

# Elementary Grade Book

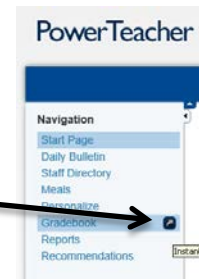
As we approach the first trimester's end this guide is designed to assist you in the correct process of filling out the report cards for your students.

## Opening the Grade Book

Step 1: Open a web browser and navigate to Power Teacher: <http://mpsp.s.monroe.k12.mi.us/teachers>

Step 2: Login

Step 3: Open the Grade Book



Now that the Grade Book is open let's make sure we have the proper **Year** and **Term** set for the current school year. This will let you see the correct list of students and courses for this school year.

**Note:** When the gradebook loads you will receive a security warning. This is because the report card application is created in Java, and the system wants to verify you want to load this application.

**Check the Box** verifying you wish to run the application and click the **RUN** button

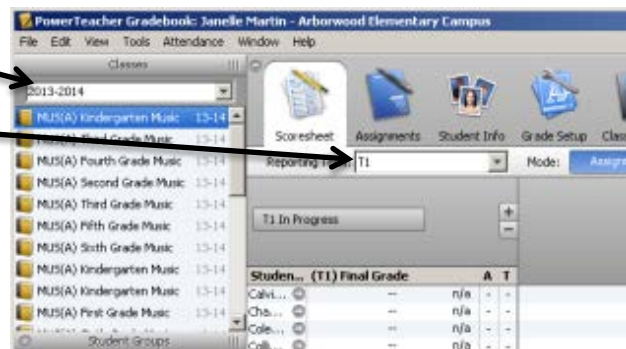


## How to Set Year and Term in the Grade Book

Step 1: Open the Grade Book

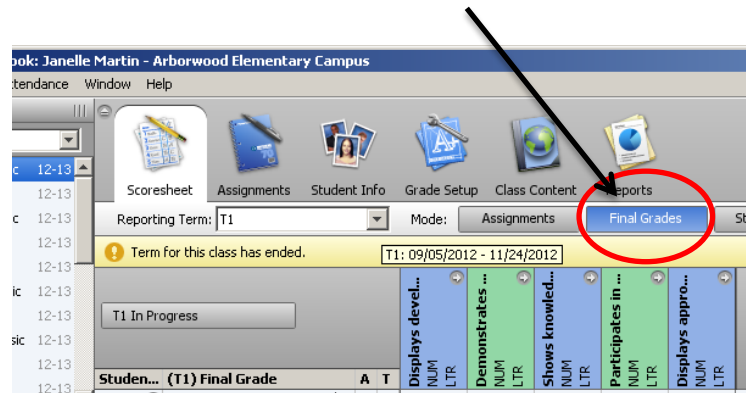
Step 2: Select your School Year (Ex: 2013-2014)

Step 3: Select Your Reporting Term (Ex: T1)



## Set Mode for Final Grade Entry

Now that the proper year and term has been set you may begin to enter the scores for the standards. To do this you will need to make sure you are on the **Final Grade Mode**. Here you can fill in the scores for individual students.



While entering your scores make sure to **SAVE OFTEN!** Make sure to save before you leave any subject area to prevent possible loss of data.

## Select the Course

You will now need to select which course you want to mark grades for. The courses are listed in the menu on the left hand side of the gradebook.



## How to Quick Fill Scores

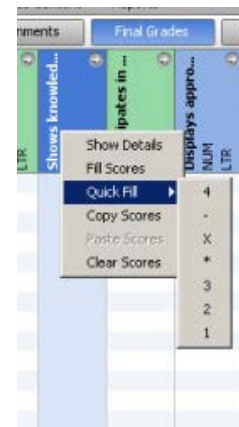
A majority of the students may be at the same level on a particular standard, why not quick fill a row for all students.

Step 1: Right click on the standard

Step 2: Select Quick Fill

Step 3: Select the Standard level to Quick Fill

This will fill all the students who do not already have a value entered with whichever score is selected.

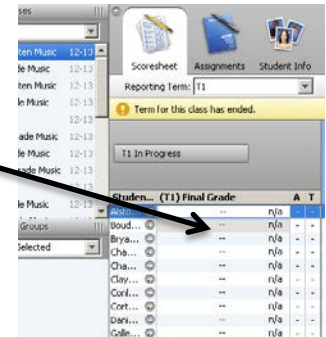


## Comments for Encore Teachers

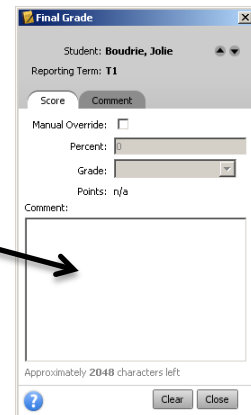
Encore teachers will also use the Grade Book to enter comments for the students. These comments will appear on the back of the report card. To enter the comments follow the below steps.

Step 1: Make sure you are in the Grade book and in Final Grade Mode (See Steps above)

Step 2: Double Click the Final Grade of a student (This is blank showing --). This will bring up the students Final Grade Inspector window.



Step 3: In the Final Grade Inspector window fill in the Comment field. This is the field that will display on the report card.



## How to view your Report Cards

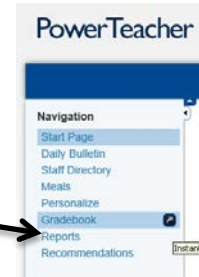
Now that the report cards are filled out you have the ability to run the report and verify that the report cards look correct for your students. To run this report follow the below steps.

Step 1: Open a web browser and navigate to Power

Teacher: <http://mpsps.monroe.k12.mi.us/teachers>

Step 2: Login

Step 3: Go to the **Reports** page



Step 4: Select the report card for your grade level

**Reports for All Students**


Which report would you like to print?	Class Attendance Audit
For which students?	Elementary Grade 1 Report Card : 2011-2012 Elementary Grade 1 Report Card : 2013-2014
Test print?	Elementary Grade 2 Report Card : 2011-2012 Elementary Grade 2 Report Card : 2013-2014
Watermark Text	Elementary Grade 3 Report Card : 2011-2012 Elementary Grade 3 Report Card : 2013-2014
Watermark Mode	Elementary Grade 4 Report Card : 2011-2012 Elementary Grade 4 Report Card : 2013-2014
When to print	Elementary Grade 5 Report Card : 2011-2012 Elementary Grade 5 Report Card : 2013-2014 Elementary Grade 6 Report Card : 2011-2012 Elementary Grade K Report Card : 2011-2012 Elementary Grade K Report Card : 2013-2014 Elementary Grade Y-5 Report Card : 2011-2012 Elementary Grade Y-5 Report Card : 2013-2014 MHS Transcript Class of 2009 - 2010 Q4 MMS Report Card Stored Spec Sbjt Report Card (BLANK)

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Step 5: Click **Submit**

This will run the report for your entire class. This may take a few minutes. To view the report, make sure to **refresh** the page and once finished click **view**.

### Report Queue - My Jobs

A screenshot of the "Report Queue - My Jobs" page. It features a table with columns for "Created", "Job Name", "Started", "Ended", and "Status". A row shows a job completed on 10/29/2013. A "Refresh" button is circled in red, and a "View" link next to the job name is also circled in red. Two red arrows point from the text "refresh the page" and "click view" to these elements.

Created	Job Name	Started	Ended	Status
10/29/2013	<a href="#">Elementary Grade 1 Report Card : 2013-2014</a>	10/29/2013 12:27 PM	10/29/2013 12:27 PM	Completed <a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time