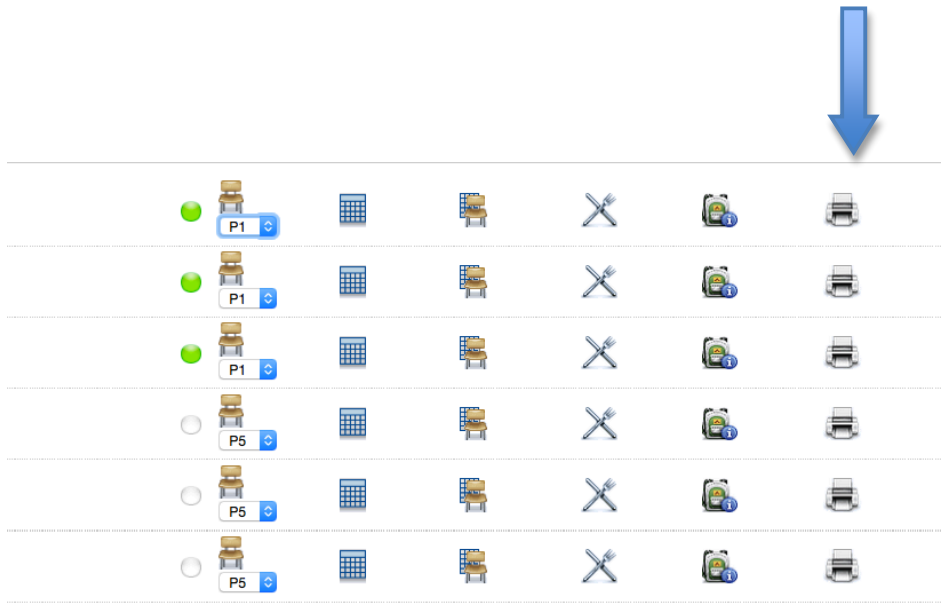


Getting a Student's Login Information

After logging into PowerTeacher, click on the printer icon beside the class you want to get the logins for.



From the drop down menu, select *Student Novell/Powerschool Information. Click Submit.

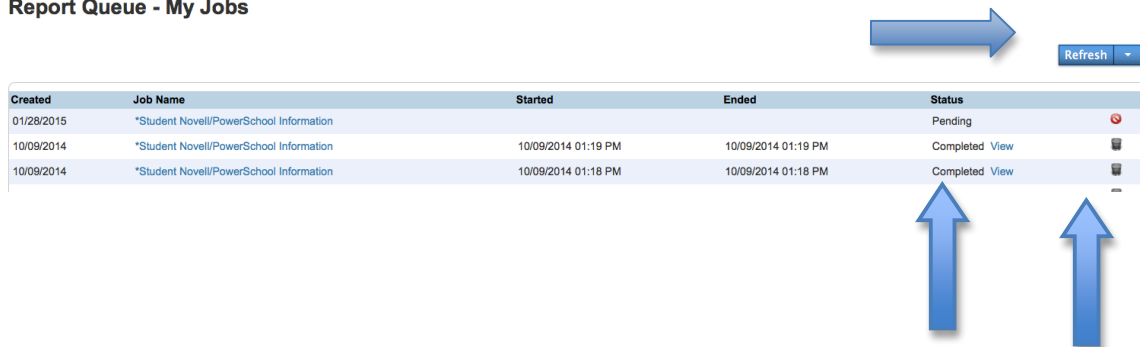
A screenshot of a report generation form. The form has several sections:

- Which report would you like to print?** A dropdown menu is open, showing 'Student Novell Information' selected. A blue arrow points to this dropdown.
- For which students?** The text 'The 32 students in this class.' is displayed.
- Test print?** A checkbox is unchecked. To its right is a text input field containing '2' and the word 'pages'.
- Watermark Text** A text input field with a dropdown arrow on the right.
- Watermark Mode** A dropdown menu showing 'Overlay' selected.
- When to print** A dropdown menu showing 'ASAP' selected, followed by two more dropdown menus.

At the bottom right of the form is a blue 'Submit' button. A blue arrow points to this button.

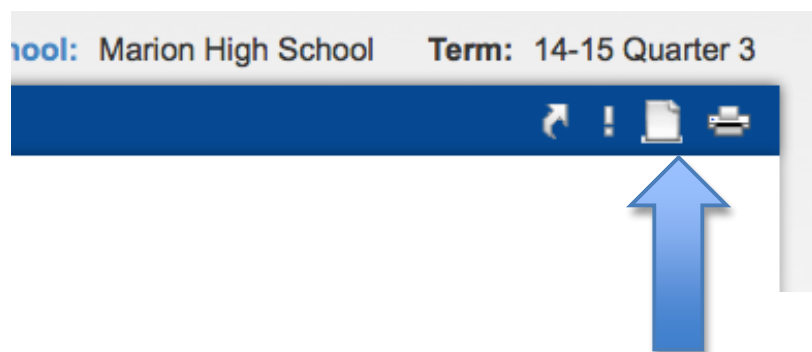
This will take you to your Report Queue – My Jobs screen. You will see the report you just submitted with Status ‘Pending’. It will move to Running, and then Completed View. The blue View link is what you click to see and/or print your report. To the far right of Report Queue – My Jobs is a blue Refresh button. You may click this until your report is Completed. When finished with a report click the trash can beside it to delete it.

Report Queue - My Jobs



Created	Job Name	Started	Ended	Status	
01/28/2015	*Student Novell/PowerSchool Information			Pending	
10/09/2014	*Student Novell/PowerSchool Information	10/09/2014 01:19 PM	10/09/2014 01:19 PM	Completed	View
10/09/2014	*Student Novell/PowerSchool Information	10/09/2014 01:18 PM	10/09/2014 01:18 PM	Completed	View

You may continue to work and return to the report by clicking the icon that looks like a sheet of paper below the Term. If you do not see this icon, then you do not have any reports in your queue. Run a new report and the icon will appear.



You may run this report for ALL of your students by clicking on Reports in the left hand menu on your start page (or the printer icon as mentioned above) and following the same instructions as above from the drop down menu Student Novell information on.

You may run this report for a single student by clicking the Backpack Icon for the class they are in, click the student's name in the left hand menu, and then on the right selecting print a report from the drop down menu. You will then follow the same instructions as above from the drop down menu Student Novell Information on.