

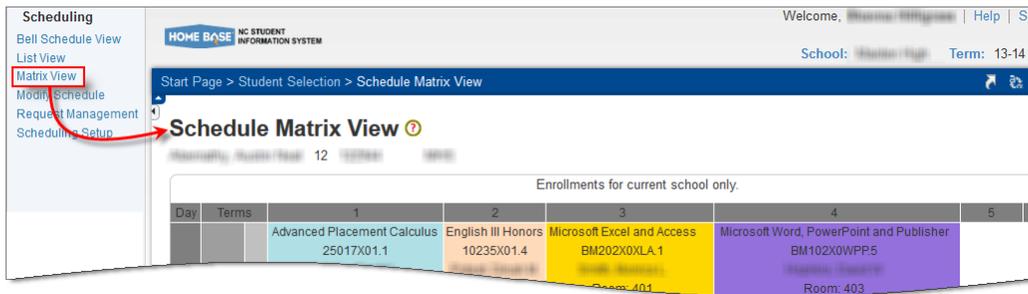
# Printing Student Schedules

This document outlines the process to print [individual](#), [multiple \(predefined\)](#) and [multiple \(user-defined\)](#) student schedules.

## Print Individual Student Schedule

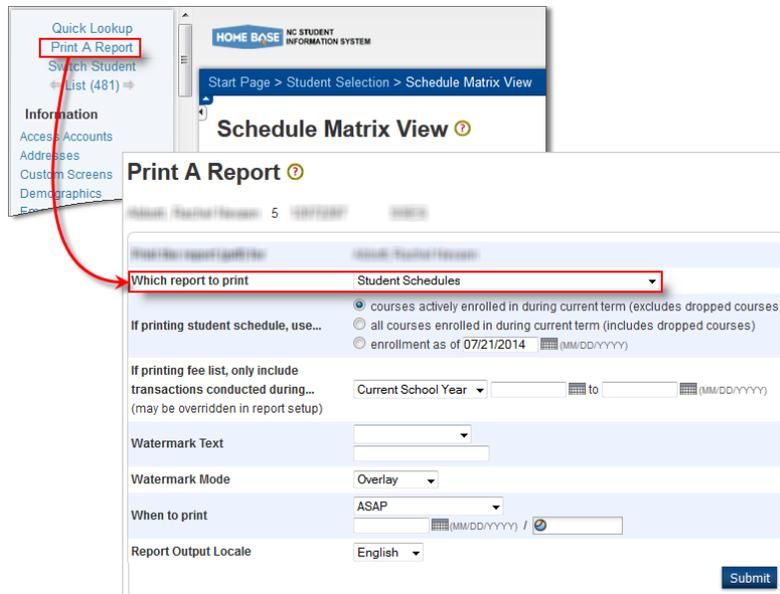
- To view an individual student's schedule:

**Navigation:** Start Page > Select Student > **Scheduling** section > **Matrix view**



- To print an individual student's schedule:

**Navigation:** Print a Report > Select **Sample Schedules** > **Submit** button



## Printing Student Schedules

- At the **Report Queue (System) – My Jobs** screen, click the **View** link to print the student’s schedule.

**Report Queue (System) - My Jobs**

System ReportWorks Refresh

Created	Job Name	Started	Ended	Status
07/21/2014	Student Schedules	07/21/2014 10:11 AM	07/21/2014 10:11 AM	Completed <a href="#">View</a>
07/21/2014	<b>Saint Stephens Elementary Schedule for [Redacted]</b>			
07/21/2014	<b>Student Schedule</b>			

July 21, 2014

**Full Name:** [Redacted]  
**Grade:** 5  
**Student Number:** [Redacted]  
**Homeroom:** [Redacted] -- 441  
**Gender:** F  
**Locker #:**  
**Locker Combo:**  
**Date Enrolled:** 08/25/2014

Period	Term	Course	Teacher	Room
2(A-E)	13-14	Language Arts	[Redacted]	203
3(A-E)	13-14	Math	[Redacted]	201
4(A-E)	13-14	SCIENCE-GRADE 4	[Redacted]	201
5(A-E)	13-14	Social Studies Fourth Grade	[Redacted]	203
9(A-E)	13-14	Conduct	[Redacted]	201
11(A)	13-14	General Music (K-6)	[Redacted]	136
12(C)	13-14	ART	[Redacted]	153
14(B,D)	13-14	Physical Education	[Redacted]	GYM

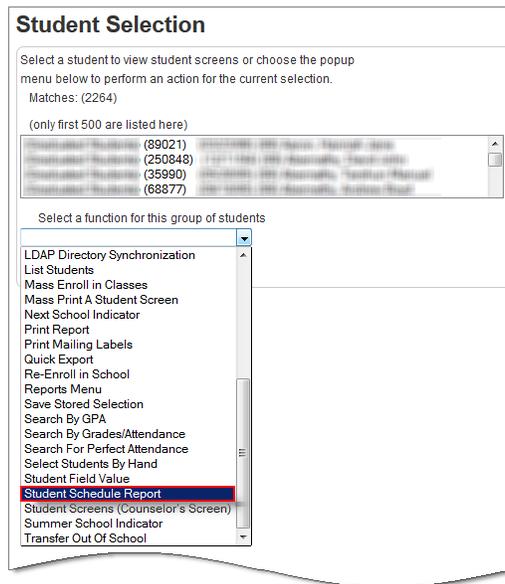
## Print Multiple Students' Schedule (predefined group)

1. To view multiple students' schedule, select the desired group of students using the **Browse Students** area on the **Start Page** screen.

**Note:** For more information on browsing and selecting groups of students, refer to Article # [63494](#) in [PowerSource](#).

2. To print students' schedules:

**Navigation:** student selection screen > Select Student Schedule Report



3. On the **Student Schedule Matrix Report** screen, set the **Max Students per Page** field to '1.'

4. Click **submit**.

## Printing Student Schedules

Student schedules will generate with instructions for printing at top of the page.

**Instructions**

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer.

Note that due to browser differences, some browsers may fail to properly print this report. For a list of supported browsers, consult the **Hardware and Software Requirements for PowerSchool 7.x, available on PowerSource.**

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. **You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings.** Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output.

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

**Student Schedule** LEA Office

Student Name:

Student ID:

Homeroom:

Grade:

Year of Graduation:

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Enrollments for current school only.

Terms

### Print Multiple Students' Schedule (user-defined group)

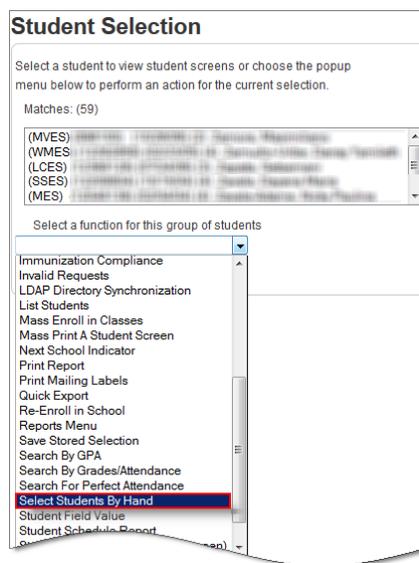
To print schedules for a hand-selected group of students, click **select students by Hand** from the drop-down.

1. To view multiple students' schedules, select the desired group of students using the **Browse Students** area on the **Start Page** screen.

**Note:** For more information on browsing and selecting groups of students, refer to Article # [63494](#) in [PowerSource](#).

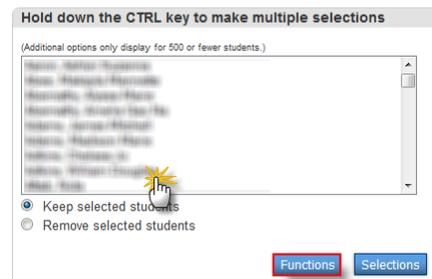
2. To print students' schedules:

**Navigation:** student selection screen > **Select Students By Hand**



- a. Hold the **Ctrl** key, select the desired students and click **Functions** button.

#### Select Students By Hand - (3164)



3. At the **Group Functions** screen, click the **Student Schedule Report** link.

Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Field Value	Sets the value of a student field value for currently selected students.
Student Schedule Report	Creates a printable student matrix report for the selected students.
Student Screens	Displays the student screens for currently selected students.

## Printing Student Schedules

- On the **Student Schedule Matrix Report** screen, set the **Max Students per Page** field to '1.'

### Student Schedule Matrix Report

Option	Value
Report Title	Student Schedule
Students to scan	<input checked="" type="radio"/> The selected 2264 students <input type="radio"/> All 15728 currently enrolled students
Max Students per Page	1
Sort Order	<input checked="" type="radio"/> Last Name <input type="radio"/> Grade Level <input type="radio"/> Homeroom
Include Active Enrollments As Of	<input type="text" value=""/> (MM/DD/YYYY)
Show Dropped Enrollments in Separate List	<input type="checkbox"/>
Bell Schedule for Period Start/End Times	<input type="text" value=""/>
Color Sections By:	<input checked="" type="radio"/> No Coloring <input type="radio"/> Section <input type="radio"/> Course

- Click **submit**.

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Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

### Student Schedule Listing 1-25

Student Page

Student Name: XXXXXXXXXX  
 Student ID: XXXXXXXXXX  
 Homeroom: XXXXXXXXXX  
 Grade: XXXXXX  
 Year of Graduation: XXXXXX

Enrollments for current school only.						
Day	Terms		1	2	3	4
A	13-14	S1	Beginning Visual Design 54152X02BV.2 <small>Room: 311 1(A) S1</small>	Physical Science 34102X01.1 <small>Room: 421 2(A) S1</small>	College Prep Eng II 10222X0C.1 <small>Room: 542 3(A) S1</small>	Health Science I HU402X01.1 <small>Room: 536 4(A) S1</small>
			Civics and Economics 42092X01.3	Foods I FN412X01.6	MATH II 22012X0M2.5	Color Theory-Beginning 54152X02CT.2

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