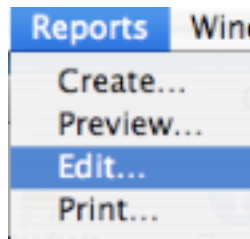
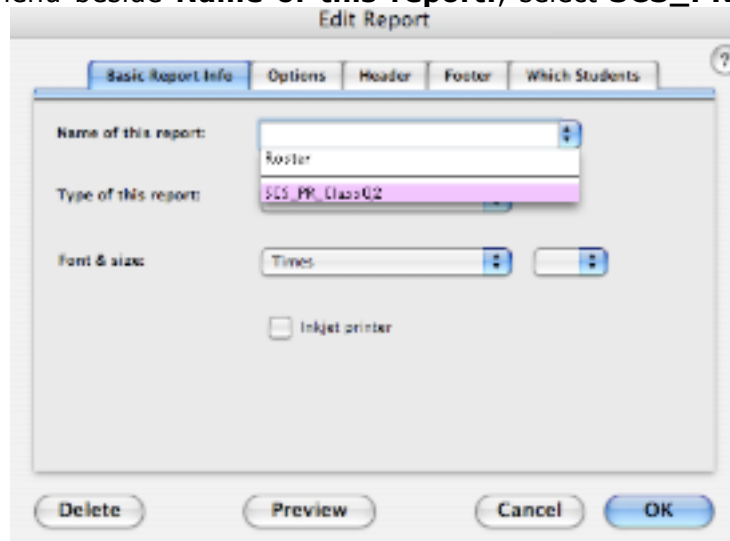


Modifying the SCS_PR_ClassQ2 Report

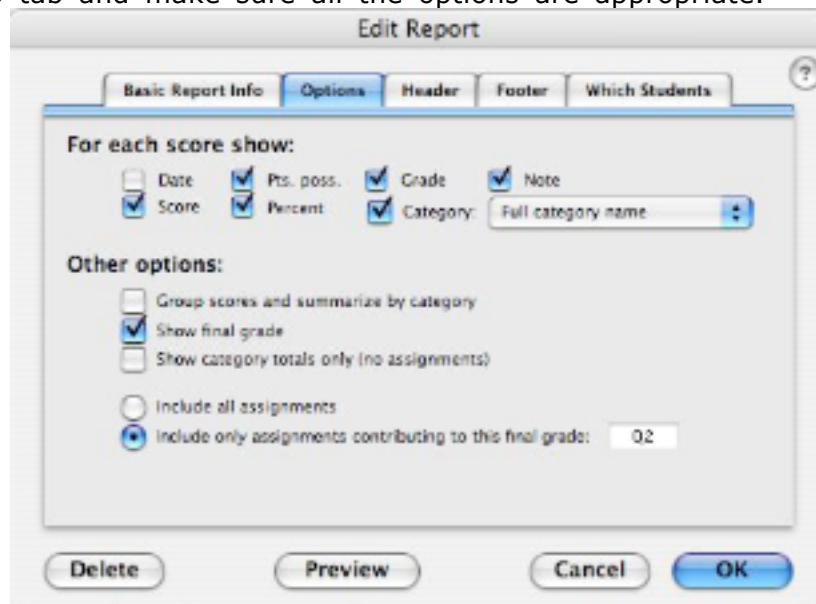
1. Open PowerGrade and open a class
2. From the **Reports** menu, select **Edit**.



3. From the pop-down menu beside **Name of this report:**, select **SCS_PR_ClassQ2**



4. Click the **Options** tab and make sure all the options are appropriate.



5. Click the **Which Students** tab. Change this screen in one of the two ways to print reports for either (1) **selected students** or (2) **students meeting a specific criteria**.

The screenshot shows the 'Edit Report' dialog box with the 'Which Students' tab selected. The 'Produce this report for which students?' section has four radio button options: 'Select which students at the time I request the report' (unselected), 'All students currently enrolled in the class' (selected), 'All students enrolled in any class in this class group' (unselected), and 'All students enrolled in all current classes' (unselected). The 'Screen for students matching these criteria:' section has a checkbox for 'Final grade percentage (Q1) in this range: 0 to 60' which is checked. The 'Sort order:' section has a dropdown menu set to 'Alphabetical' and two radio buttons: 'Ascending' (selected) and 'Descending' (unselected). At the bottom are buttons for 'Delete', 'Preview', 'Cancel', and 'OK'.

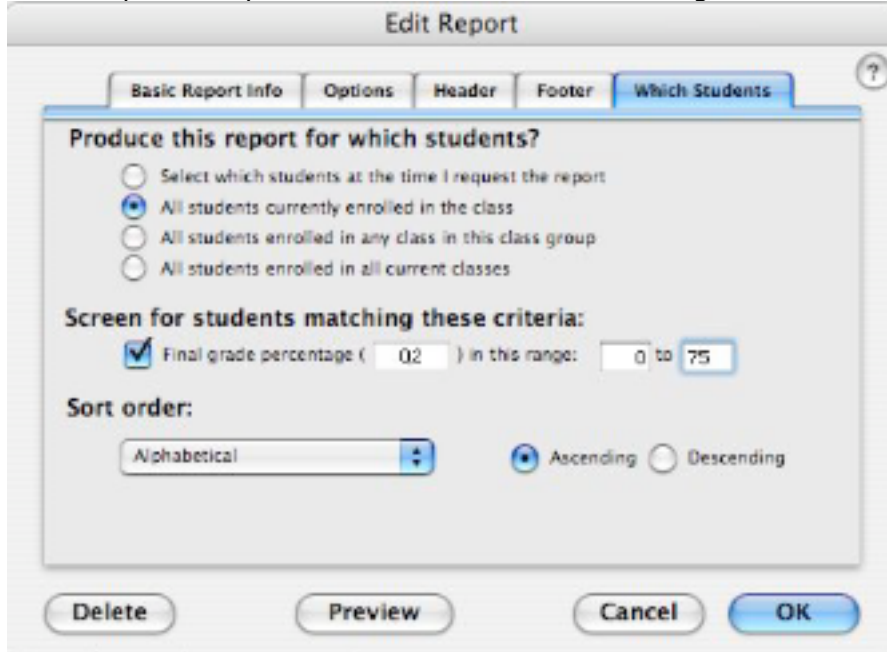
Option 1 - Selected students

Click in the button before **"Select which students at the time I request the report"**. Click **OK** to save changes.

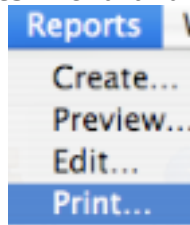
The screenshot shows the 'Edit Report' dialog box with the 'Which Students' tab selected. The 'Produce this report for which students?' section has four radio button options: 'Select which students at the time I request the report' (selected), 'All students currently enrolled in the class' (unselected), 'All students enrolled in any class in this class group' (unselected), and 'All students enrolled in all current classes' (unselected). The 'Screen for students matching these criteria:' section has a checkbox for 'Final grade percentage (Q1) in this range: 0 to 60' which is checked. The 'Sort order:' section has a dropdown menu set to 'Alphabetical' and two radio buttons: 'Ascending' (selected) and 'Descending' (unselected). At the bottom are buttons for 'Delete', 'Preview', 'Cancel', and 'OK'.

Option 2 - Students matching a specific criteria

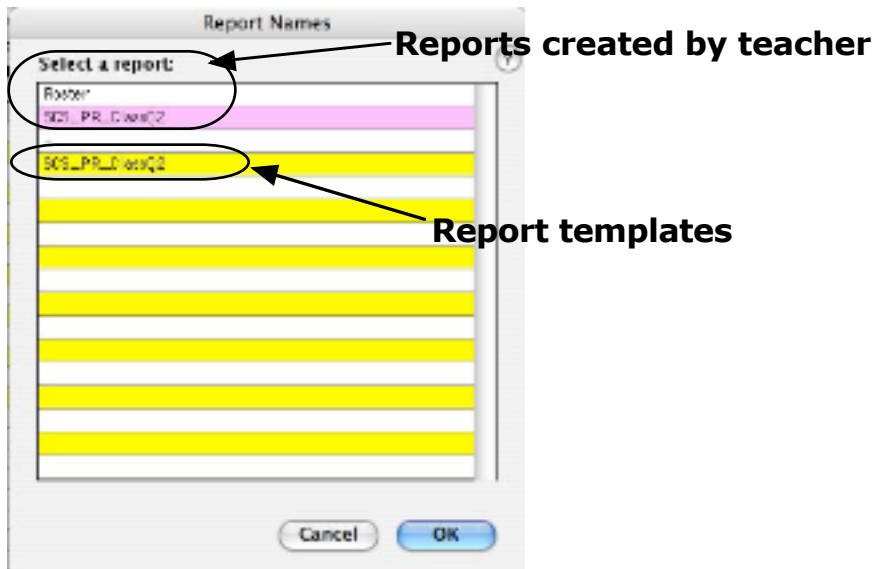
Click to put a check in the box in front of **Final grade percentage**. Click in the box once to change **Q1** to **Q2**. Then, change the range from **0 to 60** to **0 to 74**. Click **OK** to save changes. (This will print only students with a D or F average in the class.)



6. **Print** the report by going to the **Reports** menu and selecting **Print**.



7. Select the report from the list (it will appear as if it is listed twice - once in the top portion of the screen indicating you have personalized this report and once below the line indicating it is a School Report) - choose the one at the top portion of the box.



Option 1: A box containing the names of the students in your class will appear. Select multiple students by holding down the apple key and clicking on one or more student names.



Option 2: After selecting the name of the report, it will search the class records for any student with a Q2 grade of 74 or below and print reports for only those students. If no students in that class have received a 74 or below, no reports will print.

Note: You will have to open each class to print reports for that class. You only need to edit the report once!