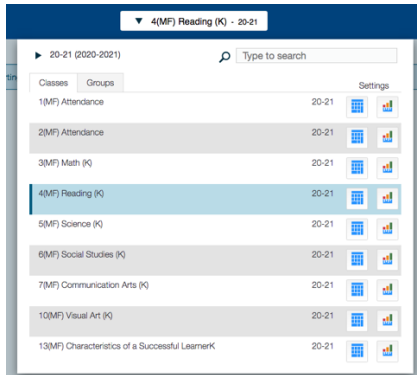


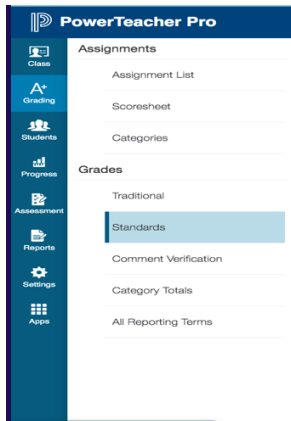
End of Year Report Card Instructions

(if you Use PTP as a daily gradebook)

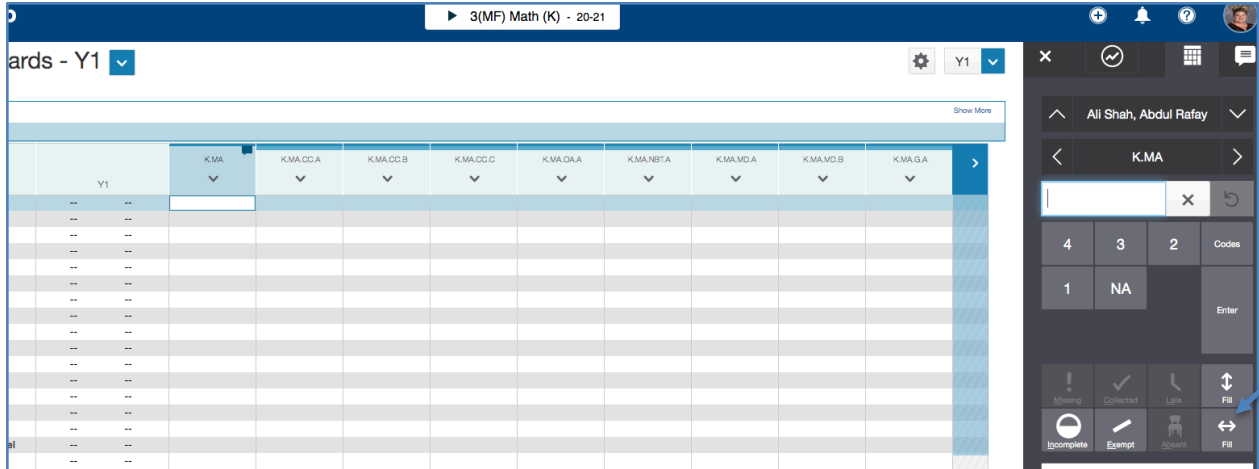
Once you open PTP (PowerTeacher Pro) choose a course to start with, you will end up grading a standard(s) in every course except Attendance.



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



The Standards page is where you will see the culmination of the standards you have attached to assignments for the for the year. This is how they will appear on the report card. If you are missing standards in any area, you may fill them in on this page, you do not need to create as assignment. 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.

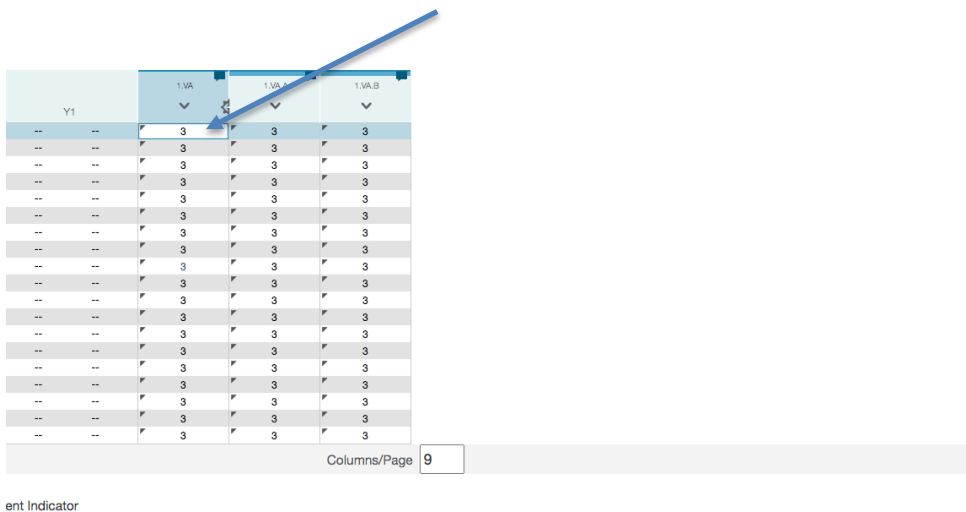


Once your grades are entered. Hit Save.

Continue to each course and grade your standards.

COMMENTS

Your mid-term comments will still be in place. Your end of year comments can go in any course, any standard 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 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 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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