

Step by Step Interim Printing Instructions

1. Go into the PowerTeacher Pro Gradebook
2. Click on Reports
3. Choose “Individual Student Report”
4. Using the different drop downs, you can change the sorting or layout of the interim.
5. Click on the Format tab.
6. Add any notes to the top or bottom of the sheet. This note will print out on ALL student’s interims.
7. At the bottom of the page, click the box to add a parent signature line.
8. At the bottom right, click run report. It will download into a PDF that you can print. All interims will download at one time.

The screenshot displays the 'Reports' section of the PowerTeacher Pro interface. A vertical sidebar on the left contains navigation icons for Grading, Students, Progress, Reports, Settings, and Apps. The main content area is titled 'Criteria' and includes tabs for 'Students' and 'Format'. The 'Format' tab is active, showing the following configuration options:

- Report Title:** Individual Student Report
- Description:** Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.
- Classes*:** Select Classes (dropdown menu) | 1 Class: 2(A) WORLD HISTORY HONORS
- Sort Options:**
 - Layout:** By Section, By Student (dropdown menu)
 - Students:** Last Name (dropdown menu)
 - Assignments:** Due Date (Newest First) (dropdown menu)
- Data:**
 - Areas To Include*:** Select Data (dropdown menu) | Course Grades and Attendance, Assignments, Category Totals
 - Show Percentages:**
 - Show Assignments with no Data:**

A green 'Run Report' button is located at the bottom right of the configuration area.