

INTERIM SCHOOL REPORTS

Uploading Individual Student Reports to SchoolZone

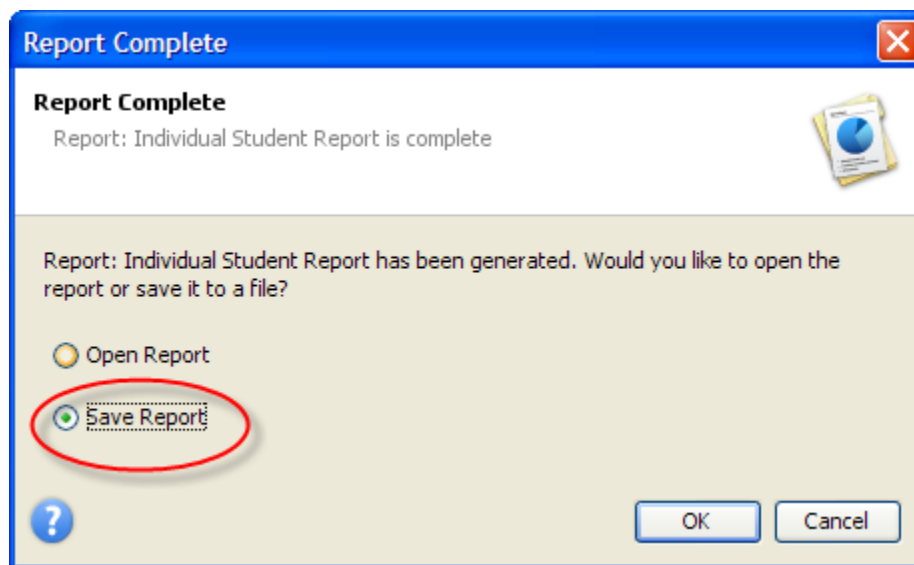
1. Login to PowerTeacher and launch GradeBook.
2. Click on the Reports Tab, and Select "Individual Student Report".
3. Below ensure the Criteria tab is active.
4. Set the following:
 - Output Type: PDF
 - Sections: You can choose: Selected Class or Active Classes
 - Selected class will be the high-lighted 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

The screenshot shows the PowerTeacher Gradebook interface for a user named Mr/Ms/Mrs. Teacher. The 'Classes' sidebar on the left lists various classes, with 'P7(A-B) 11 - Word Pro' selected. The main window displays a list of reports, with 'Individual Student Report' selected. Below this, the 'Criteria' tab is active, showing configuration options for the report. The 'Output Type' is set to 'PDF', 'Sections' is set to 'Selected Class', and 'Student Field' is set to 'Student Number'. The 'Run Report' button is highlighted at the bottom right.

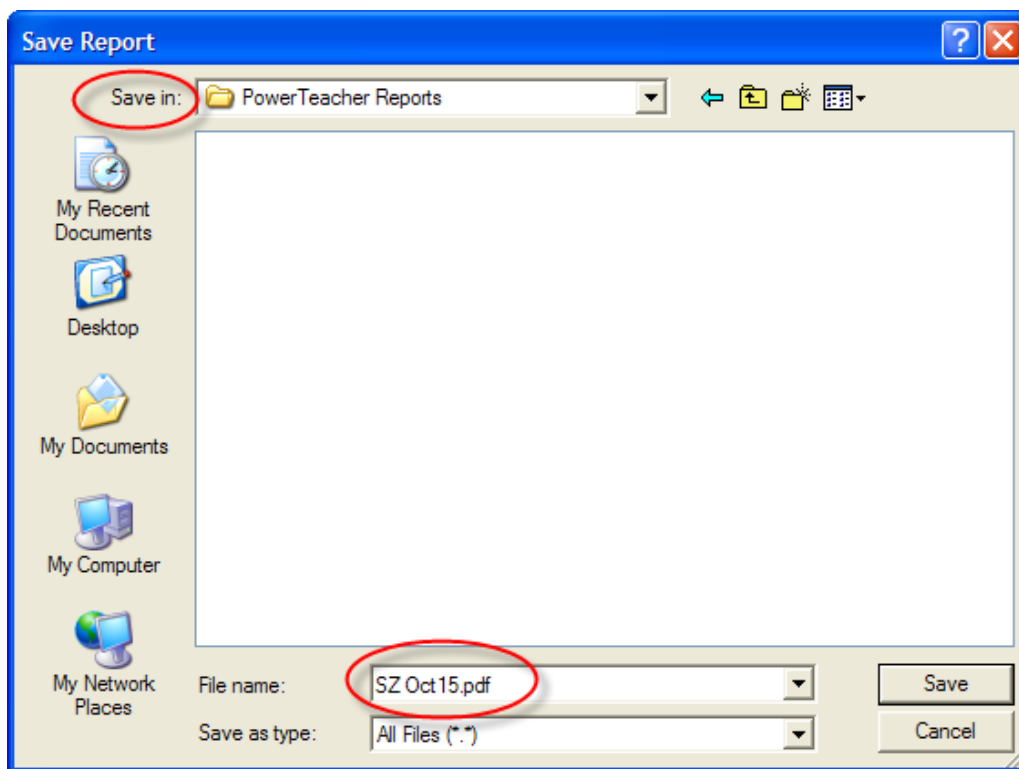
Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Verification	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Multi-Section Report	Student information from all of a student's sections.
Student Roster	Student demographic information listed one row per ...

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.

HELP PREFERENCES LOGO

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Reports

Report: Interim Marks Reports Import From PowerTeacher

Import Interim Marks From The PowerTeacher Gradebook

Step 1: Identify the file containing the marks to be imported.

For information about how to create a file in PowerTeacher that can be imported into SchoolZone, click [here](#).

When you have created the file, click the "Browse" button (below), then use the navigation control to locate the file.

File: Browse...

Next >>

Choose file

Look in: Location of your choice

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

SZ Oct15.pdf

File name: SZ Oct15.pdf

Files of type: All Files (*.*)

Open Cancel

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

Reports 🔍 📄 📁

Report: Interim Marks Reports Import From PowerTeacher

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File: \\main-052\user\$\RJackson\Desktop\PowerTeacher Reports\Locatio Browse...

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.

Reports QuizZone Resources Workspace School News Admin System Admin

:S Import From PowerTeacher

Import Interim Marks From The PowerTeacher Gradebook

Step 2: Confirm information.

? The information to be imported is displayed below. Please preview the reports to confirm that they are correct, then click 'Post' or 'Post and Release'.

If you select 'Post', note that your reports will need to be released from SchoolZone before parents and students can see them.

Student Name	Student Nbr.	Class	
R	354	Word Processing 1 11	Preview
M	322	Word Processing 1 11	Preview
A	562	Word Processing 1 11	Preview
M	316	Word Processing 1 11	Preview
C	219	Word Processing 1 11	Preview
R	350	Word Processing 1 11	Preview
M	507	Word Processing 1 11	Preview
K	220	Word Processing 1 11	Preview
Y	649	Word Processing 1 11	Preview
S	421	Word Processing 1 11	Preview
T	375	Word Processing 1 11	Preview

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Post >>
Post and Release >>

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.