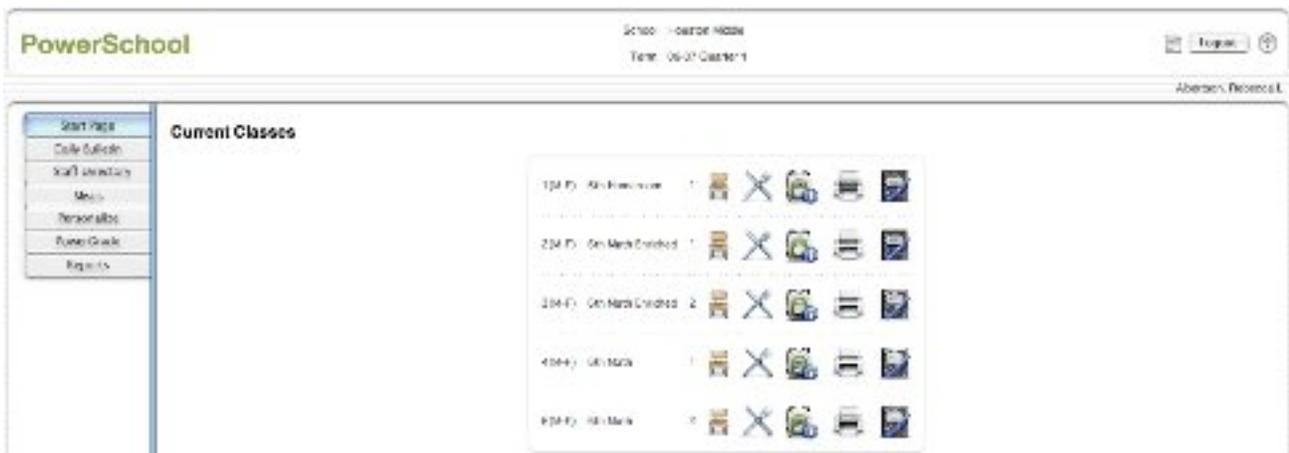
2. Next to the **Which report would you like to print?** pop-up menu, choose your school's Interim Report. There is no need to make any other adjustments on this screen. Click **Submit**.

3. The reports will be sent to the **Report Queue** for processing. *NOTE: Depending on the number of other reports being generated across the system, processing may take some time. You may want to start this process before leaving school and let it run overnight.*

In your **Report Queue**, the name of the report will display under the **Job Name** column. It will show as **Pending** while it is processing. In order to determine if the report is finished, you must click on the **Refresh** link next to **My Jobs**.

When it shows **Completed** under the **Status** column, you may click on the word **Completed** to see/print the report.

Reminder, if you leave the **Report Queue** to do something else while the report is processing, to return to the **Queue**, click on the **piece of tablet paper** next to the Logout button in the upper right corner of your screen.

5. Once your report shows **Completed**, you may view or print. *NOTE: Interim Reports will be printed on yellow paper.*

Example Of An Interim Report

Student Progress Report

HOUSTON MIDDLE SCHOOL
9400 Wolf River Blvd.
Germantown, TN 38139
(901) 756-2366

August 30, 2006

Progress report for Aç...   iah

Dear Parents:

Below are listed H_____'s posted grades as of this date. If you have any questions or concerns regarding
H_____'s progress, please do not hesitate to contact the appropriate teacher.

Subject	Teacher	Current Grade	Percent	Conduct
8th Homeroom	Henderson, Laura			
8th Science/Health	Henderson, Laura	B	90	E
8th Art	Sumner, Melissa R	A	100	E
8th Vocal Music	Turner, Janna C	A	100	E
8th PE	Beans, Tonya R	F	67	E
8th Honors Algebra I	Ward, Barbara H	B	91	E
8th Social Studies	Lando, Rich L	B	85	E
8th English Enriched	Sevier, Veronica W	A	99	E
8th Reading Enriched	Sevier, Veronica W	C	83	E

KEY TO GRADES AND CONDUCT:
A = 93-100, B = 85-92, C = 75-84, D = 70-74, F = BELOW 70, NG = NON-GRADED
E = EXCELLENT, G = GOOD, S = SATISFACTORY, N = NEEDS IMPROVEMENT, V/U = UNSATISFACTORY, NG = NON-GRADED

Please sign and return to your child's homeroom teacher. Thank You. _____

Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.