Printing Student Schedules

This document outlines the process to print <u>individual</u>, <u>multiple (predefined)</u> and <u>multiple (user-defined)</u> student schedules.

Print Individual Student Schedule

1. To view an individual student's schedule:

Navigation	:	St	art Page > Se	elect Stu	udent > Sche	duling section >	> Matrix	View
Scheduling Bell Schedule View	HOME		IDENT MATION SYSTEM			Welcome,	Help Sig	
Matrix View Modin, Schedule Request Management Schedulms Setup	Start Pa	age > Stud	ent Selection > Schedule Matr	ix View			<i>4</i> 5 K	
		anyy/muon	12	E	nrollments for current school	only.		
	Day	Terms	1 Advanced Placement Calculus 25017X01.1	2 English III Honors 10235X01.4	3 Microsoft Excel and Access BM202X0XLA.1	4 Microsoft Word, PowerPoint and Publish BM102X0WPP.5	5 ner	

2. To print an individual student's schedule:

Navigation:	<pre>Print a Report > Select Sample Schedules > Submit button</pre>

Quick Lookt Print A Repp Switch Stude List (481) Information Acces: Accounts Addresses Custom Screens Democraphics Exercise	IP IT IT IT IT IT IT IT IT IT IT				
	Print A Report [®]	9983			
	HINKI Kur saaref i galit (kor	Student Schedules			
	Which report to print				
	If printing student schedule, use	courses actively enrolled in during current term (excludes dropped courses) all courses enrolled in during current term (includes dropped courses) enrollment as of 07/21/2014 Important/			
	If printing fee list, only include transactions conducted during (may be overridden in report setup)	Current School Year			
	Watermark Text	•			
	Watermark Mode	Overlay 🗸			
	When to print				
	Report Output Locale	English			

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

Report	t Queue (S	ystem)	- My Jobs				
System	ReportWorks						
					Refres	h 💌	
Created	Job Name	S	tarted	Ended	Status		
07/21/2014	Student Schedul	es O	7/21/2014 10:11 AM	07/21/2014 10:11 AM	Completed View-		
07/21/2014	Saint	t Stepher	ns Elementary S	chedule for 🛲	intifi, Mastilati N	Non-Areas T	
07/21/2014	-		Stude	nt Schedule			
	July 21, 201	14					
	Full Name:	100	alitati Manyaara 200	aller aller			
	Grade:	5	and the track				
	Homeroom	mper:	441				
	Gender:	F					
	Locker #:	abo:					
	Date Enrolle	ed: 08	/25/2014				
	Daviad	T a 1990	6	Tees	h	Deem	_
	Period	Term	Course	Teac	ner	Room	
	2(A-E)	13-14	Language Arts	5-441 <u>1</u> -	10110.000	203	_
	3(A-E)	13-14	Math	#10.7 Max	ny anne	201	_
	4(A-E)	13-14	SCIENCE-GRADE 4	HA-PAGE	ny annine	201	
	5(A-E)	13-14	Social Studies Fourth	h Grade	101140	203	
	9(A-E)	13-14	Conduct	862444	ny Jenifie	201	
	11(A)	13-14	General Music (K-6)	E SERIE	101. islan	136	
	12(C)	13-14	ART	Arrente	5, Million (Millio)	153	
	14(B,D)	13-14	Physical Education	Pression and Pression	E	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 <u>PowerSource</u>.
- **2.** To print students' schedules:

Navigation:	<pre>Student Selection screen > Select Student Schedule Report</pre>
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Select a student to view student sc	reens or choose the popup
menu below to perform an action fo	or the current selection.
Matches: (2264)	
(only first 500 are listed here)	
(89021)	A CONTRACTOR OF A CONTRACTOR O
(250848)	
(35990)	ALL CARGES - CARD / BARRISONNA, "Specificant / Billionski
(68877)	AND THE REPORT OF THE PROPERTY AND A DESCRIPTION OF THE PROPERTY OF
Select a function for this group (of students
Concerta initiation for this group (
I DAP Directory Synchronization	
List Students	
Mass Enroll in Classes	
Mass Print A Student Screen	
Next School Indicator	
Print Report	
Print Mailing Labels	
Quick Export	
Re-Enroll in School	
Reports Menu	
Search By GPA	
Search By Grades/Attendance	
Search For Perfect Attendance	-
Select Students By Hand	-
Student Field Value	
Student Schedule Report	
Student Screens (Counselor's Screens)	aen)
Summer School Indicator	
Carrier Concernation	

3. 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	 The selected 2264 students All 15728 currently enrolled students 		
Max Students per Page	1		
Sort Order	 Last Name Grade Level Homeroom 		
Include Active Enrollments As Of	(MM/DD/YYYY)		
Show Dropped Enrollments in Separate List			
Bell Schedule for Period Start/End Times	•		
Color Sections By:	 No Coloring Section Course Submit 		

4. Click Submit.

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: ns idea Student ID: Homeroom: Grade: Year of Graduation:

Enrollments for current school only.

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 <u>PowerSource</u>.
- **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)

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antradition (printing that / fide	
Martin - Martinee - Martin	
Million - Printing of	
	-
Keep selected students	
Permana selected students	

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

Search For Perfect Attendance	Searches currently selected students for perfect attenuance.	
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 Screepe 10	for currently selected students.	

4. 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	 The selected 2264 students All 15728 currently enrolled students
Max Students per Page	1
Sort Order	 Last Name Grade Level Homeroom
Include Active Enrollments As Of	
Show Dropped Enrollments in Separate List	
Bell Schedule for Period Start/End Times	•
Color Sections By:	 No Coloring Section Course Submit

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

Instru	uctions					
Select	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 t Softw	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 fo	or printing:					
• Tur prir	n on printing of ba ntouts.	ckgrounds. Shading and colorations in this rep	oorts are all "backgro	ounds", and not printin	g backgrounds will genera	ally lead to illegible
• Tur	n off printing of "h	eader" information in your browser settings. If t	this is not off, each p	bage printed will includ	de (depending on browser)	the URL of this
• It is	advised that you	use your browsers "Print Preview" feature to c	onfirm that the output	It is correct prior to se	ending to the printer. You I	may adjust text
siz	e using the text for the text of texto	font size controls of your browser. You may table cells end up spanning page breaks or wh	also control lands	scape/portrait printin	ng via your browser sett al output	ings. Doing so
	y interesting the	table cond on ap spanning page broate or wi				
Also n	ote that this repor	t has been opened in a new window. Once don	e printing, close this	window to return to y	our previous PowerSchoo	l session.
Stu	Student Schedule Listing 1-25					
Student	Name:	Automa Tanan				
Student	ID: Initial					
Homero	om: Hereit					
Grade:						
Year of	Graduation:					
			Enroll	lments for current sch	ool only.	
Day	Terms	1	2	3	4	5 6
		Beginning Visual Design	Physical Science	College Prep Eng II	Health Science I	
		54152X02BV.2	34102X01.1	10222X0C.1	HU402X01.1	
	S1	TTORNE (MARINE)	With the second second	Nonese Trenditor	States (States)	
		Room: 311	Room: 421	Room: 542	Room: 536	
Α	13-14	1(A) S1	2(A) S1	3(A) S1	4(A) S1	
	10 14	Civics and Economics	Foods I	MATH II	Color Theory-Beginning	
		42092X01.3	FN412X01.6	22012X0M2.5	54152X02CT.2	
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