

1. Logon to PowerSchool and click on the printer for one of your classes. (Your period 4 students OR maybe your team Time.)

4(G)	BEAR Time 7						
4(W)	SHARK Time 8						

2. From the Which report... menu choose CMT-Student Laptop Consent. And click Submit.

Print Class Reports

Which report would you like to print? **CMT - Student Laptop Consent**

For which students? The 115 students in this class.

Test print? Print only the first 2 pages.

Watermark Text

Watermark Mode **Overlay**

When to print **ASAP**

3. If the 'running' status appears, click refresh until the View status appears.

Report Queue - My Jobs

[Refresh](#)

Created	Job Name	Started	Ended	Status
08/13/2014	CMT - Student Laptop Consent	08/13/2014 06:17 AM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

4. Click view to see a list of the students in the class with 'yes' or 'no' next to each name.

Report Queue - My Jobs

[Refresh](#)

Created	Job Name	Started	Ended	Status
08/13/2014	CMT - Student Laptop Consent	08/13/2014 06:17 AM	08/13/2014 06:17 AM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 7 days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.