



## Printing a Screen for a Group of Students

Use Microsoft Internet Explorer, **not Firefox**, for this procedure.

It's usually best if you are in the year term.

- 1) On the Start page of PowerSchool, select the students you wish to print. *Suggestion: Do not try to print all the students in the school at one time if the school has over 1000 students. Do one grade level at a time instead.*
- 2) Below the list of selected students in functions, select the "Mass Print a Student Screen" function.
- 3) The next screen asks: **Which student screen would you like to mass print?** Scroll down and select the screen you wish to print.
- 4) The Mass Printing Instructions are not quite right. Use these:
  - a. Right click down once on the white background inside the frame around the students' names then select File > Print. (If you accidentally click more than once you will get the list of names but no screen prints.)
  - b. Click on the **Options tab** in the gray printer box. On that Options tab, click in the box titled "**Print all linked documents**".
  - c. Click on the **Print** button.

The first printed sheet contains a list of all the students you selected followed by the screen print for each student.

Consider the time it will take to print a large number of screens. This report does not allow you to select a time to print, so before submitting, think about how long that particular computer and printer will be tied up.