

Printing Chromebook Instructions

Printing for a single-student

1. Search for the student from the main PowerSchool page and click to bring up their record.
2. Click Print a Report at the top left.
3. Choose the “Student: Chromebook Instructions”.
4. Click Submit.
5. This will bring you to the report queue where you can view/save/print the report.

Printing by grade or group

1. From the main PowerSchool page, search for the group of students
 - a. If you want ALL students – click the word “ALL” on the main screen.
 - b. If you want a specific grade level – click the grade level.

Start Page

Students Staff Parents

Search bar with magnifying glass icon

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 M F All Stored Searches Stored Selections Multi Select Map

2. You should then see your group of students, click the arrow at the bottom right to choose “Print reports”.

Selection (86)

	Student Number	Grade Level	
Joseph	11899	4	^
Ice	11975	4	
Renee	11970	K	
	12048	3	
	11699	6	
	12011	K	
	11169	5	
	11965	K	v

Select By Hand Print Reports [?]

6. Choose the “Student: Chromebook Instructions”.
3. To sort this list in a custom way “In what Order” you can choose by grade or by period, but alphabetical is the default.

In what order?

Alphabetical

By grade, then alphabetical

By period 1 class, as of this date: 03/08/2019 (takes extra time)

4. Click Submit.
5. This will bring you to the report queue where you can view/save/print the report.