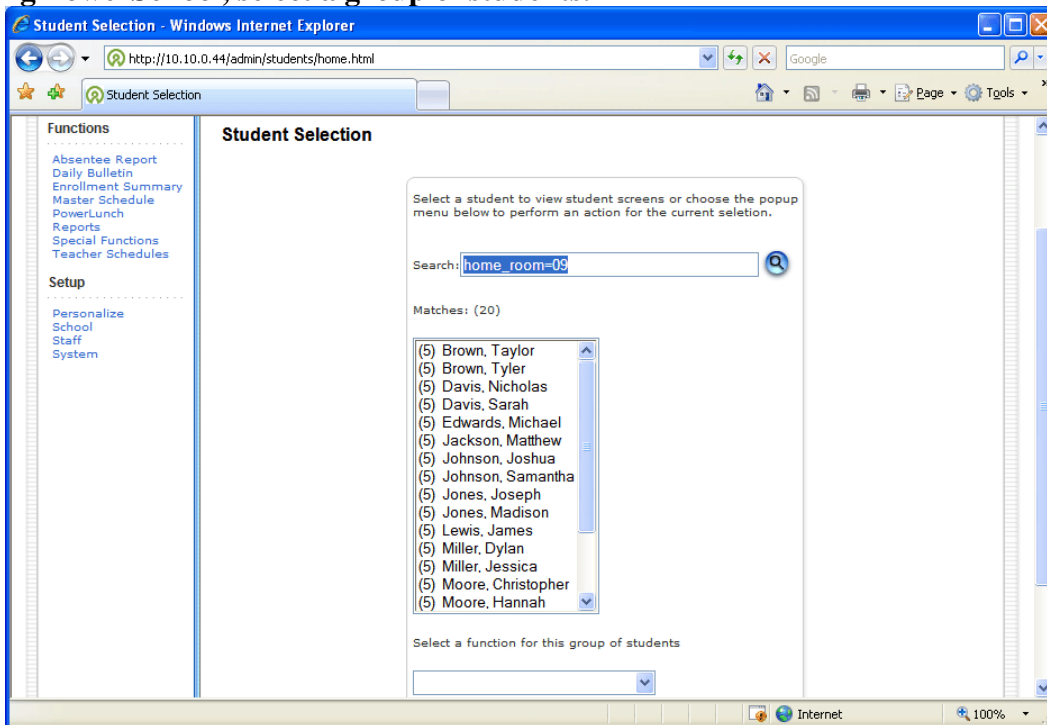


# Printing Reports for a Group of Students

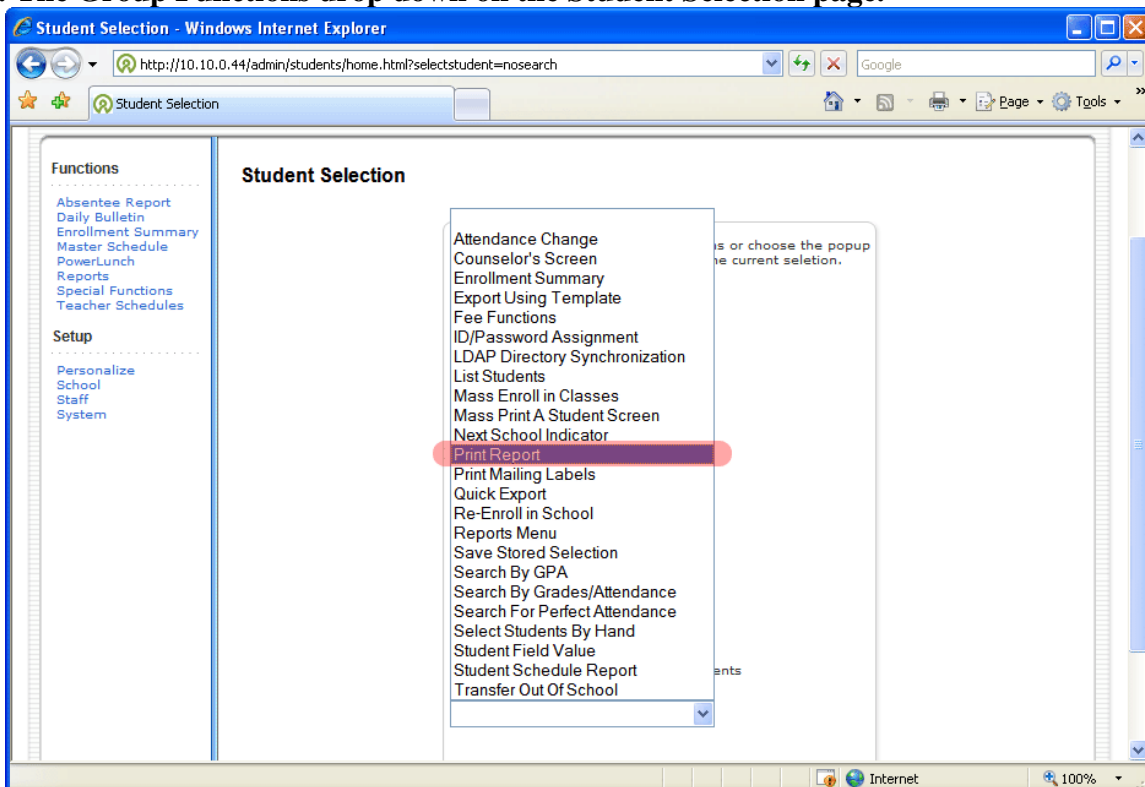
## Print Report Steps

### 1. Using PowerSchool, select a group of students.



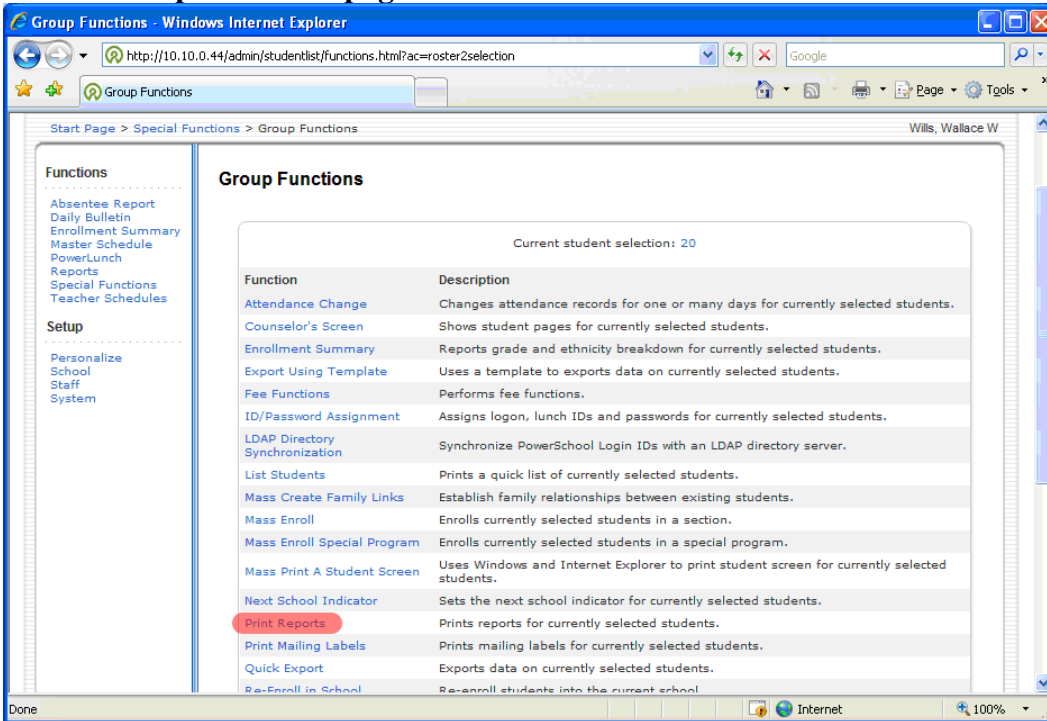
### 2. Select the Print Report function from either:

#### 2.1. The Group Functions drop down on the Student Selection page.

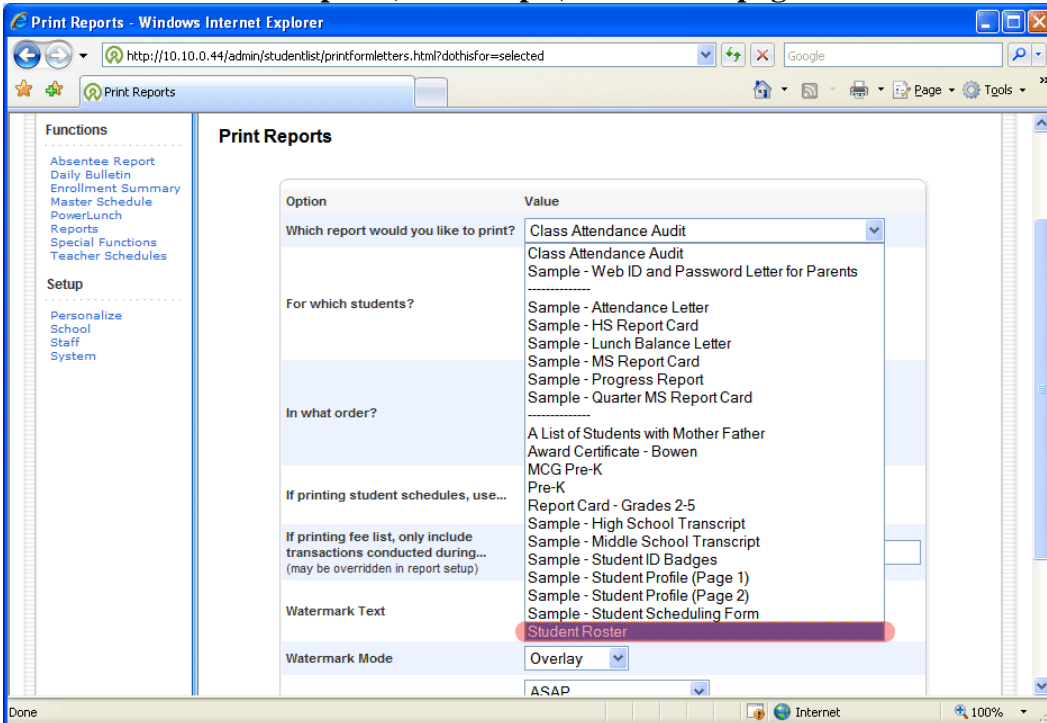


# Printing Reports for a Group of Students

## 2.2. or the Group Functions page



3. On the Print Reports page and in the “Which report would you like to print?” drop down box, select the *Student Roster* report (for example). Submit the page when done.



# Printing Reports for a Group of Students

4. In the Report Queue, the job will go through the following statuses: Pending → Running → Completed. You can check the current status by clicking the Refresh link next to the page title, Report Queue. Once the job is finished, click the Completed link to display the resulting file.

Report Queue - My Jobs - Windows Internet Explorer

http://10.10.0.44/admin/reportqueue/home.html

PowerSchool

School: Perryville Elementary

Term: 07-08 Marking Period 3

Logout ?

Start Page > Report Queue - My Jobs

Wills, Wallace W

Report Queue - My Jobs Refresh

Created	Job Name	Started	Ended	Status
04/01/2008	<a href="#">Student Roster</a>	04/01/2008 2:24 PM	04/01/2008 2:24 PM	Completed
03/20/2008	<a href="#">Report Card - Grades 2-5</a>	03/20/2008 2:25 PM	03/20/2008 2:25 PM	Completed

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 days. Click on the trash can to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

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http://10.10.0.44/admin/reportqueue/home.html?ac=report\_batch\_deletejob&report\_batch\_jobID=207