

POWER SCHOOL: GENERATING INTERIM REPORTS



HOME BASE™

Teacher Sign In

Username

Password

PowerSchool

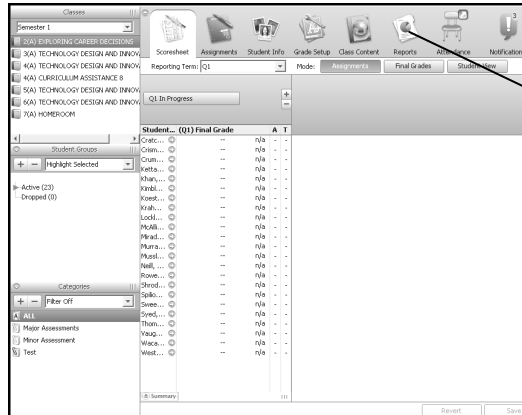
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1. Log into HomeBase

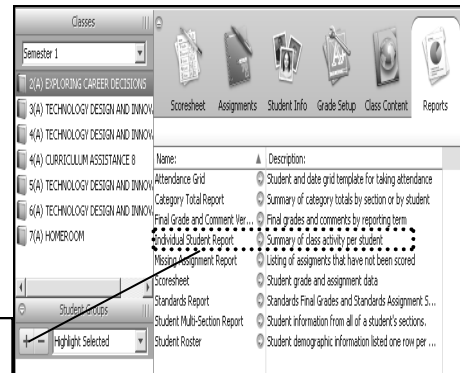
2. Launch
Grade Book



3. Click
“Reports” on
the top right

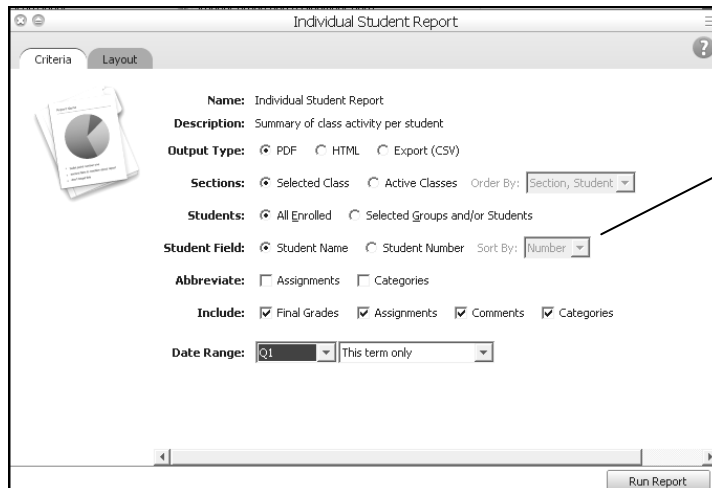


4. Click tiny arrow
next to “Individual
Student Report”



5. “Criteria”
Ensure that you make
changes that are identical
to the image

6. Click the “Layout” Tab



Individual Student Report

Criteria Layout

Name: Individual Student Report

Description: Summary of class activity per student

Output Type: ☒ PDF ☐ HTML ☐ Export (CSV)

Sections: ☒ Selected Class ☐ Active Classes Order By:

Students: ☒ All Enrolled ☐ Selected Groups and/or Students

Student Field: ☒ Student Name ☐ Student Number Sort By:

Abbreviate: ☐ Assignments ☐ Categories

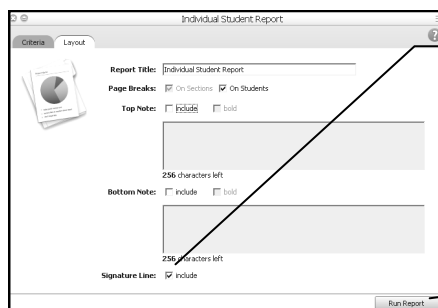
Include: ☒ Final Grades ☒ Assignments ☒ Comments ☒ Categories

Date Range: This term only

7. “Layout”

⇒ To ensure a parent signature line, you will need
to check the box

⇒ To generate the same teacher message on all
interims, you may do so in the “Layout”



Individual Student Report

Criteria Layout

Report Title: Individual Student Report

Page Breaks: ☒ On Sections ☒ On Students

Top Notes: ☒ include ☐ bold

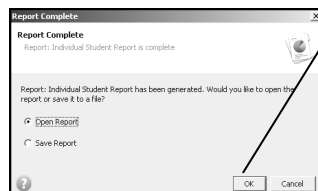
256 characters left

Bottom Notes: ☐ include ☐ bold

256 characters left

Signature Lines: ☒ include

8. Click “Run Report”



Report Complete

Report: Individual Student Report is complete

Report: Individual Student Report has been generated. Would you like to open the report or save it to a file?

☒ Open Report

☐ Save Report

9. Leave on “Open Report”
& Click “OK”

10. PRINT THE PDF File

REPEAT
STEPS FOR
EACH CLASS