

POWERTEACHER 1.51

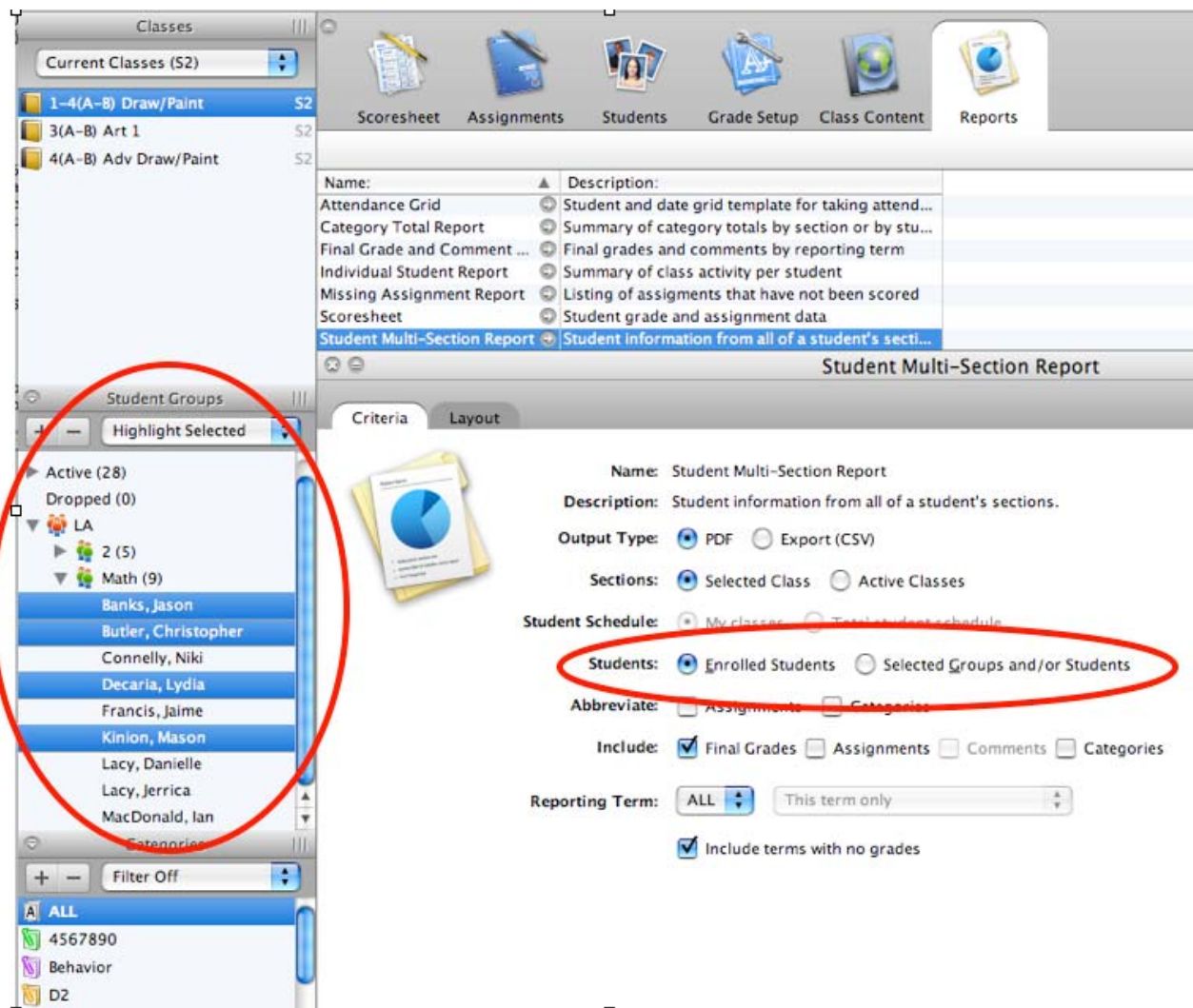
TEACHER TIPS

What Every Teacher Should Know

This is a list of the top feature requests by teachers. The good news? The features are already there!

#1. Report on a single student or a selection of students.

How to do it:



1. Select one or more students in the student groups pane on the left.

2. On any report, on the criteria tab, look at the option labeled "students".
3. Change the selection from "Enrolled Students" to "Selected Groups and/or Students"
4. Run the report. Only the selected students will appear on the report.

#2. Run a report with more data per page, or include specific instructions on the report.

How to do it:

The screenshot shows a software interface with several panes. On the left, there are panes for 'Classes', 'Student Groups', and 'Categories'. The 'Classes' pane shows 'Current Classes (S2)' with '1(A) Computer' and '4(A-B) Consumer Math' listed. The 'Student Groups' pane shows 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'. The 'Categories' pane shows 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The main pane displays a list of reports with columns for 'Name' and 'Description'. The 'Individual Student Report' is selected. Below the list, there are two tabs: 'Criteria' and 'Layout'. The 'Layout' tab is highlighted with a red circle. The 'Layout' tab contains the following options: 'Report Title: Individual Student Report', 'Page Breaks: On Sections On Students', 'Top Note: include bold', 'Bottom Note: include bold', and 'Signature Line: include'. A 'Run Report' button is visible at the bottom right.

1. Select any report
2. In the details pane below, select the 2nd tab called "layout".

3. Set any of the features listed there:

Name: Give the report a specific name

Page Breaks: Turn page breaks on & off

Top Note*: Include instructions to appear at the top of the report

Bottom Note*: Include instructions to appear at the bottom of the report

Signature Line: Include a signature line at the bottom of the report

* The top and bottom note text is remembered automatically for the next time you run the report.

4. Run the report.

#3. Report on students' progress in all their classes.

How to do it:

The screenshot shows a software interface with a sidebar on the left containing 'Classes', 'Student Groups', and 'Categories'. The main area displays a list of reports, with 'Student Multi-Section Report' highlighted. Below this, the configuration for the 'Student Multi-Section Report' is shown. The 'Student Schedule' option is set to 'Total student schedule' and the 'Sections' option is set to 'Selected Class'. Other options include 'Output Type' (PDF), 'Students' (Enrolled Students), and 'Reporting Term' (ALL).

1. Select the **Student Multi-Section Report**
2. Look at the option labeled "Student Schedule"
3. For only sections where you teach the student, leave the selection on **"My Classes"**
4. For the student's full schedule, select "Total Student Schedule"

5. Select final grades and comments, assignments, and/or category totals to display
6. Run the report.

#4. Run a report for all sections at once.

How to do it:

The screenshot shows a software interface for generating reports. On the left, there are panels for 'Classes' (listing '1(A) Computer' and '4(A-B) Consumer Math'), 'Student Groups' (listing 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'), and 'Categories' (listing 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'). The main area displays a list of report types, with 'Individual Student Report' selected. Below this, the 'Criteria' tab is active, showing configuration options for the report. A red circle highlights the 'Sections' dropdown, which is currently set to 'Active Classes'. Other options include 'Selected Class', 'Enrolled Students', and 'Selected Groups and/or Students'. The 'Output Type' is set to 'PDF', and the 'Order By' is 'Section, Student'. The 'Include' section has checkboxes for 'Final Grades', 'Assignments', 'Comments', and 'Categories', all of which are checked. The 'Date Range' is set to 'Manual' and 'This term only'. The 'Start Date' and 'End Date' fields are empty. A 'Run Report' button is located at the bottom right.

1. Select any report
2. On the criteria tab, look at the option labeled " **Sections**"
3. Change the selection from "Selected Class" to "Active Classes"
4. Run the report

#5. Run a report that lists students alphabetically across sections, not by section.

How to do it:

The screenshot shows the 'Individual Student Report' configuration window. The 'Criteria' tab is selected. The 'Sections' dropdown is set to 'Active Classes' and the 'Order By' dropdown is set to 'Student'. Both are circled in red. The 'Output Type' is set to 'PDF'. The 'Students' dropdown is set to 'Enrolled Students'. The 'Student Field' is set to 'Student Name'. The 'Sort By' is set to 'Number'. The 'Include' section has checkboxes for 'Final Grades', 'Assignments', 'Comments', and 'Categories', all of which are checked. The 'Date Range' is set to 'Manual' and 'This term only'. The 'Start Date' and 'End Date' fields are empty. A 'Run Report' button is visible at the bottom right.

1. Select the **Individual Student** or **Missing Assignment Report**.
2. On the criteria tab, look at the option labeled "**Sections**"
3. Change the selection from "Selected Class" to "Active Classes"
4. On the same row, change "Order By" from "Section, Student" to "Student"
5. Run the report

#6. Print a class contact list, student roster, field trip check sheet and more.

How to do it:

The screenshot shows a software interface with several panels. The 'Classes' panel on the left lists '1(A) Computer' and '4(A-B) Consumer Math'. The 'Student Groups' panel lists 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'. The 'Categories' panel lists 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The 'Reports' panel on the right lists various reports, with 'Student Roster' highlighted. The 'Student Roster' configuration panel shows the following settings:

- Name: Student Roster
- Description: Student demographic information listed one row per student
- Output Type: PDF Export (CSV)
- Sections: Selected Class Active Classes
- Students: Enrolled Students Selected Groups and/or Students
- Student Info: Student Name Student Number Birthday Gender Grade Level
- Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contact
- Sort: Student Last Name Student First Name Student Number Birthday
- Report Preview: Student Name | Birthday | Mother's Name | Father's Name | Home Phone | Check box

1. Select the **Student Roster** Report
2. Check the "Student Info" and "Parent Info" you'd like to see on the report
3. Select and name any blank fields you need
4. In the Preview area below, drag and drop the columns to see the desired order.
5. Run the report

