

Report Card



Management Technology Helpdesk

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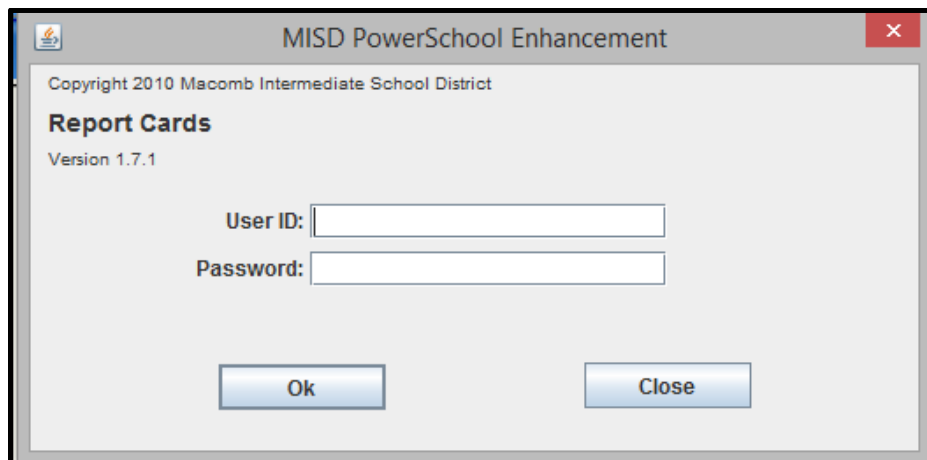
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Report Card

You will find a link to the Traditional Report Cards on the MISD PowerSchool Enhancement page. Click the link to start the program. You will be asked to log in. If you do not have an ID and password for our PowerSchool enhancements, please contact the helpdesk at help@misd.net.

Log In

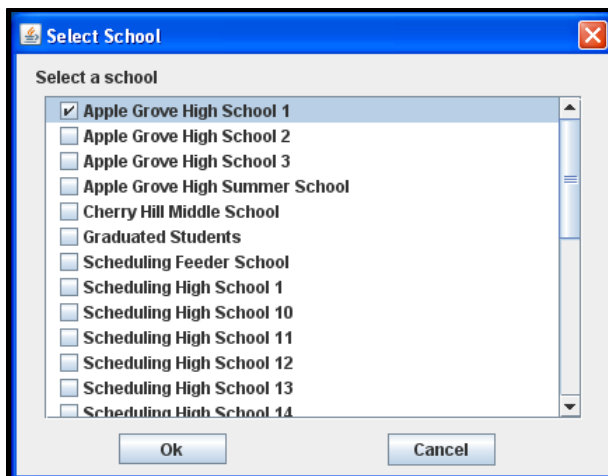
Key in your User ID and password. Click ok



A screenshot of a Windows-style application window titled "MISD PowerSchool Enhancement". The window has a standard title bar with a close button (X) in the top right corner. Inside the window, the text "Copyright 2010 Macomb Intermediate School District" is displayed at the top. Below this, the title "Report Cards" is shown in a bold font, followed by "Version 1.7.1". The main area of the window contains two input fields: "User ID:" and "Password:", each followed by a text box. At the bottom of the window, there are two buttons: "Ok" and "Close".

Select a School

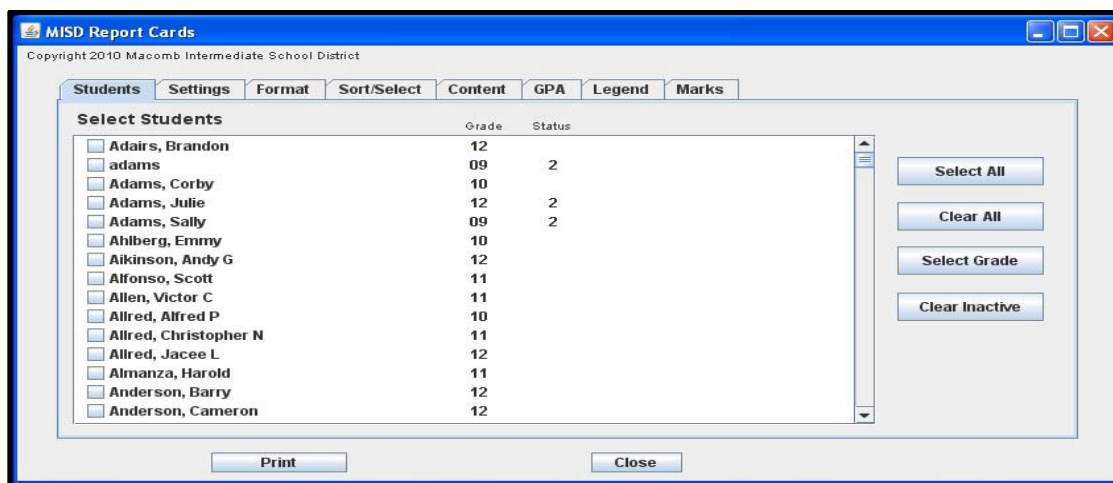
After logging in you will select a school. Click Ok



A screenshot of a Windows-style application window titled "Select School". The window has a standard title bar with a close button (X) in the top right corner. Inside the window, the text "Select a school" is displayed at the top. Below this, there is a list of schools with checkboxes next to them. The first item, "Apple Grove High School 1", is selected with a checkmark. The other items are unchecked. The list includes: Apple Grove High School 2, Apple Grove High School 3, Apple Grove High Summer School, Cherry Hill Middle School, Graduated Students, Scheduling Feeder School, Scheduling High School 1, Scheduling High School 10, Scheduling High School 11, Scheduling High School 12, Scheduling High School 13, and Scheduling High School 14. At the bottom of the window, there are two buttons: "Ok" and "Cancel".

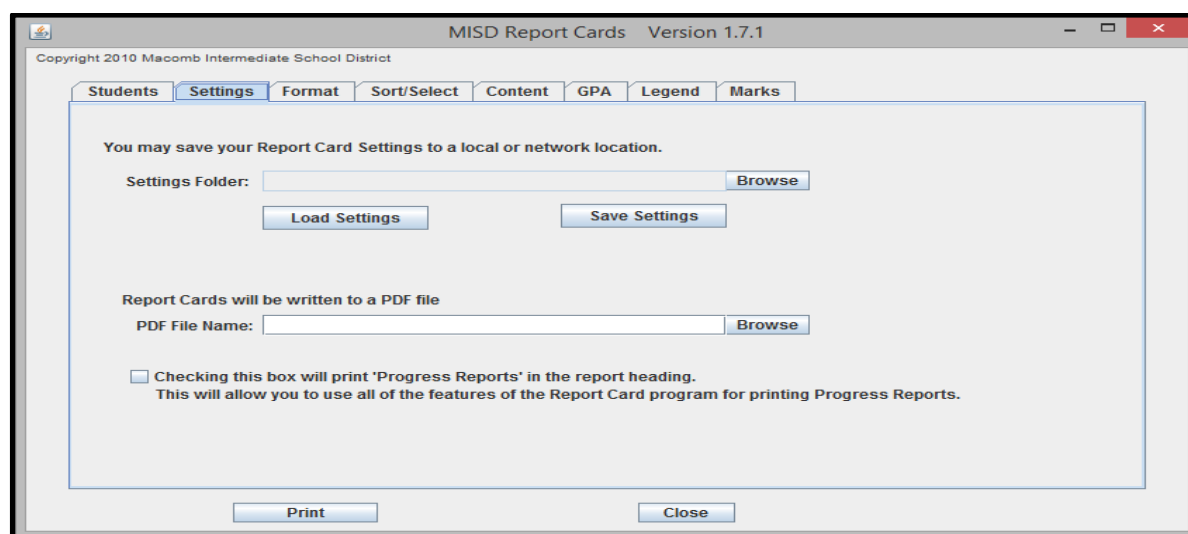
Students

Select the students. You may click the Select Grade button to select a grade or grades to print. After doing a select by grade or select all, you may want to click Clear Inactive to remove the check mark for all inactive students.



Settings

- This screen also will allow you to choose a folder to save the report card setting you have chosen. After selecting a settings folder, you may load previously saved settings or save your current settings.
- The program will write the report cards to a pdf file. Select a folder and name for the pdf file here.
- The check box will print Progress Reports in the report heading



Format

The format tab will allow you to choose paper size, address position, address, reporting information and data mailer postal information options.

MISD Report Cards Version 1.4.3
Copyright 2010 Macomb Intermediate School District

Students Settings **Format** Sort/Select Content GPA Legend Marks

Select Paper Size

- ☒ Legal (with address)
- ☐ Letter (no address)
- ☐ Letter (address for window envelope)

Address Position

- ☐ Position Address for Window Envelope
- ☒ Position Address for DataMailer

Select address

- ☒ Home Address
- ☐ Mailing Address

Reporting Period Information:

Second Marking Period
From Nov 03, 2008 to Jan 16, 2009

☒ Print "Return Service Requested"

☒ Print Postal Permit

Postal Permit

City, State: Mt Clemens, MI
Permit Number: 123456

Print Close

Sort/Select

The Sort/Select tab will allow you to choose from several sort options. You also have the option to print a copy for parent marked extra mailing.

MISD Report Cards
Copyright 2010 Macomb Intermediate School District

Students Settings Format **Sort/Select** Content GPA Legend Marks

Sort for Distribution by:

- ☐ Last Name/First Name
- ☐ Grade / Last Name / First Name
- ☐ Zip Code
- ☐ Home Room
- ☒ Teacher for a selected period and date

Period: 1
Date: [Calendar Icon]

Print a copy for parents marked extra mailing?

☒ No ☐ Yes ☐ Only

Print Close

Content

The Content tab contains a number of options. These options control which data items and static text will be printed on the report card.

The Attendance totals date range gives you the flexibility to count attendance directly from the attendance file.

The screenshot shows the 'MISD Report Cards' application window with the 'Content' tab selected. The window title bar includes 'MISD Report Cards' and 'Copyright 2010 Macomb Intermediate School District'. The tabs at the top are: Students, Settings, Format, Sort/Select, Content, GPA, Legend, and Marks. The 'Content' tab contains three main sections of options:

- Student name & number options:**
 - ☒ Middle initial
 - ☐ Full middle name
 - ☐ Generation (Jr., III, etc)
 - ☒ Student Number
- Class options:**
 - ☒ Period Expression
 - ☐ Period number only
 - ☒ Term Code
 - ☒ Credits Attempted
 - ☒ Citizenship for terms: S1, Q2, Q1
 - ☒ Comments for terms: S1, Q2, Q1
- Other Options:**
 - ☒ Print multiple lines for blocked courses
 - ☒ Print Community Service
 - ☐ Print Fee Balance Due

Below these sections are 'Teacher Name Options' and 'Attendance totals date range':

- Teacher Name Options:**
 - ☐ Last name, First name
 - ☒ Last name, First initial
 - ☐ Last name only
- Attendance totals date range:**
 - From: 09/07/2010
 - Through: 01/03/2011

At the bottom, there is a 'School Message:' section with two text input fields containing the following text:

Internet Safety Night on Tuesday June 22, 2010 from 6:30pm to 8:30pm in the High School Computer Lab
Have a safe and enjoyable summer vacation

Buttons for 'Print' and 'Close' are located at the bottom right of the window.

GPA

The GPA tab will allow you to choose which GPA is printed on the report card. It will also allow you to enter a GPA description and the number of decimal places to print.

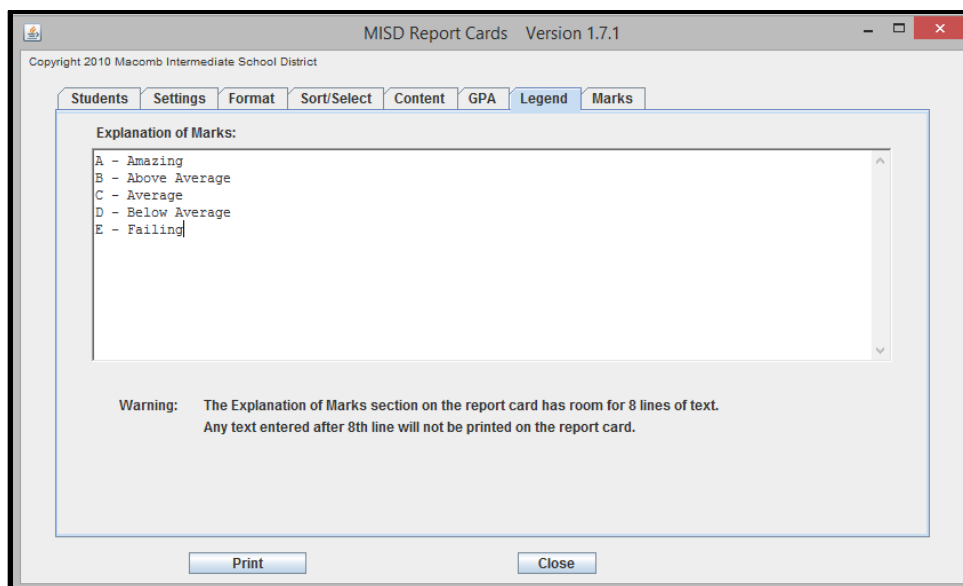
The screenshot shows the 'MISD Report Cards' application window with the 'GPA' tab selected. The window title bar includes 'MISD Report Cards Version 1.4.3' and 'Copyright 2010 Macomb Intermediate School District'. The tabs at the top are: Students, Settings, Format, Sort/Select, Content, GPA, Legend, and Marks. The 'GPA' tab contains the following options:

- GPA Options:**
 - ☐ Do not print GPA on the report card
 - ☐ Print GPA from the Current GPA custom field GPACUR_MISD
 - ☒ Print GPA from a selected GPA method found in the Class Rank table
- Select the GPA method found in ClassRank table:**
 - Simple (selected in dropdown)
- GPA Description to print on the report card:**
 - Text input field
- Number of decimal places to print:**
 - ☐ 2
 - ☐ 3
 - ☒ 4

Buttons for 'Print' and 'Close' are located at the bottom right of the window.

Legend

The legend area allows you to enter the Explanation of Marks text. This text will appear at the top of the report card.



Marks

On the Marks tab you will select the Marks you want to print on the report card.

This is very important. Do not proceed until you have read and understand the following:

Printing report card grades from the grade book should only be selected for the current marking period. To print grades from previous terms you will need to select stored grades. The PowerSchool grade book does not contain enough information to accurately include report card information from previous terms. The report card enhancement may not produce the desired results if you choose to print grade book grades for previous terms.

The PowerSchool grade book was not intended to store information for historical purposes. Essentially the grade book is used by the teachers to record student grades. In the grade book those grades are dynamic. They can and will change as the teacher enters information for completed tests and assignments. It is not until those grades are stored in the stored grades table that they become static, where they are finalized. Once they are finalized they can be used for official records purposes like transcripts and report cards.

The ability to print report cards grades for the current term from the grade book was added to our Report Card enhancement to provide schools with a way to print report cards before those

grades were stored. However they must keep in mind that until grades are stored they are not the official final grade for the identified marking period.

Col	Description 1	Description 2	Store Code	Print	From
1	1st Qtr	Grade	Q1	<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input type="radio"/> Gradebook <input checked="" type="radio"/> Historical
2	1st Qtr	Percent	Q1	<input type="radio"/> Mark <input checked="" type="radio"/> Percent	<input type="radio"/> Gradebook <input checked="" type="radio"/> Historical
3	2nd Qtr	Grade	Q2	<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
4	1st Sem	Grade	S1	<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
5				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
6				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
7				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
8				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
9				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical
10				<input checked="" type="radio"/> Mark <input type="radio"/> Percent	<input checked="" type="radio"/> Gradebook <input type="radio"/> Historical

Only 9 columns are available when the Period Expression option is selected.

Print Close

Please remember that the gradebook option should only be selected for the current term. If you have selected any marks or percentages from the gradebook you will see the following screen after you click the "Print" button: