Printing Reports in PowerSchool Gradebook

Sign in to Gradebook
1. Double click on the “Gradebook Login” icon on your laptop desktop
2. Sign in using your network username and password

Printing Reports

Use the reports available through the gradebook to provide a paper or electronic copy of information to show the principal or a parent. You can personalize each report by entering a custom title or including a top note, bottom note, and signature line. There are eight types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV).

- **Attendance Grid** - Use to mark attendance manually. Format to print for specific dates or no dates.

- **Category Total Report** - View a summary of category totals for a student or class. Choose to report a specific term or all terms.

- **Final Grade and Comment Verification** - View final grade information for your students. Select to include all final grade information or specific information, like final grade only.

- **Individual Student Report** - View a summary of class information per student similar to a progress report. Choose what grade information is printed as well as the date range.

- **Missing Assignment Report** - View a list of students with assignments not scored or missing. Select to print the student number instead of name so the list may be posted.

- **Scoresheet** - Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.

- **Standards Report** - View a spreadsheet of standards by student assignments or final grades, or view the class as a whole. If you change the layout to the student's final grades you have more options to include standards with no grades or show completed classes.

- **Student Multi-Section Report** - View final grade information for all of a student’s sections, not just your class. Choose specific terms to include.

- **Student Roster** - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.