INTERIM SCHOOL REPORTS

## Uploading Individual Student Reports to SchoolZone

1. Login to PowerTeacher and launch GradeBook.
2. Click on the Reports Tab, and Select "Individual Student Report".
3. Below ensure the Criteria tab is active.
4. Set the following:
   - Output Type: PDF
   - Sections: You can choose: Selected Class or Active Classes
   - Selected class will be the high-lighted class (in blue) on the left sidebar
   - If you choose to upload all your active classes at once, select Active Classes
   - Student Field: Student Number

6. Click on Run Report.

5. When the "Report Complete" dialog box comes up, Select "Save Report and OK.
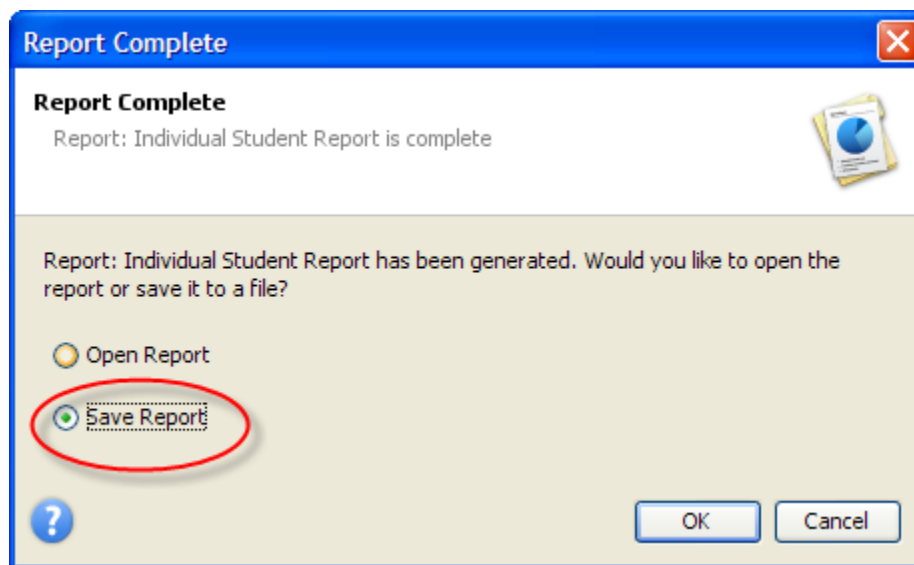
6. Now save this report to a location and filename of your choice. This file you have created is the one you will use to import into SchoolZone.
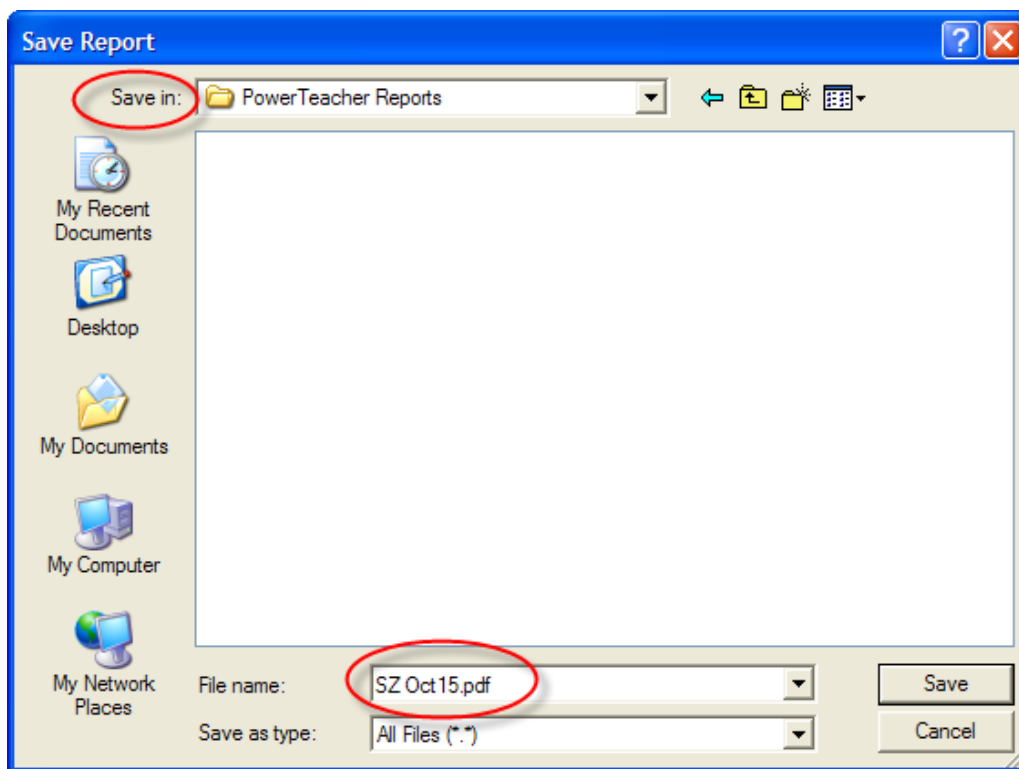
7. Login to SchoolZone and Select the Reports Tab.

8. Choose Interim Marks Reports.
9. Check the "Import From PowerTeacher" box.
10. Click the Browse button and navigate to the location of the file you saved earlier.

11. Choose the file and click Open. Click on Next.

SchoolZone will process the data and you will see this screen.
As always, Preview some of the reports prior to posting and releasing them.

12. You have the option to Post the reports and then release them in SchoolZone as before, or you can Post and Release at once.