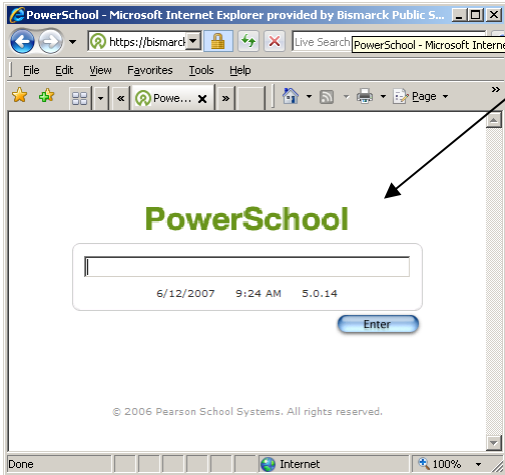


Printing MAP & NDSA Class Reports for Current Classes (for Admin)

August 2007

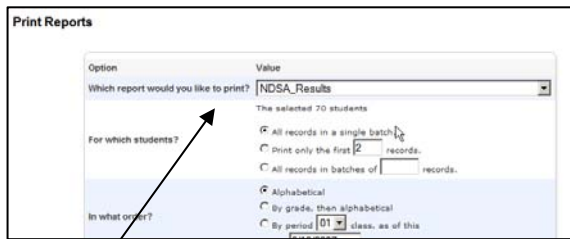
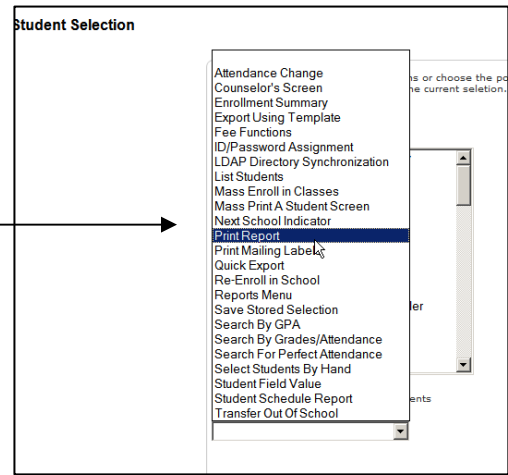


1. Log into the **PowerSchool** site using your login and password.

PowerSchool web address = bismarck.ps.state.nd.us/admin

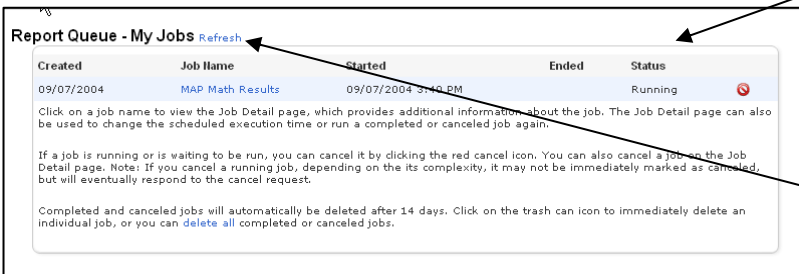
(Contact your building secretary if you do not know your logon username or password)

2. Select the group of students you want to include in the report, and then choose **PRINT REPORT** from the drop down list on the Student Selection screen (or from the menu options in the Group Functions screen).



3. From the Print Reports screen, select a report to print from the drop-down menu. For assessment results, you can print the MAP Reading Results, MAP Math Results, MAP Language Results or NDSA Results report. Click Submit.

5. The Report Queue will open and show the status of the report it is generating.



6. If it shows **RUNNING** in the status, click on the blue **REFRESH** link until it shows as **COMPLETED**.

7. When it shows as **COMPLETED**, click on the Completed link. *(*Note: It takes approximately 30 minutes for PowerSchool to completely run a report for a class of 25 students).*

8. The report will open in Adobe, and you can print and/or save the document.

