

## Printing Custom Reports

To print custom reports in PowerSchool, start with the student or group of students for whom you want to print the report.

1. On the start page, search for and select the student group.
2. Choose Print Report from the Functions pop-up menu.
3. Use the following diagram to enter information in the fields:

The screenshot shows the 'Print Reports' form with the following fields and annotations:

- Which report would you like to print?:** A dropdown menu showing 'Web Letter to Parents'. Annotation: 'Choose the report from the pop-up menu.'
- For which students?:** A text field showing 'The selected 57 students'. Annotation: 'Shows the number of students you selected. To print a quick test of a report, select the "Print only the first" checkbox and enter the number of pages you want to print.'
- Print only the first:** A checkbox and a text field with '2' pages. Annotation: 'Shows the number of students you selected. To print a quick test of a report, select the "Print only the first" checkbox and enter the number of pages you want to print.'
- In what order?:** Radio buttons for 'Alphabetical' (selected), 'By grade, then alphabetical', and 'By period [01] class, as of this date: 3/1/2004 (takes extra time)'. Annotation: 'Select the order in which you want the report to print for the selected students: alphabetically, by grade, or by period.'
- If printing student schedules, use...:** Radio buttons for 'courses enrolled during current term' (selected) and 'enrollment as of 3/1/2004'. Annotation: 'If the report you chose contains the student's schedule, select "courses enrolled during current term" for the student's current schedule. Or, select "enrollments as of" and enter a date in the field for a student's schedule as of a specified date.'
- If printing fee list, only include transactions conducted during...:** A dropdown menu showing 'Current School Year' and a text field. Annotation: 'If the report you chose contains student fee information, you can specify if the fees listed on the report include fees for the entire current school year, current term, current day, or between a date range.'
- Watermark Text:** A text input field. Annotation: 'To include a watermark on the report, choose one of the standard phrases from the pop-up menu or choose Custom: and enter the phrase in the blank field.'
- Watermark Mode:** A dropdown menu showing 'Overlay'. Annotation: 'Choose Overlay if you want the watermark to print on top of the objects on the report, or Watermark to print it behind the objects on the report.'
- When to print:** A dropdown menu showing 'ASAP' and a date/time field. Annotation: 'Choose when you want the report to run from the pop-up menu. If you choose On Specific Date/Time, enter the date in the blank field and choose the time from the pop-up menus.'

4. Click Submit.

**Note:** To print a report for an individual student, search for and select the student, click Functions in the student pages menu, and click Print Reports For This Student.