

## Easy K-6 Interim Reports

1. Log into Power School like you will be doing attendance.
2. Once in that window, click on the “Report” button on the left.

Class	Subject	Icons
HR(M-F)	Homeroom	Green circle, desk, calendar, printer, trash, report icon
P1(M-F)	Language/Word Study	White circle, desk, calendar, printer, trash, report icon
P2(M,W,F)	Social Studies	White circle, desk, calendar, printer, trash, report icon
P2(T,R)	Science	White circle, desk, calendar, printer, trash, report icon
P3(M-F)	Reading	White circle, desk, calendar, printer, trash, report icon
P4(M-F)	Writing	White circle, desk, calendar, printer, trash, report icon
P6(M-F) P8(M-F)	Mathematics	White circle, desk, calendar, printer, trash, report icon

3. In the report window, choose the top dropdown box and click on “Progress Report.”

Which report would you like to print? **Progress Report**

For which students? All 22 students in my classes.

Test print?  Print only the first 2 pages.

Watermark Text

Watermark Mode: Overlay

When to print: ASAP

Report Output Locale: English

4. After you change to “Progress Report,” click on “Submit” in the lower right.
5. In the next window you will see that your report is being compiled. Click on “Refresh” in the upper right to see if your report is complete.
6. When your report is complete, click on “view” and your interims will download in a .pdf file.

### Report Queue - My Jobs

Created	Job Name	Started	Ended	Status
10/27/2015	Progress Report	10/27/2015 01:18 PM		Running
10/27/2015	Progress Report	10/27/2015 11:11 AM	10/27/2015 11:11 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.