**How To Generate A Single Progress Report In Powerschool**

1. Click on **Gradebook**



1. Select **Reports** then **Individual Report**



1. Double click on **Active** and select the student. (For multiple students, hold down the control key and select the students). Next, in the middle of the screen next to **Students**, select the “**Selected Groups and/or Students**”



1. Now Run Report and Press Ok.



The individual or multiple progress reports has now been generated.