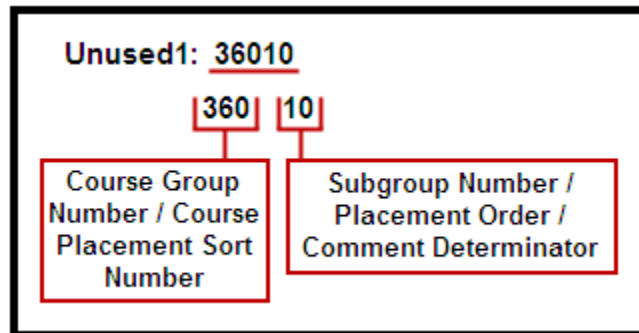


USING THE UNUSED1 FIELD FOR THE MISD STANDARDS BASED REPORT CARDS

The MISD Enhancement Standards Based Report Card program utilizes the unused1 field on each standards record to determine the placement order of the standards on the report card. The unused1 field is coded with a number (minimum of 3 digits) that contains 2 parts:

1. All numbers preceding the last 2 digits of the unused1 field is the course group number set. This is used to determine the placement of that course's standards on the report card. It is also used to link achievement grades to the correct course group.
2. The last 2 digits in the unused1 field are used to determine the placement order of the individual subgroups within the course group on the report card or to determine if the standard is a comment.

**Note: All standards assigned to a specific course number must have the same course group number.*



The last 2 digits in the unused1 field can be any number 00-98 to determine the sort order of the individual subgroups within the course group. The number 99 is used to denote that the specific standard is a comment and not a grade. This also tells the program to display the content as a text box only and to not display the term grade boxes.

UNDERSTANDING HOW STANDARDS ARE SORTED

The Standards Based Report Card program looks at the following information in the following order to determine how the content is sorted.

1. The program looks to the Course Group Number in the unused1 field of all the standards to determine which standards belong together as a group. Once the program determines what standards belong to the same course group, it then determines where that group of standards should appear on the report card as a whole.
2. The program then looks to the Subgroup Number in the unused1 field of the standards (with the same Course Group Number) to determine if there are any subgroups. If there are subgroups within the course group, the program then takes the standards with a matching unused1 field value and sorts the subgroup within the course group.
3. The program then looks to the number value entered in the sortorder field of the standard. The program will use the value entered here to determine the sort order of the individual standards within the subgroup.



WHAT’S THE BEST WAY TO NUMBER THE UNUSED1 FIELD?

The way you decide to number the unused1 field is up to you. It is wise to space out the numbering so that if a last minute addition is needed, you will not have to re-number the unused1 field of all of the standards and can simply add in any new standards. It is also easiest to have all of the standards for all grade levels together in 1 spreadsheet.

You will first want to determine what order you would like your courses to be in on the report card for each grade level. Once this is determined, depending on the amount of work, it may help to arrange these standards in this order on your master spreadsheet.

Example:

KDG Standards
Language Arts
Writing
Spelling
Mathematics
Science
Social Studies
Art
Physical Education
Music
Etc., etc., etc.

1st Grade Standards
Language Arts
Writing
Spelling
Mathematics
Science
Social Studies
Art
Physical Education
Music
Etc., etc., etc.

Usually each grade level should be ordered the same as the others to maintain consistency of the layout of the report.

After determining the order of the courses, you will want to continue and determine the order of the subgroups within each course group.

Example:

KDG Standards
Language Arts
Reading: Concepts of Print
Reading: Comprehension
Writing
Writing
Handwriting
Spelling
Mathematics
Number Concepts
Computation
Etc., etc., etc.

1st Grade Standards
Language Arts
Reading: Concepts of Print
Reading: Phonemic Awareness
Reading: Word Recognition
Writing
Writing
Handwriting
Spelling
Mathematics
Measurement and Data
Etc., etc., etc.



After determining the order of the subgroups within each course, determine the order of the individual standards. Remember that the order of the individual standards is based off of the sortorder field and not the unused1 field. The unused1 field is used to determine the placement of the course group and subgroups on the report card.

Example:

Description (Standard)	SortOrder	SubjectArea	Unused1
KDG Standards	1	KDG Standards	100
Language Arts	1	Language Arts	1000
Reading: Concepts of Print	1	Reading: Concepts of Print	1005
Demonstrates understanding of how books work	1	Reading: Concepts of Print	1005
Identifies all upper case letters (in random order)	2	Reading: Concepts of Print	1005
Identifies all lower case letters (in random order)	3	Reading: Concepts of Print	1005
Reading: Comprehension	2	Reading: Comprehension	1010
Retells familiar stories	1	Reading: Comprehension	1010
Answers questions orally	2	Reading: Comprehension	1010
Learns meanings of vocabulary words	3	Reading: Comprehension	1010
Comment	3	Comment	1099
Writing	2	Writing	3000
Writing	1	Writing	3005
Writes words phonetically	1	Writing	3005
Writes words and brief sentences independently	2	Writing	3005
Handwriting	1	Handwriting	3010
Writes legibly and uses proper spacing	1	Handwriting	3010
Forms letters and numbers correctly	2	Handwriting	3010
Comment	3	Comment	3099
Spelling	3	Spelling	5000
Writes sounds from dictation	1	Spelling	5000
Writes words from dictation	2	Spelling	5000
Comment	1	Comment	5099
Mathematics	4	Mathematics	7000
Number Concepts	1	Number Concepts	7005
Counts orally to 100 by 1	1	Number Concepts	7005
Counts orally to 100 by 10s	2	Number Concepts	7005
Recognizes numbers 0-20	3	Number Concepts	7005
Computation	2	Computation	7010
Understands addition using objects	1	Computation	7010
Break down numbers less than 10 into two parts	2	Computation	7010
Understands addition and subtraction within 5	3	Computation	7010
Comment	3	Comment	7099

Continued on next page...



Description (Standard)	SortOrder	SubjectArea	Unused1
1st Grade Standards	2	1st Grade Standards	200
Language Arts	1	Language Arts	2000
Reading: Concepts of Print	1	Reading: Concepts of Print	2005
Demonstrates understanding of how books work	1	Reading: Concepts of Print	2005
Identifies all upper case letters (in random order)	2	Reading: Concepts of Print	2005
Identifies all lower case letters (in random order)	3	Reading: Concepts of Print	2005
Reading: Phonemic Awareness	2	Reading: Phonemic Awareness	2010
Blends sounds to make words	1	Reading: Phonemic Awareness	2010
Rhymes Words	2	Reading: Phonemic Awareness	2010
Identifies beginning sounds in words	3	Reading: Phonemic Awareness	2010
Reading: Word Recognition	3	Reading: Word Recognition	2015
Knows consonant sounds	1	Reading: Word Recognition	2015
Knows vowel sounds	2	Reading: Word Recognition	2015
Reads sight words	3	Reading: Word Recognition	2015
Comment	4	Comment	2099
Writing	2	Writing	4000
Writing	1	Writing	4005
Writes words phonetically	1	Writing	4005
Writes words and brief sentences independently	2	Writing	4005
Handwriting	2	Handwriting	4010
Writes legibly and uses proper spacing	1	Handwriting	4010
Forms letters and numbers correctly	2	Handwriting	4010
Comment	3	Comment	4099
Spelling	3	Spelling	6000
Writes sounds from dictation	1	Spelling	6000
Writes words from dictation	2	Spelling	6000
Comment	1	Comment	6099
Mathematics	4	Mathematics	8000
Measurement and Data	1	Measurement and Data	8005
Measurement (length)	1	Measurement and Data	8005
Tells and writes time to the hour and half hour	2	Measurement and Data	8005
Geometry	2	Geometry	8010
Reason with shapes and attributes	1	Geometry	8010
Fractions (1/2, 1/4)	2	Geometry	8010
Comment	3	Comment	8099

Notice the numbering of the unused1 field. In order to keep each report card following the same format, it is best to number all of your first subject (ex: Language Arts) for the lowest grade level first, then the next grade level and ascending on up. Once the first subject is numbered for all grades, go back to your lowest grade level and number the next subject (ex: Writing) for all grade levels. Repeat this process until all subjects have their unused1 field numbered.



WHAT ABOUT STANDARDS ATTACHED TO THE AM ATTENDANCE SECTION?

The standards attached to the AM Attendance section will be numbered the same way as those standards attached to the regular courses. Depending on the standards that are attached to the AM Attendance section, the groups of standards may be completely different categories and not related at all. These standards will have to be kept together as they are all assigned to the same course, but can be set up as subgroups to denote that they different groups.

Example:

Description (Standard)	SortOrder	SubjectArea	Unused1
KDG Standards	1	KDG Standards	100
Social Development and Work Habits	10	Social Development and Work Habits	64000
Social Development and Work Habits	1	Social Development and Work Habits	64000
Follows school/classroom rules	1	Social Development and Work Habits	64000
Completes class work in a timely manner	2	Social Development and Work Habits	64000
Uses organizational skills	3	Social Development and Work Habits	64000
Academic Developmental Skills	11	Academic Developmental Skills	64010
Academic Developmental Skills	2	Academic Developmental Skills	64010
Demonstrates mature pencil grip	1	Academic Developmental Skills	64010
Draws representational pictures	2	Academic Developmental Skills	64010
Listening and Speaking	12	Listening and Speaking	64020
Listening and Speaking	3	Listening and Speaking	64020
Follows 2 step directions	1	Listening and Speaking	64020
Speaks clearly and in complete sentences	2	Listening and Speaking	64020
1st Grade Standards	1	1st Grade Standards	200
Citizenship	10	Citizenship	66000
Citizenship	1	Citizenship	66000
Respects others	1	Citizenship	66000
Takes responsibility for personal behavior	2	Citizenship	66000
Participates in activities and discussions	3	Citizenship	66000
Works well in cooperative groups	1	Citizenship	66010
Works independently	2	Citizenship	66010
Listening and Speaking	11	Listening and Speaking	66010
Listening and Speaking	2	Listening and Speaking	66010
Follows 2 step directions	1	Listening and Speaking	66010
Speaks clearly and in complete sentences	2	Listening and Speaking	66010

***Note:** To make sure the standards display correctly and are in the correct order in the gradebook, make sure to number the subgroup sort order as above.



WHAT ABOUT STANDARDS NOT USED ANYMORE?

Eventually there will be standards in the system that your district chooses not to use anymore, or there will be standards in the system that you do not want to display on the Standards Based Report Card.

Depending on the scenario, there are 2 areas you may have to change.

- To remove a standard from displaying in the Gradebook, make sure that both the AllowAssignments field and the IncludeComment field are set to FALSE for that specific standard.
- To remove a standards from appearing on the Standards Based Report Card, make sure to either remove any value entered in the Unused1 field or set the value to '0' in that specific standard.