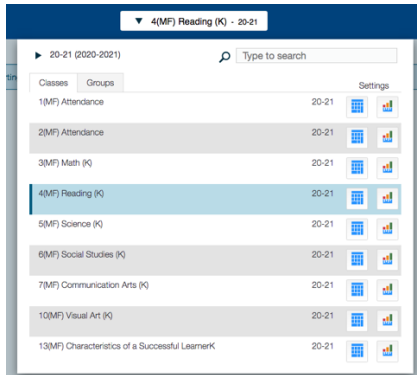


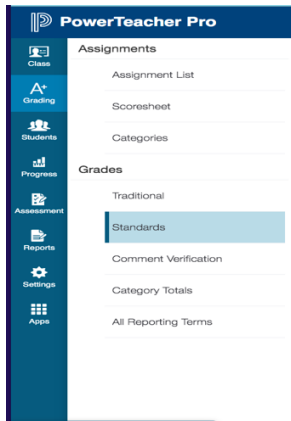
End of Year Report Card Instructions

(if you do not use PTP as a daily gradebook)

Once you open PTP (PowerTeacher Pro) choose a course to start with, you will end up grading a standard(s) in every course except Attendance.

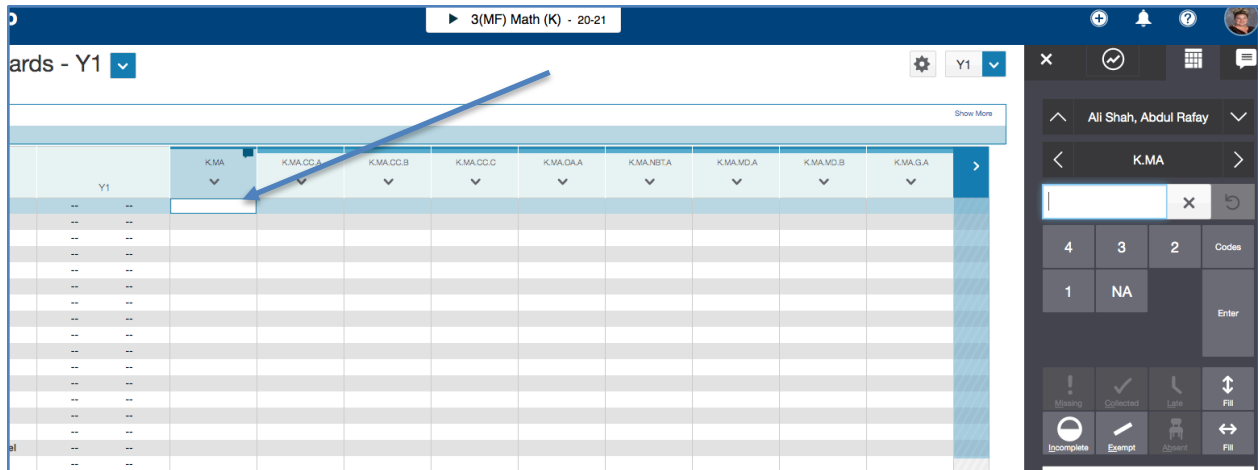


Once you open the course, click on the A+ Charm on the left and choose, Standards.



PowerTeacher Pro is meant to be used as a yearlong grading program, if you are not using it this way, we need to make some adjustments here. The Standards page is where you will enter your grades and see them as they will appear on the report card.

You will see your mid-term grades when you open this page. They will be in the “Parent” standards (See arrow below). Even though you can see these grades, they will not appear on your report cards. **ONLY** sub standards are on the EOY reports. Feel free to use the Fill buttons. In the Elementary End of Year Report Cards Instructions folder, there is an Excel sheet named, Elementary Standards for Bozeman School District that list every standard for your grade level.

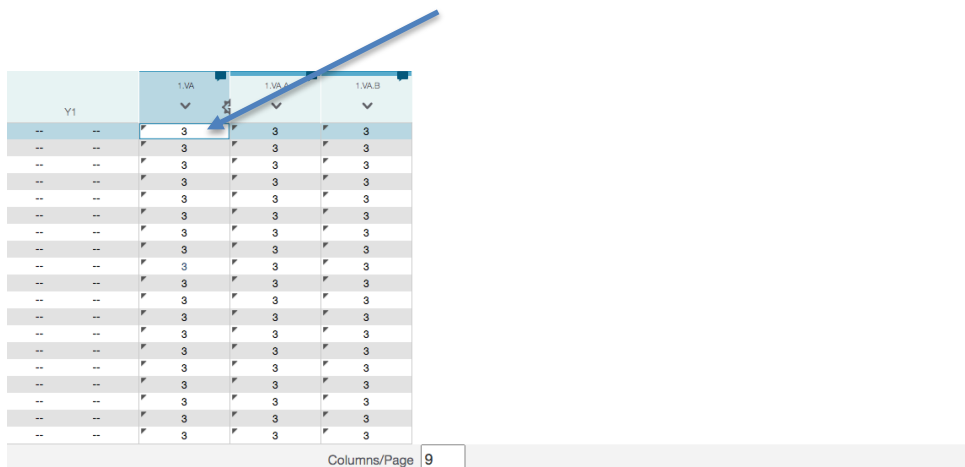


Once your grades are entered. Hit Save.

Continue to each course and grade your standards.

COMMENTS

Your mid-term comments will still be in place under the parent standards. Your end of year comments can go in any non-parent standard that you choose. You can use multiple courses and multiple standards if you have a LOT to say. You have a 4000-character limit on each standard. The only heading on the column is "Comments" so you can enter Math Comments in Visual Arts and it will still just say "Comments" and appear at the bottom of the report card, not at the bottom of a certain grade. There is no need to leave room for specials, they will have their own area for comments and they also have a 4000-character limit. DO NOT ENTER YOUR COMMENTS IN THE Y1 COLUMN. They must be in a non-parent Standards column, any column. In the information folder there is additional help on comments if you would like to know more.



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