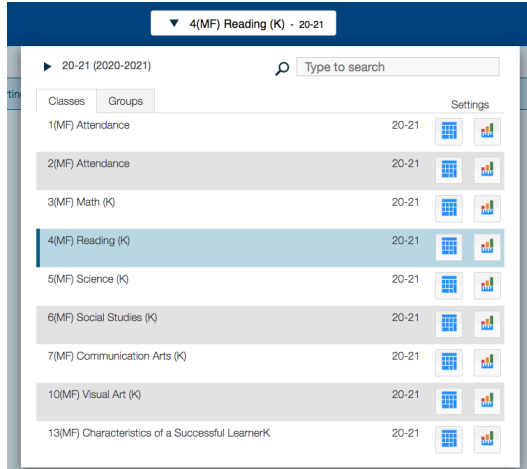
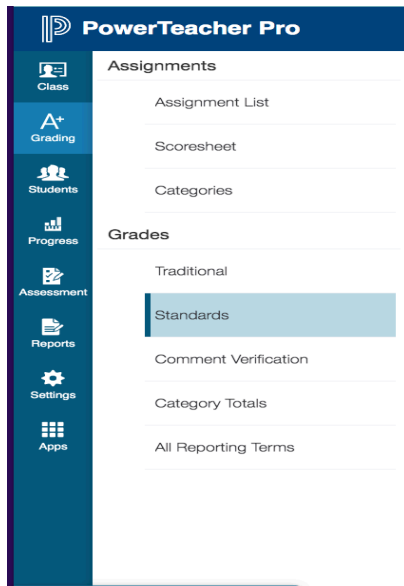


## Elementary Mid-Year Report Instructions

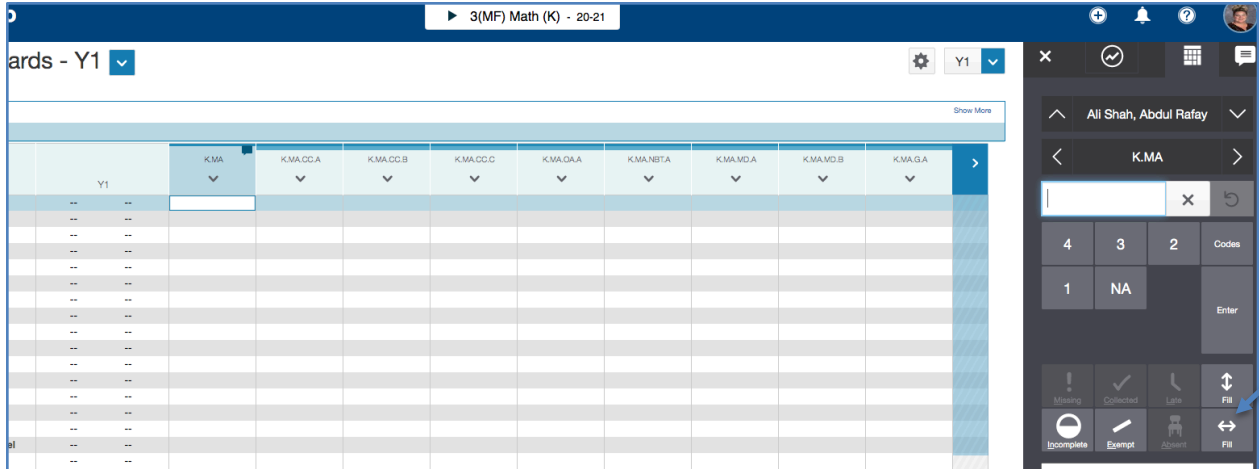
Once you open PTP (PowerTeacher Pro) choose a course to start with, you will end up grading a standard(s) in every course except Attendance.



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



If you have not been using this program for a gradebook, the Standards page is where you will enter your grades. If you have used this program as a gradebook. Check the page and see if the grades are what you want. Any changes can be made directly onto this page. In the Elementary Mid-Year Report Instructions folder, there is a folder named, Mid-Year Standards for Each Grade Level. Once you find your grade level you will see the mid-year standards. Each course will appear on the report card, the standards listed are the ones available for each course. If a standard is not graded the standard will not appear, however, the course always appears. For many courses there is only one standard. Enter your grades in the column that has the Standard for Mid-Year grading. Please feel free to use the Fill buttons.

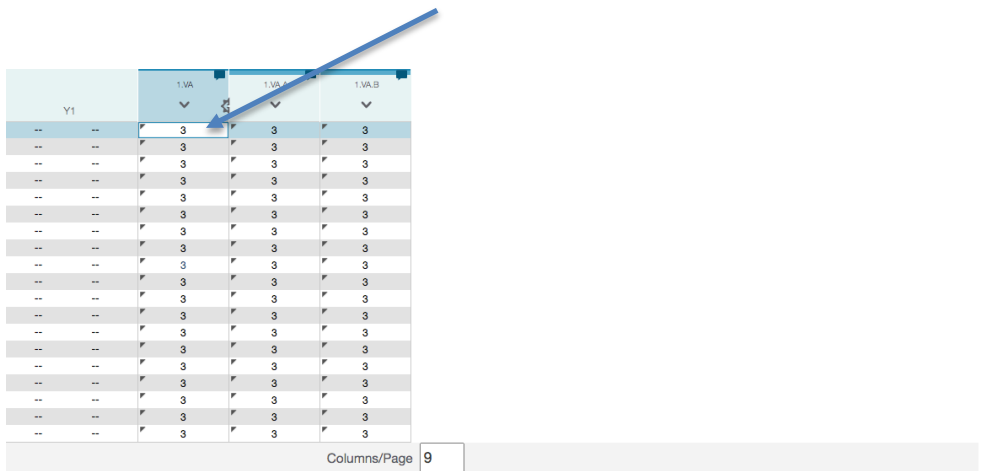


Once your grades are entered. Hit Save.

Continue to each course and grade your standards.

### COMMENTS

Your comments can go in any course, any standard you choose that you grade this term. You have a 4000-character limit on each standard. 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 main Standards column. If you want your standards to be saved and appear at the end of the year, then enter your standards in any CSL standards. Those comments will be retained and appear at the end of the year. If you do not want your standards to appear on the end of year report, then enter standards on any non-CSL standard that you have scored.



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