

# Printing for a Single Student or Group of Students

## Printing for a Single Student:

1. From the Start page, search and select a student.
2. Once you select the student, click **Print A Report** on the Student page.
3. On the Print A Report page, select the report you would like to print and click **Submit** to run report.
  - **Print the report (pdf) for:** View Only of selected students name.
  - **Which report to print:** Select the report you want to print. The first group of reports are Form Letters (ex: Letters and Labels). The second group of reports are Report Cards (ex: Report Cards and Student Schedules). The last group of reports are Object Reports (ex: Reports Cards, Transcripts, Student Schedules and Standard Report Cards). The groups are separated by dashes.
  - **If printing student schedule, use...:** Select an option to indicate enrollment specifications.
  - **If printing fee list, only include transactions conducted during...:** This is for an Object Report which includes a fee list. Choose a date range for report.
  - **Watermark Text:** To print text as a watermark on each page of the report. The drop-down menu allows you to use a standard phrase or select 'Custom' and enter the custom text in the field box below the drop down.
  - **Watermark Mode:** How you want the text to print on report.
    - a. Watermark: prints the text behind objects on the report.
    - b. Overlay: prints the text over objects on the report.
  - **When to print:** Select the time to run the report.
  - **Report Output Locale:** Select the output language of the report. By default, 'English' is selected.
4. After you click Submit you will be redirected to the **Report Queue (System) – My Jobs** page. The report is created from this page.
5. The status of the report progress through stages.
  - a. Completed: Job is finished.
  - b. Running: Job is processing.
  - c. Pending: Job has not started.
  - d. Canceled: Job has been canceled.
6. To update the stages of the status and complete the running of the report you will need to press the **Refresh** button or set the **Refresh** button on a countdown.
7. When the status shows 'Completed' under the Status column, you may click on the word **View** to see/print the report.
8. The report will display in PDF format.
9. You can delete the report by clicking the trash can icon.

## Printing a Group of Students:

1. From the Start page, search and select a group of students.
2. Once your students are listed on the Start Page in the 'Current Student Selection' window, select from the Function drop down list. Select Print Reports under the Printing header on the Group Functions menu.
3. On the Print Menu page:
  - **Which report would you like to print?:** Select the report you want to print. The first group of reports are Form Letters (ex: Letters and Labels). The second group of reports are Report Cards (ex: Report Cards and Student Schedules). The last group of reports are Object Reports (ex: Reports Cards, Transcripts, Student Schedules and Standard Report Cards). The groups are separated by dashes.
  - **For which students?:**
    - a. All records in a single batch: Prints the report as a single job
    - b. Print only the first [X] records: Prints the report for only the first specified number of records.
    - c. All records in batches of [X] records: Prints the report in the specified number of batches.
  - **If printing student schedule, use...:** Select an option to indicate enrollment specifications.
  - **If printing fee list, only include transactions conducted during...:** This is for an Object Report which includes a fee list. Choose a date range for report.
  - **Watermark Text:** To print text as a watermark on each page of the report. The drop-down menu allows you to use a standard phrase or select 'Custom' and enter the custom text in the field box below the drop down.
  - **Watermark Mode:** How you want the text to print on report.
    - a. Watermark: prints the text behind objects on the report.
    - b. Overlay: prints the text over objects on the report.
  - **When to print:** Select the time to run the report.
  - **Report Output Locale:** Select the output language of the report. By default, 'English' is selected.
4. After you click Submit you will be redirected to the **Report Queue (System) – My Jobs** page. The report is created from this page.
5. The status of the report progress through stages.
  - Completed: Job is finished.
  - Running: Job is processing.
  - Pending: Job has not started.
  - Canceled: Job has been canceled.
6. To update the stages of the status and complete the running of the report you will need to press the **Refresh** button or set the **Refresh** button on a countdown.
7. When the status shows 'Completed' under the Status column, you may click on the word **View** to see/print the report.
8. The report will display in PDF format.

9. You can delete the report by clicking the trash can icon.

### To Find Reports that Have Been Previously Ran:

1. While logged into PowerSchool you can click the Reports Queue icon in the upper right-hand corner. Note: It looks like a piece of paper just to the left of the printer icon.
2. This will take you back to the Report Queue (System) – My Jobs page. Here you can go through the list of completed reports and click on View to open and print the report.