



**Wisconsin PowerSchool  
User's Group Meeting**  
November 18<sup>th</sup>-19<sup>th</sup>, 2009  
*Kalahari Resort, Wisconsin Dells*

# Object Reports (Beginner)

## Object Reports

### What is an Object Report?

Use object reports to create and print official school reports and documents such as transcripts, scheduling forms, report cards, letters, and award certificates for students.

These reports are called object reports because you can insert objects such as boxes, lines, circles, logos, and pictures into them. When you create each object, you determine where it appears on the report in relation to the other objects.

The easiest method of creating object reports is to share reports with others and customize them to fit your needs.

### Report Templates

There are some shortcuts to creating a report from scratch. One way is to use a report template that someone else has already created. The second way is to copy a template that is already on your PowerSchool system.

**Several websites provide templates schools can use to import reports into the school's PowerSchool. Here are a few examples:**

<http://www.edutech.nodak.edu/powerschool/templates/>

<http://www.gwaea.org/psusers/Reports.htm>

<https://powersource.pearsonschoolsystems.com/downloadcenter/main.action>

### How to Export

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Form Letters, Mailing Labels, Object Reports, or Report Cards.
4. Select the report to be exported as a template. The Edit Form Letter, Edit Mailing Label Layout, Object Report: [report name], or Report Card page appears.
5. Click "Export Report as Template." The File Download dialog appears.
6. Select "Save this file to disk."
7. Click OK. The Save As dialog appears.
8. Select a file location.
9. Click Save. The system exports the report template.

### How to Import

1. On the start page, choose System from the main menu.
2. Click Import Report Template. The Import Report Template page appears.
3. Enter the file path and name of the template in the "File to Import" field or click Browse... to select the template file.
4. Click Import. The Alert: Template Successfully Imported page appears.

### Modify Templates

#### Main Report Parameters

Rename template.

#### Modify Templates

1. On the start page, choose Reports from the main menu.

2. On the Reports page, click Report Setup.
  3. On the Report Setup page, click Object Reports. The Object Reports page displays the list of any object report templates created for your school.
  4. Click the name of the object report to be edited. The Object Report page appears.
- From this page, edit all of the objects you want to include on the report such as text, pictures, lines, boxes, transcript lists, and circles. For more information, see the section

## Key Elements

### Objects

1. text objects
2. line objects
3. transcript list objects
4. fees list objects
5. box objects
6. circle objects
7. picture objects

### PowerSchool Codes

The following table lists some common PowerSchool report codes:

| Code  | Does This  | Example  | Prints This  |
|---|--|--|--|
| ^[time]   | Prints the current time.   | This report was printed at^[time].   | This report was printed at 10:37 AM.   |
| ^(He/She)<br>^(he/she)<br>^(him/her)<br>^(His/Her)<br>^(his/her)<br>^(son/daughter) | Uses the Gender field to print the correct pronoun for each student. | Your^(son/daughter) is invited to make up^(his/her) attendance points during our Saturday school sessions. | Your daughter is invited to make up her attendance points during our Saturday school sessions. |
| ^(schoolname)   | Prints the name of the school.                                       | Welcome to^(schoolname)!   | Welcome to Apple Grove High School!  |
| ^(yearname)   | Prints the name of the school year.                                  | We are looking forward to a great^(yearname) school year.  | We are looking forward to a great 2004-2005 school year.                                       |
| ^(^credit_hours)  | Prints the number of cumulative credit hours the student has earned. | Your student has earned a total of^(^credit_hours) credits.  | Your student has earned a total of 12 credits.   |

For more information about PowerSchool codes, log in to the PowerSchool Support website at [www.powerschool.com/support/](http://www.powerschool.com/support/) and click Support > Downloads.

**If you are interested in using additional codes, please take a look at the object report quick reference guide. You can also download the Data Access Tag Supplement document found on PowerSource at [https://powersource.pearsonschools.com/d/data\\_access\\_tags\\_supplement](https://powersource.pearsonschools.com/d/data_access_tags_supplement)**

## Tips for Previewing Object Reports

### Group Functions

1. On the start page, search for and select a group of students.
2. Choose Print Reports from the pop-up menu.

### Report Queue

#### Run job again?

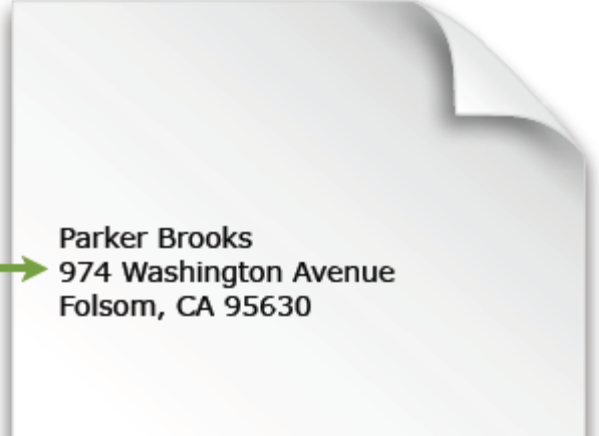

1. To run the report again using the same selected students, go to Report Queue - My Jobs.
2. Click on the Job Name
3. In the Report Queue Job Detail box click on the Run job again? checkbox.
4. Click Submit.

## Sample PowerSchool Codes in Object Reports

### Text Object

```
^(first_name) ^(last_name)  
^(street)  
^(city), ^(state) ^(zip)
```

### Completed Report



Parker Brooks  
974 Washington Avenue  
Folsom, CA 95630

## Text Object

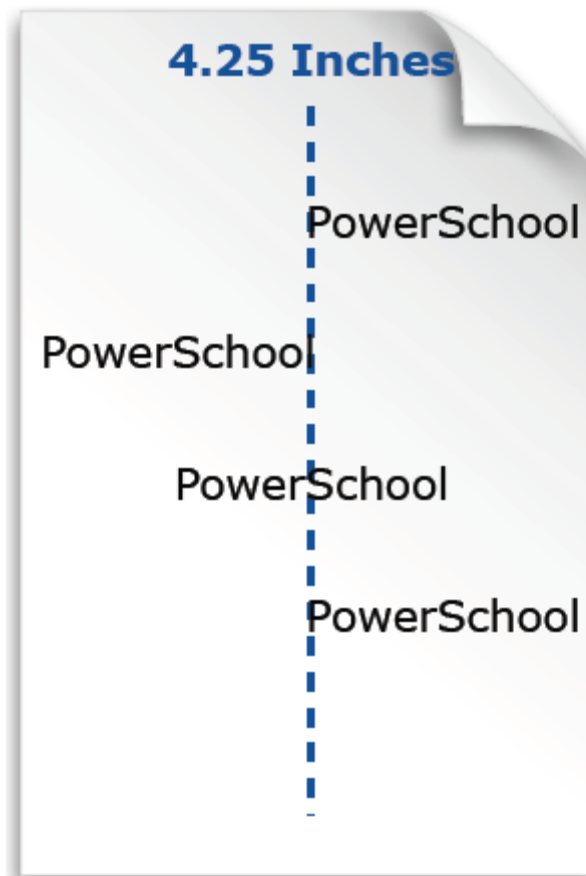
```
<tabl 4.25>PowerSchool
```

```
<tabr 4.25>PowerSchool
```

```
<tabc 4.25>PowerSchool
```

```
<tabto 4.25>PowerSchool
```

## Completed Report




## Tab Codes

## Text Object

^([39]name)  
^([39]schooladdress)  
^([39]schoolcity)  
^([39]schoolphone)

## Completed Report



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