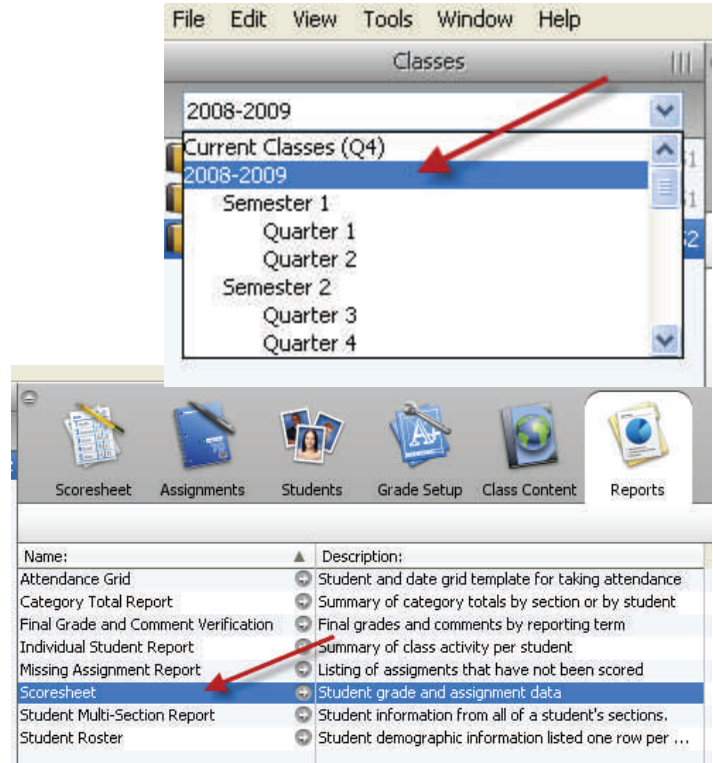


Gradebook Scoresheet Report

This guide will show you how to print a report that will list all scores and assignments you have for students in your classes.

Log into PowerTeacher, then open your Gradebook. Once in your Gradebook make sure you are viewing ALL of your classes for the 08-09 year. In the top left part of your Gradebook change the Classes range to 2008-2009.

Then click the Reports tab and select the 'Scoresheet' report.



Name: Scoresheet
Description: Student grade and assignment data
Output Type: PDF Export (CSV)
Sections: Selected Class Active Classes
Students: Enrolled Students Selected Groups and/or Students
Student Field: Student Name Student Number Sort By:
Category: ALL
Assignment Display: Assignment Name Assignment Abbreviation
Items To Include: Final Grades Assignments
Date Range: Manual
Start Date: 08/18/2008
End Date: 05/07/2009

Change the 'Sections' to Active Classes. Enter 8/18/2008 for the Start Date and 5/7/2009 for the End Date.

Click Run Report. A window will popup asking you whether you want to open or save the report, I suggest you open it and look it over, then save it and email it to whomever wants it.

