

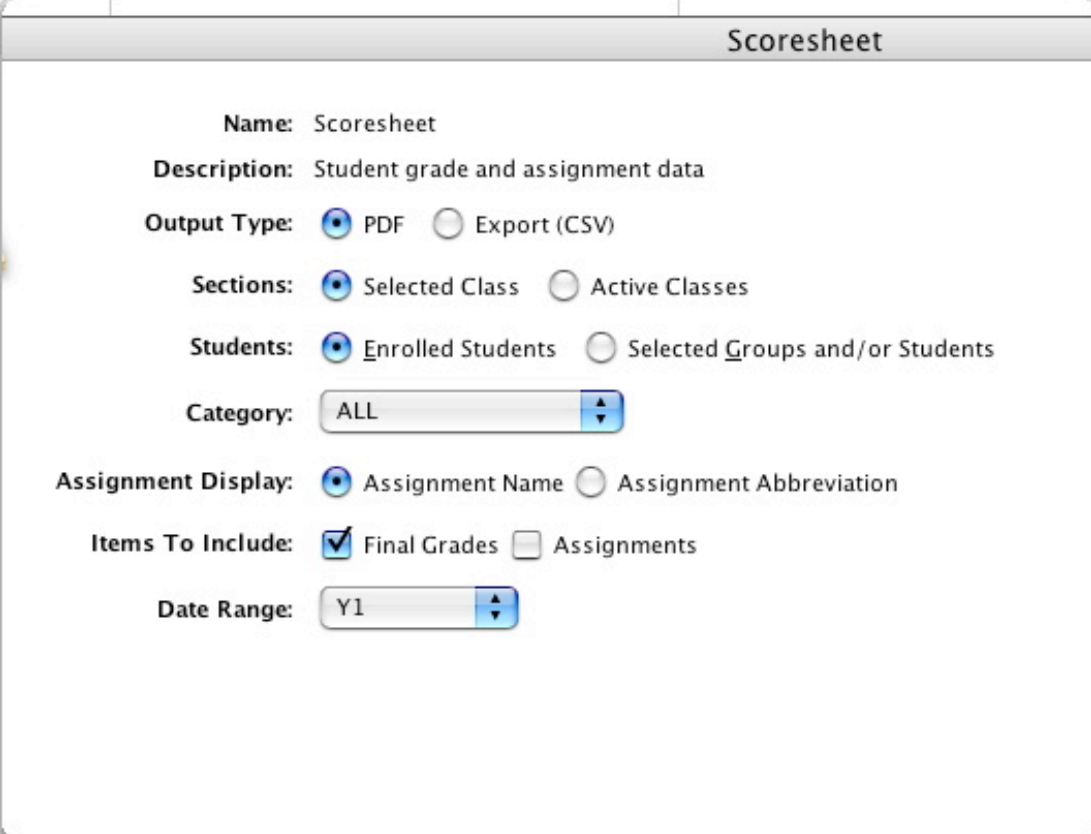
## Printing the CLASS Summary from PowerGrade

Open your Gradebook

Click on a class

Click on Reports

Choose Scoresheet: You will see the dialogue window below. Make the choices as displayed in this window. It is up to you if you choose "Selected or All Classes" but note if you choose 'All' you will get all including the study halls.



The screenshot shows a dialog box titled "Scoresheet" with the following settings:

- Name:** Scoresheet
- Description:** Student grade and assignment data
- Output Type:**  PDF  Export (CSV)
- Sections:**  Selected Class  Active Classes
- Students:**  Enrolled Students  Selected Groups and/or Students
- Category:** ALL (dropdown menu)
- Assignment Display:**  Assignment Name  Assignment Abbreviation
- Items To Include:**  Final Grades  Assignments
- Date Range:** Y1 (dropdown menu)

Click Run

You will need to **save** this and then **navigate** to open and print the file. (Please Note this process will change for Quarter 4 with an update that will improve this whole process.)