

PowerSchool Parent Portal: Generating Progress Reports

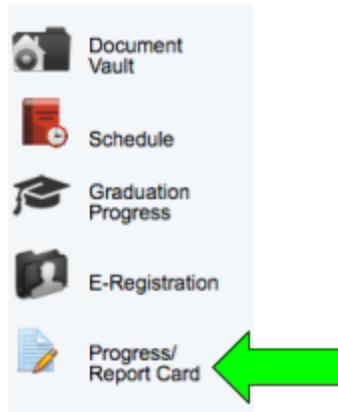
Archdiocese of Dubuque

Directions:

1. Log into your parent/guardian account on PowerSchool.
2. Choose the child you wish to generate a Progress Report for by clicking on the child's name in the upper left corner.



3. Using the left-hand side menu, scroll to the bottom and click "Progress/Report Card."



4. Click the drop-down arrow and select your child's school and correct grade range.

Report Cards

The screenshot shows a web form titled "Select a Report Card". On the left, there is a "Report Card" dropdown menu with a blue arrow pointing down. The menu is open, showing two options: "St. Joseph Marion_3, 4, 5 Progress Report_ArchD" and "St. Joseph Marion_K, 1, 2 Progress Report_ArchD". On the right, there is a "Student Grade Level" dropdown menu with a blue arrow pointing down. Below the dropdowns, there is a red note: "** Note: GPA Calculations will only appear if the selected year is the current year in PowerSchool." The form has a light gray border and a white background.

5. For your report to be correct, it is important that you choose the correct school and age range. For a Kindergartener, first, or second grader, chose the School_K, 1, 2. For a third, fourth, or fifth grader, choose the School_3, 4, 5. For others, pick the appropriate choice.

Report Cards

The screenshot shows the same "Select a Report Card" form as in the previous image. The "Report Card" dropdown menu is now closed and shows "St. Joseph Marion_3, 4, 5 Progress Report_ArchD". The "Student Grade Level" dropdown menu is also closed and shows "2017-2018 (Grade 3)". A blue "Run Report" button is now visible on the right side of the form. The red note is still present at the bottom.

6. Click "Run Report."
7. Your report will automatically generate on the screen. View, print, and/or save the report card as a .pdf to your desktop.