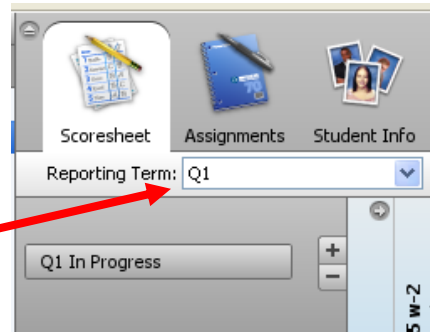


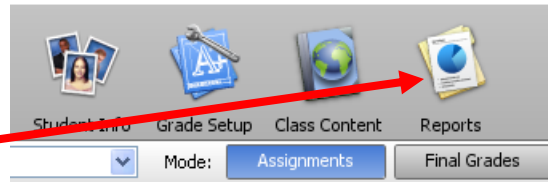
## How to Print Interims

1. Open Power Teacher grade book



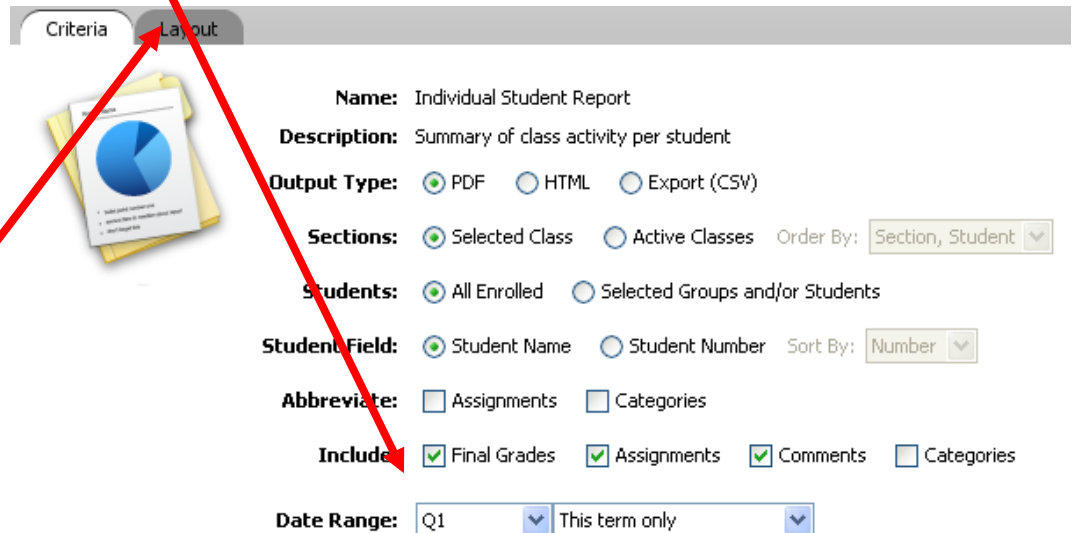
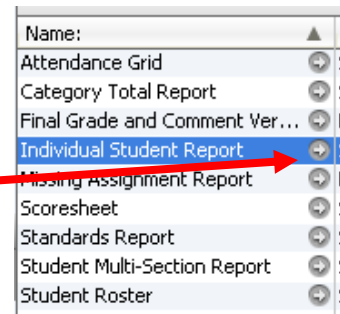
2. Be sure that you are in Q1

3. Choose "Reports"



4. Choose "Individual Student Report"

- Be sure to click on the arrow in the circle
- The following window should pop up
- Change "Date Range" from manual to Q1



5. Now click on the grayed out "Layout"

- Here you can add a top note if you want....I usually identify the class.

Criteria | Layout

**Report Title:** Individual Student Report

**Page Breaks:**  On Sections  On Students

**Top Note:**  include  bold

Honors Chemistry - 1st block

**Bottom Note:**  include  bold

**Signature Line:**  include

Run Report

- You can add a bottom note.

- You should check to include a signature line

6. Click "Run Report"

7. Click "OK"

Report Complete

**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

OK Cancel

8. A screen will pop up from which you will print the individual interim reports.