

## 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.