

# Reports via PowerTeacher

Login to PowerTeacher using your credentials

Click on the printer icon that is in line with the section that you wish to run a report for

## Current Classes

1(P) Attendance AM 

Print Class Reports will appear

## Print Class Reports

Which report would you like to print?

For which students? The 3 students in this class.

Test print?  Print only the first  pages.

Watermark Text

Watermark Mode

When to print

Report Output Locale

Select the report you'd like to print and click Submit

Report Queue – My Jobs will appear

## Report Queue - My Jobs

Created	Job Name	Started	Ended	Status
07/31/2015	Student emails for this Class more than 40(Sys)	07/31/2015 12:32 PM	07/31/2015 12:32 PM	Completed <a href="#">View</a>

Click View once the job is completed, this will return the pdf report you requested