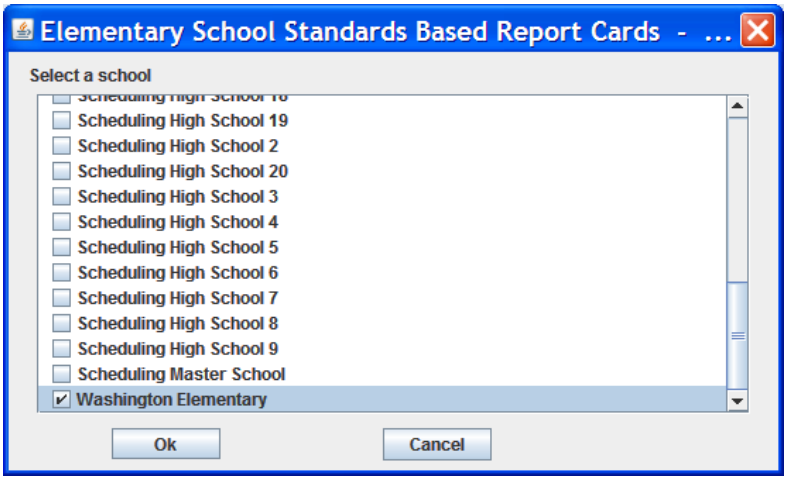
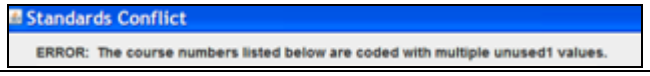
MISD Elementary/Middle School
Standards Based Report Cards Program

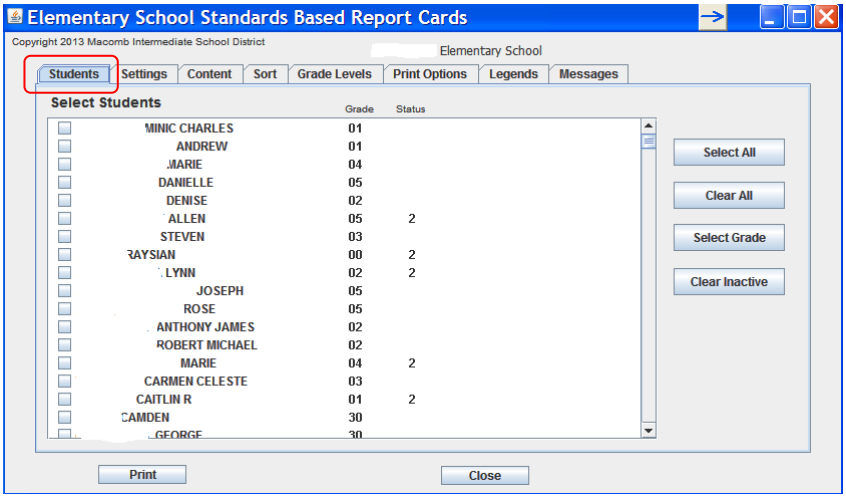
Once you log in to the **Standards** Report Card program select your school in this first screen. Ok



If you receive a Standards Conflict screen, please reference the "MISD Elementary Standards Report Cards - Standards Conflict ERROR" document to help you correct the errors.



Your **Students** will be listed. You have options to **Select All** students, **Clear All** students, **Select a Grade** level, and/or **Clear Inactive** students. You may also check the students by hand.



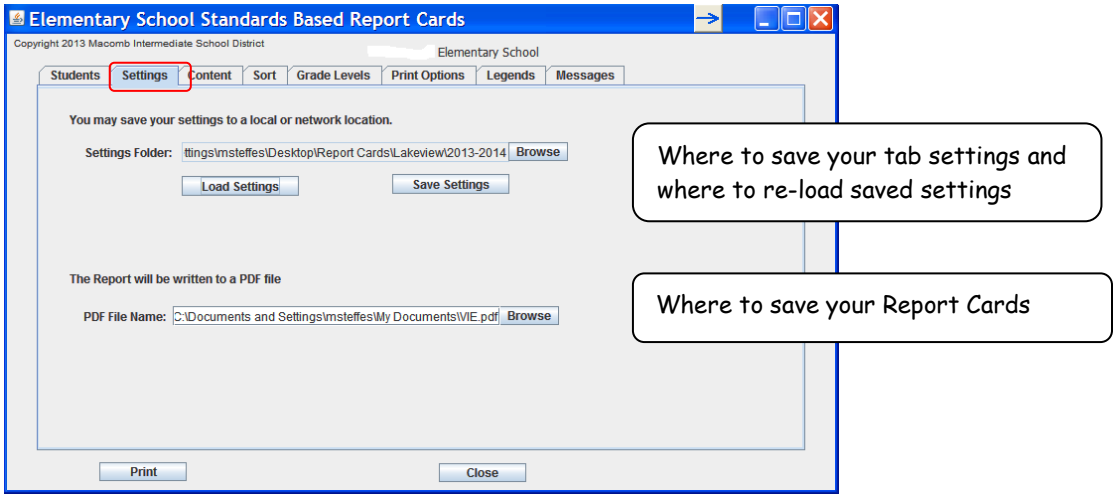
You may also select multiple grade levels at one time. Select one grade level, then select another grade level, etc. you will see all the boxes check. You can then select to Clear Inactives.

The **first time** you use the program you will not have any **Settings** to Load, therefore you will bypass this tab until you have completed your selections on the remaining tabs.

Once all the tabs are filled in, you will come back to the Settings tab:

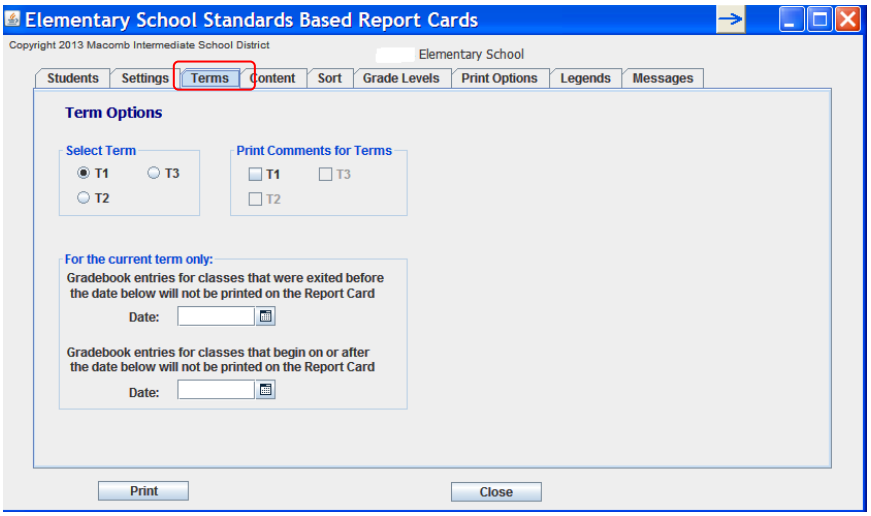
- **The Report will be written to a PDF file**; you will **Browse** and select a place on your server. **Note your path**.
- For the **Setting Folder** option **Browse** and navigate to the server and select Save Settings. **Note your path**.

For **subsequent uses** of the program you will be able to Browse out to where you saved your settings and select Load Settings which will load all your previous tab selections. If you make changes to the tabs in subsequent runs you can save those settings by coming back to the Settings tab and selecting Save Settings. It will ask you if you wish to overwrite your previous settings.



On the **Terms** tab select:

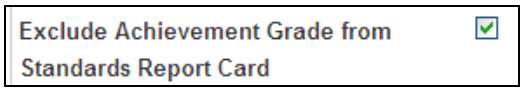
- Terms to print
- Terms to print Comments for
- The dates to determine when the classes had to be entered or exited for grades to print

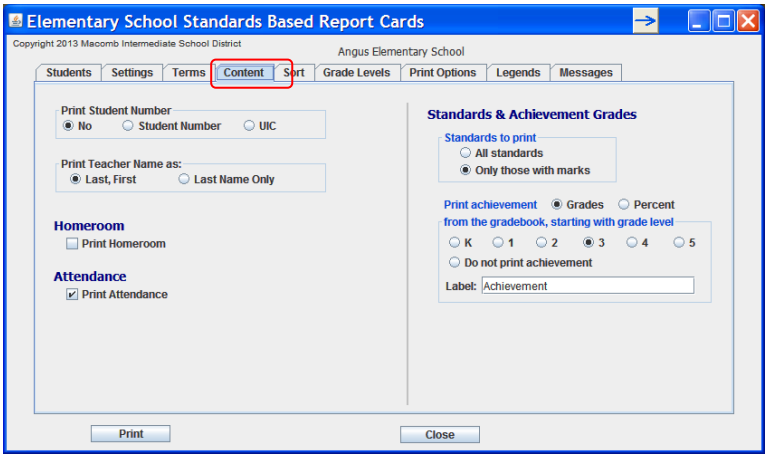


On the **Content** tab select:

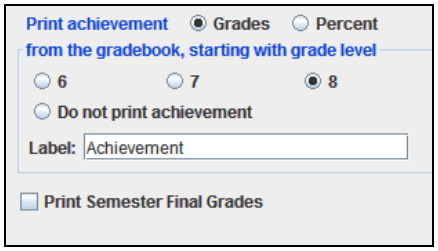
- Student Number option
- Teacher's Last, First name or just the Last Name
- To Print Attendance
- Print Homeroom
- Should all Standards print or only those with marks
- If Achievement grades are used, mark which grade levels use them and a key in a **Label**

If you don't want an Achievement Grade to print for a particular Course, check the box on the Course Information Page in PowerSchool to Exclude Achievement Grade from Standards Report Card:

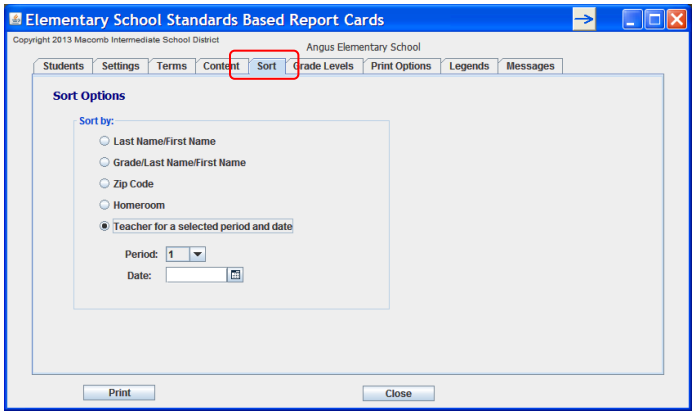




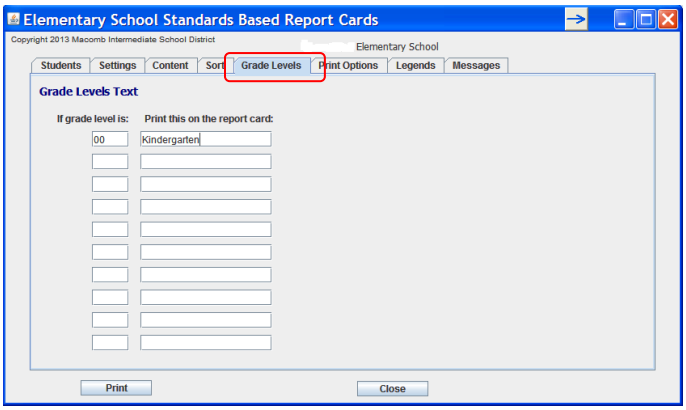
- For the **Middle School** Standards Based Report Cards you will see the option to Print Semester Final Grades on the Content tab:



Select your **Sort** Options



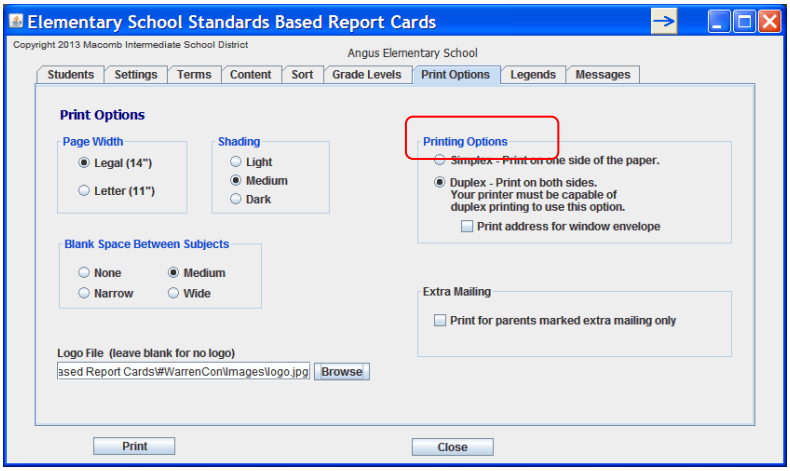
There is an option to use alternate names for **Grade Levels** as the example shows



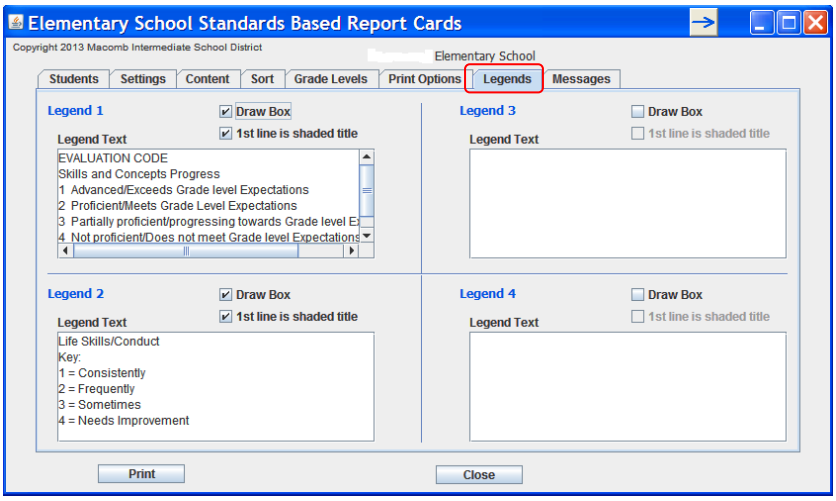
You may skip this tab if you don't wish to use alternate grade level names.

Select **Print Options** for:

- Paper size
- Shading (of headings)
- Spacing
- Logo – Browse out to the location of your logo file
- Printing options - is your printer capable of printing on both sides or not
- Address for envelope



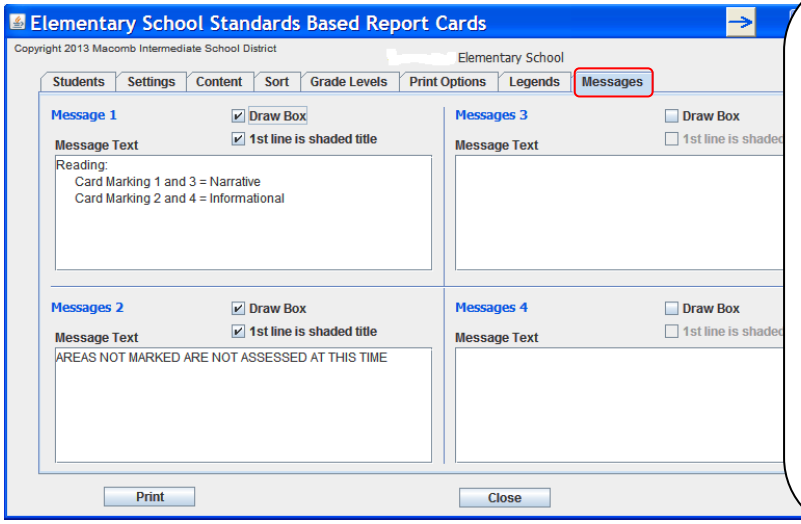
Key in the **Legends** that will display across the heading of the report card. There are options to draw a box and shading for each legend. Once you fill in your legends, select Print to view and determine if your spacing is correct. The report card program remains open so you can easily make changes and Print again to view.



The **Messages** tab is similar to the Legends tab however messages will display down the first column. Again you will need to select Print to determine if your spacing is correct & doesn't run into column 2.

To copy data from the Legends or Messages tabs, hilite the data and select **Ctrl C**. You can then paste into a Word doc.

To paste data into the Legends or Messages tabs copy data from the Word doc and use **Ctrl V** to paste.



If your Legends and/or Messages are different by grade level, you may find it easier to keep separate documents for each grade level in a Word doc.

You can also key in all your Legends & Messages, Save your Settings, then delete the ones you don't need for a certain grade level, select Print and do not save your new settings. Then go back to your Settings tab and select Load Settings - all your original Legends and Messages display and you can continue on with the next grade level.

It is suggested that you copy the information you have keyed into the Legends and Messages tab to a Word document and save it so you can copy and paste back into this program in case they are deleted. Also you may need to change them in and out for different grade levels. Use: **Ctrl C** = **Copy** **Ctrl V** = **Paste**

You may also want to screen print every tab and save so you know what options you selected in case they are lost or overwritten.

Remember, if this is the first time you are filling in the tabs of this report, go back to the Settings tab and save your settings as described on the top of page 2.