

Report on a single student or a selection of students

1. Select one or more students in the Student Groups pane on the left.
2. On any report, on the Criteria tab, change the Students option selection to **Selected Groups and/or Students**.
3. Run the report. Only the selected students appear on the report.

View past assignments and grades for a student who has switched into your class

The screenshot shows the PowerTeacher Gradebook interface. On the left, the 'Student Groups' pane is open, displaying a list of students under the 'Active (20)' category. The 'Student Multi-Section Report' is selected in the report list. The main window displays the configuration for this report on the 'Criteria' tab. The configuration includes the following settings:

- Name:** Student Multi-Section Report
- Description:** Student information from all of a student's sections.
- Output Type:** PDF Export (CSV)
- Sections:** Selected Class Active Classes
- Student Schedule:** My classes Total student schedule
- Students:** All Enrolled Selected Groups and/or Students
- Abbreviate:** Assignments Categories
- Include:** Final Grades Assignments Comments Categories
- Show Dropped Classes
- Reporting Term:** ALL (dropdown) This term only (dropdown)
- Include terms with no grades

1. On the Student Groups pane, select the student.
2. Select the **Student Multi-Section Report**.
3. On the Criteria tab, make the following sections:
 - On the Student Schedule option, select **Total student schedule**.
 - On the Students option, select **Selected Groups and/or Students**.
 - Select the **Show Dropped Classes** checkbox.
 - Select additional data you would like to view on the report, such as Final Grades, Assignments, and Reporting Term.
4. Run the report.

Report on students' progress in all their classes

1. Select the **Student Multi-Section Report**.