

## Printing Reports in PowerTeacher

Log in to PowerTeacher.  
(ps.uinta1.com/teachers)  
You will see this the  
**Current Classes** page.

Click the Printer icon.

### Current Classes

AM(D)	Elem Attendance	<input type="radio"/>						
PM(D)	Elem-PM Attendance	<input type="radio"/>						
MA(D)	Math 5	<input type="radio"/>						
RE(D)	Reading 5	<input type="radio"/>						
WR(D)	Writing 5	<input type="radio"/>						
SP(D)	Word Work 5	<input type="radio"/>						
CT(D)	Citizenship 5	<input type="radio"/>						

The **Print Class Reports** page will display.

Select the name of the report from the drop down menu.

Then click submit

### Print Class Reports

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Report Output Locale

Legend

Class Attendance Audit

Blank Computer Use Agreement Form

UME Cumulative Report

UME Progress Report Q1

UME Progress Report Q2

UME Progress Report Q3

UME Progress Report Q4

UME Progress Report Year

14-15\_ElemG1ReportCard

14-15\_ElemG2ReportCard

14-15\_ElemG3ReportCard

14-15\_ElemG4ReportCard

14-15\_ElemG5ReportCard

14-15\_ElemSpecials

BusManifest

BusManifest (Numbered)

EmergencyCallList

GoBagList

Submit

The **Report Queue-My Jobs** page will display.

The status will change from **Running** to **Completed** when the report is ready. You can click the **Refresh** button to update the status.

Once Completed, click the blue **View** link to view and print the report.

### Report Queue - My Jobs

Created	Job Name	Started	Ended	Status	
09/10/2015	EmergencyCallList	09/10/2015 09:04 AM		Running	
09/10/2015	GoBagList	09/10/2015 08:52 AM	09/10/2015 08:52 AM	Completed	<a href="#">View</a>
09/10/2015	BusManifest (Numbered)	09/10/2015 08:51 AM	09/10/2015 08:51 AM	Completed	<a href="#">View</a>

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 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 4 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.