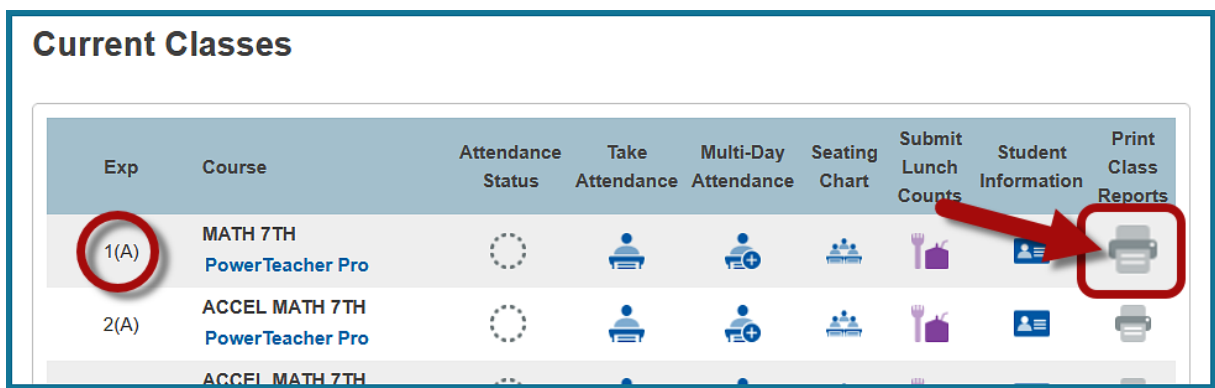

Student Password Handout – For Secondary Teachers

Version 1.0

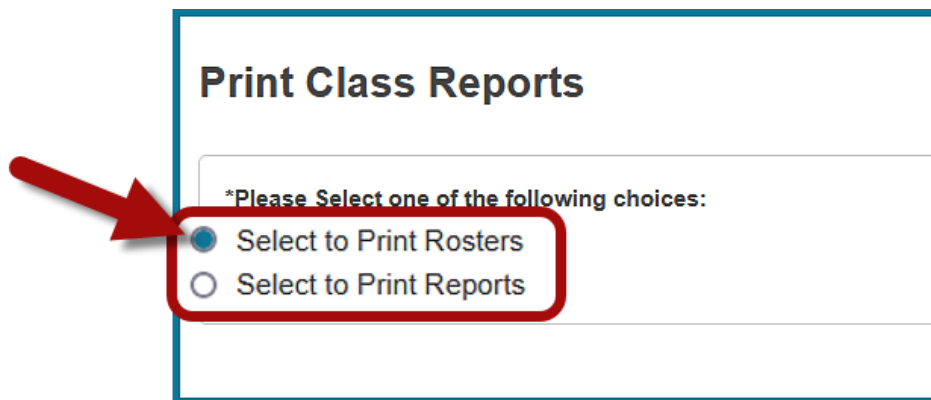
This report will generate username/password information and important guidelines for computer use on a separate page for each student for the selected class. Students should keep this information in a confidential place and never share it with anyone other than their parent/guardian.

1. In PowerTeacher, click the printer icon under the **Print Class Reports** column for the period 1 class.



Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports
1(A)	MATH 7TH PowerTeacher Pro							
2(A)	ACCEL MATH 7TH PowerTeacher Pro							
	ACCEL MATH 7TH							

2. Select the top radio button to open the list of reports.



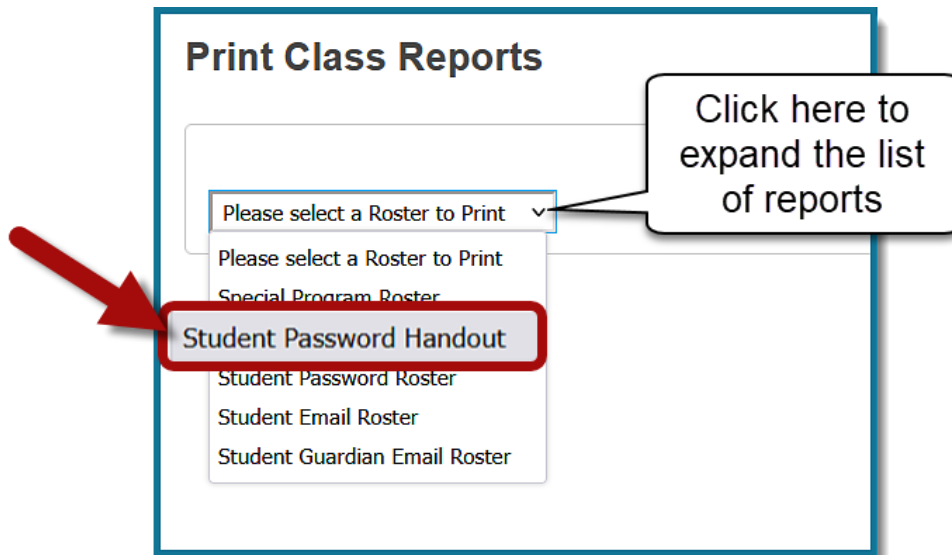
Print Class Reports

*Please Select one of the following choices:

☒ Select to Print Rosters

☐ Select to Print Reports

-
3. Expand the list of reports and select **Student Password Handout**.



4. On the open report, hold the **Ctrl** key and type **P** (**Ctrl + P**) to open the browser's print preview page.
5. The following settings may need adjustment depending on the browser:
- Select the **printer** from the *Destination* menu.
 - Set the *page orientation* to **Portrait**.
 - Turn **off** *Print headers and footers*.
 - Turn **on** *Print backgrounds*.
6. Click **Print**.