

Mass Print a Student Screen

In order to mass print a student screen, you must open PowerSchool in Internet Explorer.

1. From the Start Page, select the students for whom you want to print a student screen (for example – 12th grade).

Start Page

The screenshot shows the 'Start Page' interface. At the top is a 'Search' section with tabs for 'Students', 'Staff', 'Parents', and 'District Students'. Below the tabs is a search input field, a magnifying glass icon, and links for 'View Field List' and 'How to Search'. Below the search section is a 'Browse Students' section with a grid of letters and numbers. The letters A through W are in the first row, and the numbers 9, 10, 11, 12, M, F, and All are in the second row. The number '12' is highlighted with a black border.

2. From the pull down menu at the bottom of the Student Selection page, choose Mass Print a Student Screen.

Student Selection

The screenshot shows the 'Student Selection' page. It contains the following elements:

- A heading: "Select a student to view student screens or choose the popup menu below to perform an action for the current selection."
- A text label: "Matches: (241)"
- A large, empty rectangular area representing the list of student matches.
- A text label: "Select a function for this group of students"
- A dropdown menu with the text "Mass Print a Student Screen" and a downward arrow.

3. From the pull down menu on the Mass Print A Student Screen page, choose the screen you wish to mass print and click Submit.

Mass Print A Student Screen

Which student screen would you like to mass print?

SOL Information

Submit

4. Follow the instructions listed below.

Mass Printing Instructions

To mass print the screen you selected:

1. You must use Microsoft Internet Explorer version 5.0 or better on a Windows® PC.
2. Select the frame with the student's names (on the left) by clicking once on the white background of the frame.
3. Choose File --> Print from the Internet Explorer menu options.
4. Click on the Options tab, check the box Print all linked documents
5. Click on the Print button
6. An index of the students and 1 copy of the selected document will print for each student.