



# POWERTEACHER PRO

## Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment data. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

1. Enter a report title in the field provided.
2. Select the classes and student field to include on the report from the provided menus.
3. In the **Sort Options** section how you want the students sorted on the report.
4. In the **Items to Include** section, choose the categories, final grades, and date range to include in the report. To enter a specific date range, you must choose **MANUAL**.
5. Select the **Students** tab. Select . If you want to run the report for a subset of students, select **Add/Remove Students** and use the Filter field to search for specific students. Uncheck the boxes next to the students you want excluded from the report.
6. Select the **Format** tab to specify how you want the report to look.

Criteria	Students	Format
Orientation		Landscape 
Output		Excel 
Exclude Row Shading		PDF
Top Note		Excel

- Select the Output type of **PDF** or **Excel**.
  - You can enter text that you want to appear on the report in the Top Note and Bottom Note fields.
7. Select **Run Report**. When using most browsers, the file automatically downloads to the folder you have designated on your computer. When using Safari browser, the report output appears in a window. Choose **File > Export as PDF** to download the report to your computer.