
Run, Save, Cancel, and Print Reports

Purpose: *All users* – These instructions explain how to use a report template to pull data from the PowerSchool system and how to save and print a hard copy.

How to Run a Report for a Single Student

1. On the start page, select a student.
2. In the left menu select Print a Report
3. The "Print a Report" page appears.



Print A Report

Anderson, Nichole F 11 1 AGHS

Print the report (pdf) for	Anderson, Nichole F
Which report to print	PSU - Student Schedule
If printing student schedule, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of 5/9/2007
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP

[Submit](#)

4. Pick a report from the drop down menu "Which Report to Print"
5. Indicate a date if needed
6. Fill out remaining info as needed
7. Click **Submit**. The report queue appears.



Use the following table to enter information in the fields:

Field	Description
Print the report for	The selected student appears.
Which report to print	Choose the report from the pop-up menu.
If printing student schedule, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Choose the date range from the pop-up menu. If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none"> • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

8. Click **Refresh** until the completed status appears,

9. Click **View**

10. The page displays a PDF file or screen format of the report. Review it from beginning to end to verify that the formatting and content are correct.



Example of a student schedule report

When the report provides the data you need and is formatted properly, print it from this page or save it to another application.

Apple Grove High School

80 Iron Point Circle Suite 200
 Folsom, IA 95630
 (916) 850-1200

Student Schedule

Student Name: Anderson, Nichole F
 Grade: 11

Homeroom:

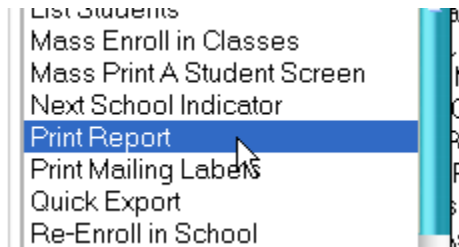
Per	Course	Sec	Course Name	Teacher	Room
1(A-B)	MAT2000	2	Pre-Calculus	Carlson, Steven N	204
2(A)	PE11	2	Phys Ed 11	Potter, Justin Z	Gym
2(B)	VOC1000	2	Computer Applications	Shorey, Richard I	210
3(A-B)	LAN1000	4	Spanish 1	Foreign Lang. TBH	410
4(A)	SOC1200	3	Government	Manston, Greg T	123
4(B)	ENG2000	6	English 2	Mantezimbe, Yoruba	206

Regular School Day Bell Schedule:

Period	Start Time	End Time
1	8:30 AM	9:25 AM
2	9:30 AM	10:25 AM
3	10:30 AM	11:25 AM
4	12:00 PM	12:55 PM
5	1:00 PM	1:55 PM
6	2:00 PM	2:55 PM

How to Run a Report for a Group of Students

1. On the start page, select a group of students. For more information on how to select students, see the documentation on searching.
2. Choose **Print Report** from the "Select a function" pop-up menu.
3. Click Print Report



4. The Print Reports page appears.

Print Reports

Option	Value
Which report would you like to print?	Letter Schedule
The selected 225 students	
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period 1 class, as of this date: 5/10/2007 (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <input type="radio"/> enrollment as of 5/10/2007
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	ASAP



5. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu.
For which students?	Select the option to indicate the students for whom the report will be run, if necessary.
Print only the first X pages	If you only want to print a limited number of pages, select the checkbox and enter the number of pages. If you make no selections at the Which Students option, a report prints for each student.
In what order?	Select an option to indicate the sort order.
If printing student schedules, use...	Select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Choose the date range from the pop-up menu. If you select the Date Range, enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	To run this report, select a time to start it: <ul style="list-style-type: none"> • ASAP: Execute immediately. • At Night: Execute during the next evening. • On Weekend: Execute during the next weekend. • On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

6. Click **Submit**. The report queue appears.

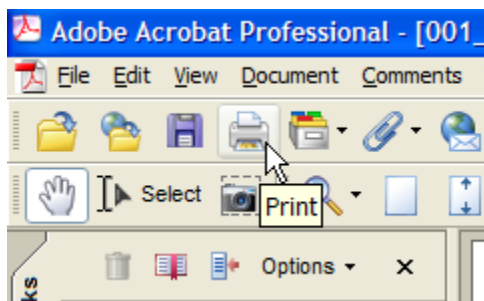
7. Click **Refresh** until the completed status appears,
8. Click **View**
9. The page displays a PDF file or screen view of the report. Review it from beginning to end to verify that the formatting and content are correct.

When the report provides the data you need and is formatted properly, print it from this page or save it to another application.

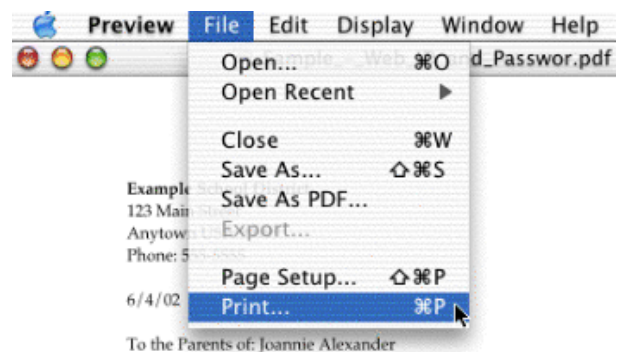
How to Print a Report

1. Run a report that creates a PDF.
2. Choose **File > Print** from the Adobe Acrobat menu or choose the print icon on a PC.

PC



Macintosh



3. Make the necessary selections in the Print dialog.
4. Click **OK**. The report prints as you view it on the page.

How to Save a Report

Save the data from a particular report. **Remember that this data may not be current the next time you access it**, since the PowerSchool system is continuously updated.

Note: Not all reports can be saved.


1. Run a report that creates a PDF.
2. Choose **File > Save As...** or **Save** from the Adobe Acrobat menu. Enter a file name for the report.
3. Click **Save**.

Report Status Refresh – View - Cancel

View the status of your reports using the report queue. Use the report queue to view, delete, cancel, and re-execute reports that you submit to the queue. When you submit a report request to the system, it captures that request and transmits the job to the report queue. The Report Queue page displays the status of the report as it is processed by the system.

How to View Your Reports in the Report Queue

You must run a report before performing this procedure.

- On the navigation bar, click the **Report Queue icon** . The Report Queue - My Jobs page displays all your reports.
- Do one of the following:
 - Click **Refresh** to update the page.
 - Click **View** to view the report.
 - Click the **job name** of the report to view the Job Detail page which displays details of the report job.
 - Select the **Run Job Again** checkbox, if you want to re run the report.

Report Queue - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
01/28/2003	AGHS Progress Report	01/28/2003 10:51 AM	01/28/2003 10:51 AM	Completed 
01/28/2003	AGHS Progress Report	01/28/2003 10:49 AM	01/28/2003 10:49 AM	Completed 

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on the its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

Option	Value
User	Benson, Scott
School	Apple Grove High School (300)
Created	5/10/2007 7:58 AM
Job Name	Sample - Progress Report
Type	PDF
Reports	Students
Status	Completed
Started	5/10/2007 7:58 AM
Ended	5/10/2007 7:58 AM
When To Execute	ASAP 0/0/0
Run job again?	<input type="checkbox"/>
Result File	Sample_-_Progress_Report.pdf
File Size	9.71 KB

Submit



How to Cancel a Report

Only users can delete jobs, and they can delete only their own.

Created	Job Name	Started	Ended	Status	
05/10/2007	Absentee	05/10/2007 8:32 AM		Running	
05/10/2007	Sample - Progress Report	05/10/2007 7:58 AM	05/10/2007 7:58 AM	Completed	

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon when in the report queue. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Clear Out Your Print Queue

It is highly recommended that you keep your report queue as clean as possible in order to avoid using an old report with old data.

Completed and canceled jobs will automatically be deleted after 2 days. Click on the trash can icon to immediately delete an individual job,

or,

you can delete all completed or canceled jobs by clicking on the **delete all** link at the bottom of the report queue page.

Status		
Completed	View	
Completed	View	
Completed	View	
Completed	View	

