

Progress Reports



Management Technology Helpdesk

May 2015

Contents

Progress Reports	3
Log In	3
Select School	3
Students	4
Settings	4
Format.....	5
Sort/Select	5
Content	6
Legend	6

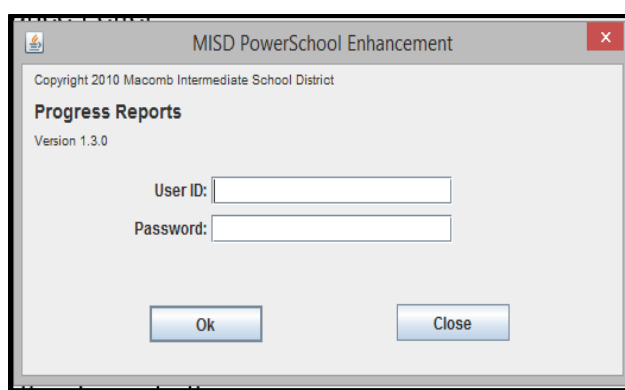
Progress Reports

You will find a link to the Progress Reports 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.

Note: You may also use the Report Card Report and on the Settings tab check the box to display Progress Report instead of Report Card.

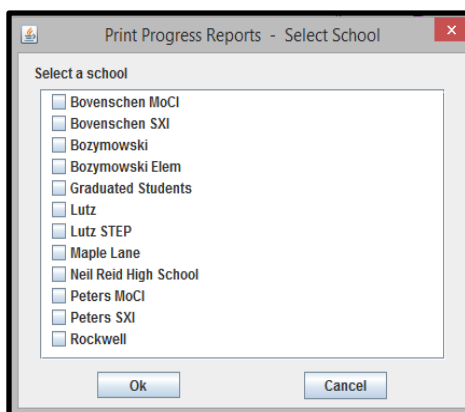
Log In

Key in your User ID and password. Click ok



Select School

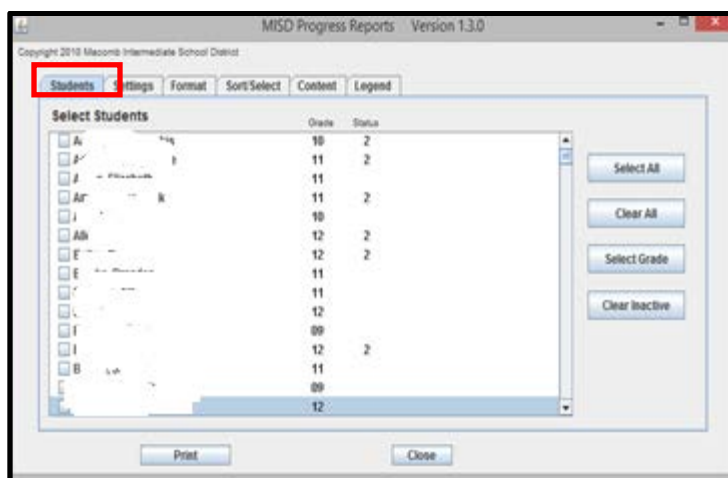
Select a school. Click Ok



Students

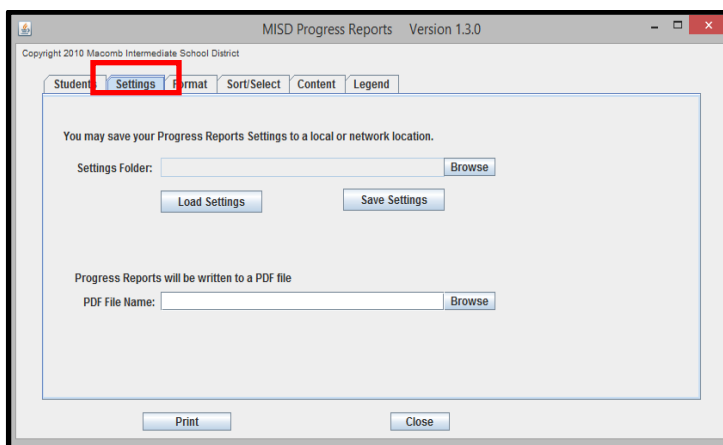
Select the students.

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. You can also clear all and start over on your selection.



Settings

- This screen also will allow you to choose a folder to save the progress report card settings 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.



Format

The format tab will allow you to choose

- Paper size
- Address position
- Address
- Progress reporting period information
- Data mailer postal information options

The screenshot shows the 'Format' tab of the MISD Progress Reports application. The window title is 'MISD Progress Reports - Version 1.3.0'. The tabs are 'Students', 'Settings', 'Format', 'Sort/Select', 'Content', and 'Legend'. The 'Format' tab is active. It contains the following sections:

- 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
- Progress Reporting Period Information:**
 - Second Marking period
 - From Nov 3 - Jan 16
- Print "Return Service Requested":** ☒
- Print Postal Permit:** ☒
- Postal Permit:**
 - City, State: Mt Clemens, MI
 - Permit Number: 123456

Buttons at the bottom: 'Print' and '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 parents marked extra mailing.

The screenshot shows the 'Sort/Select' tab of the MISD Progress Reports application. The window title is 'MISD Progress Reports - Version 1.3.0'. The tabs are 'Students', 'Settings', 'Format', 'Sort/Select', 'Content', and 'Legend'. The 'Sort/Select' tab is active. It contains the following sections:

- 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 (dropdown)
- Date:** 04/07/2015 (calendar icon)
- Print a copy for parents marked extra mailing?**
 - ☐ No
 - ☒ Yes
 - ☐ Only

Buttons at the bottom: 'Print' and '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 Progress Reports Version 1.3.0' window. The 'Content' tab is selected and highlighted with a red box. The window contains several sections of options:

- Student name & number options:**
 - ☒ Middle initial
 - ☐ Full middle name
 - ☐ Generation (Jr., III, etc)
 - ☒ Student Number
- Class options:**
 - ☒ Period Expression
 - ☐ Modified Expression
 - ☐ Period number only
 - ☐ Term Code
 - ☒ Mark
 - ☒ Citizenship
 - ☒ No teacher first names
- Progress Reporting Term:** P1 (dropdown menu)
- Attendance totals date range:**
 - From: 02/03/2015
 - Through: 03/25/2015
- Other Options:**
 - ☒ Community Service
 - ☒ Fee Balance Due
- School Message:**
 - Have a safe and enjoyable summer vacation

Buttons at the bottom: Print, Close.

Legend

The legend area allows you to enter the Explanation of Marks text. This text will appear in the upper right area of each progress report.

The screenshot shows the 'MISD Progress Reports Version 1.3.0' window with the 'Legend' tab selected and highlighted with a red box. The window contains a large text area for entering the legend text. The text entered is:

```
A - Amazing
B - Above Average
C - Average
D - Below Average
E - Failing
```

Buttons at the bottom: Print, Close.