

Mileage

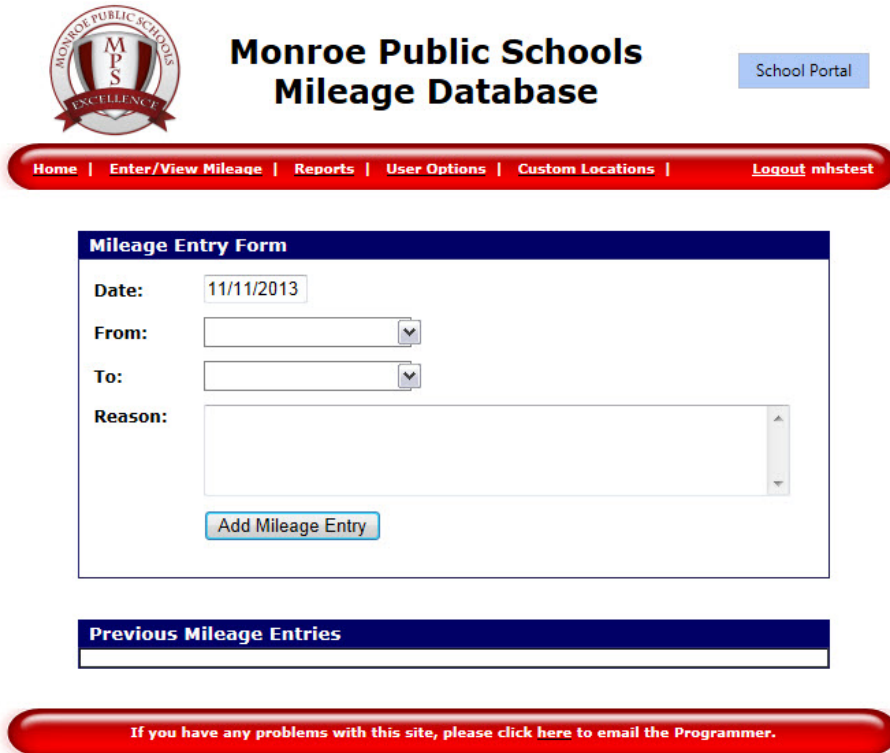
The first time you log onto the program you will need to fill out some information. You may need to contact your office for some of that information. Below is a screenshot of that page.

The screenshot shows the 'New User Account Information' page of the Monroe Public Schools Mileage Database. At the top left is the Monroe Public Schools logo with 'MPS' and 'EXCELLENCE'. The page title is 'Monroe Public Schools Mileage Database' and there is a 'School Portal' button. A navigation bar contains links for Home, Enter/View Mileage, Reports, User Options, Custom Locations, and Logout mhstest. The main content area has a blue header 'New User Account Information' and a text box explaining that users need to set up account information, including Name, Job Title, and Building. Below this is a 'Create New User Account' form with fields for Username (pre-filled with 'mhstest'), Name, Title, Building, Vendor #, Budget #, and Account #, and a 'Create Account' button. A red footer bar contains the text: 'If you have any problems with this site, please click here to email the Programmer.'

Once you fill in the information and click Create Account you will come to the Home screen. There you will see a list of where you can navigate. The first thing you will want to do is click on Enter/View Mileage.

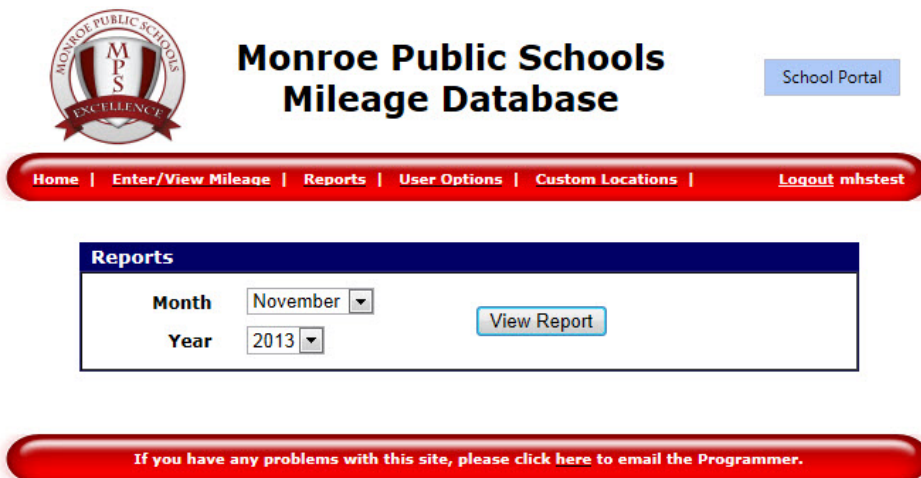
The screenshot shows the Home screen of the Monroe Public Schools Mileage Database. It features the same logo and navigation bar as the previous page. The main content area has a blue header 'Monroe Public Schools Mileage Database' and a 'School Portal' button. Below the navigation bar, it says 'Welcome to the MPS Mileage Database. Please select the task you would like to perform.' followed by a list of links: Enter/View Mileage, View/Print Reports, Change/Modify User Options, Change/Modify Custom Locations, and Logout. A red footer bar contains the text: 'If you have any problems with this site, please click here to email the Programmer.'

This will bring you to the screen below. It will automatically put in today's date. You can change that if needed. Click on the two drop down lists to fill in the From: and To: fields. You will also need to fill in the reason field to describe the purpose of the trip. Then you will click Add Mileage Entry.



The screenshot shows the 'Mileage Entry Form' interface. At the top left is the Monroe Public Schools logo with the text 'MONROE PUBLIC SCHOOLS' and 'EXCELLENCE'. To the right of the logo is the title 'Monroe Public Schools Mileage Database' and a 'School Portal' button. Below this is a red navigation bar with links: 'Home', 'Enter/View Mileage', 'Reports', 'User Options', 'Custom Locations', and 'Logout mhstest'. The main form area has a blue header 'Mileage Entry Form'. It contains a 'Date' field with '11/11/2013', 'From:' and 'To:' dropdown menus, and a 'Reason:' text area. An 'Add Mileage Entry' button is at the bottom. Below the form is a 'Previous Mileage Entries' section which is currently empty. At the bottom of the page is a red rounded rectangle containing the text: 'If you have any problems with this site, please click here to email the Programmer.'

At the end of each month when you are ready to turn in your mileage, you can click on the Reports tab to print out your report. It will default to the current month so if you would like to print a different month's report you will need to choose that month.



The screenshot shows the 'Reports' interface. It features the same Monroe Public Schools logo and title as the previous form. The navigation bar is identical. The main content area has a blue header 'Reports'. Below it are two dropdown menus: 'Month' set to 'November' and 'Year' set to '2013'. A 'View Report' button is positioned to the right of the dropdowns. At the bottom of the page is a red rounded rectangle containing the text: 'If you have any problems with this site, please click here to email the Programmer.'

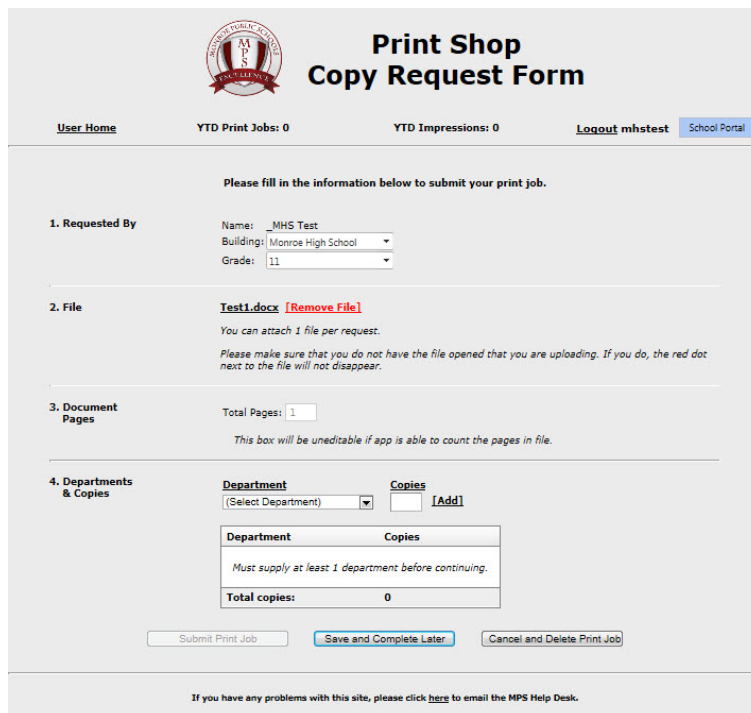
Print Shop

If you choose the Print Shop form you will see the screen below. It will default to the page where you can create a new print job.



The screenshot shows the landing page of the Print Shop Copy Request Form. At the top left is the Monroe Public Schools logo. The main heading is "Print Shop Copy Request Form". Below the heading is a navigation bar with links for "User Home", "YTD Print Jobs: 0", "YTD Impressions: 0", "Logout mhstest", and "School Portal". A welcome message states: "Welcome to the Print Shop 2.0 web application. You will now be able to view the status of your print jobs and make changes prior to the job being sent to the copier." A prominent green button with the text "[Click here to create a new print job.]" is centered on the page. At the bottom, a footer note says: "If you have any problems with this site, please click [here](#) to email the MPS Help Desk."

When you are submitting the form Step 1: you will need to add your school and grade level. Step 2: you will browse to the file you want to send and select it. It will attach to the form. Step 3: if this only one page there is nothing to do here. If you have a multiple page document you could choose which page to send if you need to.



The screenshot shows the submission page of the Print Shop Copy Request Form. It features the same header and navigation bar as the landing page. The main content area is titled "Please fill in the information below to submit your print job." and contains four sections:

- 1. Requested By**: Includes fields for Name (pre-filled with "_MHS Test"), Building (dropdown menu with "Monroe High School" selected), and Grade (dropdown menu with "11" selected).
- 2. File**: Shows a file named "Test1.docx" with a "[Remove File]" link. Below it, instructions state: "You can attach 1 file per request. Please make sure that you do not have the file opened that you are uploading. If you do, the red dot next to the file will not disappear."
- 3. Document Pages**: Includes a "Total Pages:" field with the value "1". A note below says: "This box will be uneditable if app is able to count the pages in file."
- 4. Departments & Copies**: Includes a "Department" dropdown menu (pre-filled with "(Select Department)"), a "Copies" field with an "[Add]" button, and a table for department selection. The table has columns for "Department" and "Copies". Below the table, it says: "Must supply at least 1 department before continuing." and "Total copies: 0".

At the bottom of the form are three buttons: "Submit Print Job", "Save and Complete Later", and "Cancel and Delete Print Job". A footer note at the very bottom says: "If you have any problems with this site, please click [here](#) to email the MPS Help Desk."

Step 4: You select the department that the print job will get billed to. Select the number of copies. *Important:* Make sure you click “Add” after entering the number of copies. This will then show the results at the bottom. If you do not hit Add you will not be able to go to the next step.

4. Departments & Copies

Department (Select Department) **Copies** [Add]

Department	Copies	
Math	5	[Remove]
Total copies:	5	

Next choose what special print options you would like.

5. Sides Copies need to be: 1 sided 2 sided

6. Paper Stock

All paper listed on this form is provided free of charge.

*ncr - carbonless forms
*other - stock you are providing.

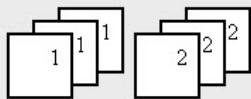
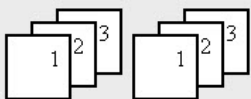
White Paper
 White Cardstock
 ncr / 2 part
 ncr / 3 part
 ncr / 4 part
 ncr / 5 part
 Other: *Must explain in note field before submitting*

7. Stock Size

8½ x 11 (Letter)
 11 x 17 (Ledger)
 24 x 36 (Poster)



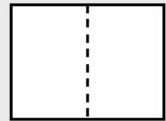
8. Output

un-collated collated

9. Finishing

None Double Staple (Up to 70 pages) Booklet (11 x 17) (8 to 64 pages (8½ x 11), 2 to 16 pages (11 x 17))

Single Staple (Up to 70 pages) Single Fold Hole Punch

If you have any special instructions for the print shop enter them in the provided text box. Once you have the form filled out with all the options you need, click Submit Print Job. If you not ready and would like to finished at a later time choose Save and Complete Later. You also have an option to cancel as well.

**Notes or
Special
Instructions:**

Most copy requests are completed and returned within 24 hours; however, some things may delay your request up to 4 business days. These things include requests for ncr, glued tablets, folding, very large requests and busy times of the year including the start and finish of each school year.

If you have any questions about our copy services, please call the Print Shop at 734-265-3130. If we can't make it to the phone, please leave a message and we'll return your call as soon as possible. We check our voicemail several times daily. Our hours are from 7:00 a.m. to 4:00 p.m. Monday thru Friday.

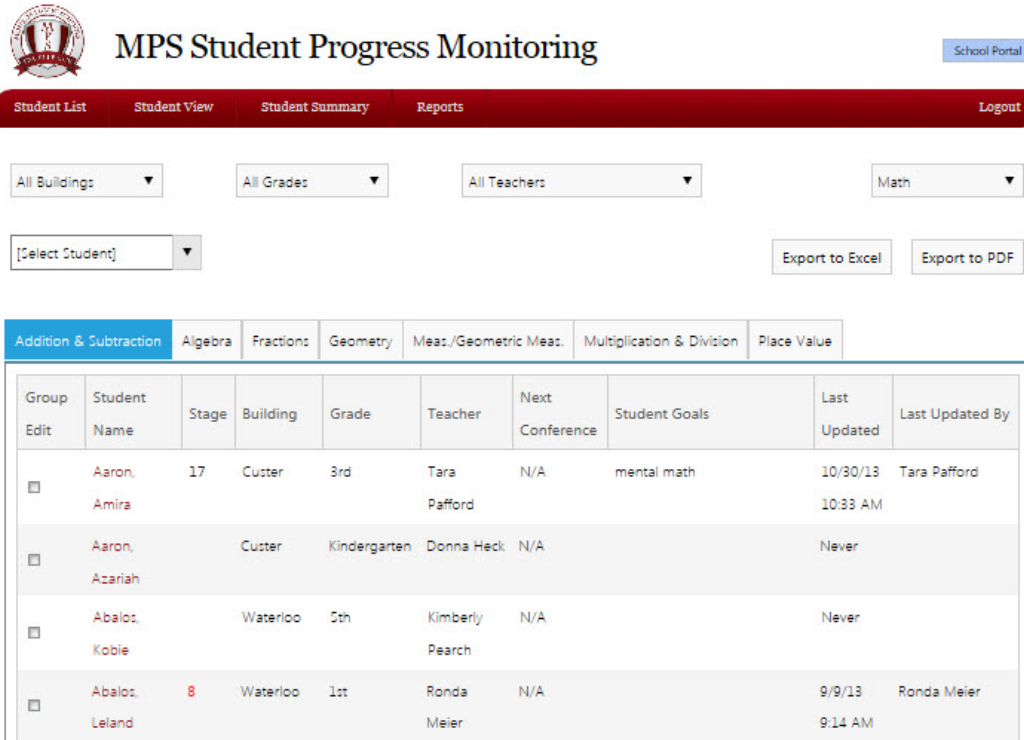
Submit Print Job

Save and Complete Later

Cancel and Delete Print Job

Student Progress

If you have this application in your portal list you will be able to see the students in your class and also select them to track their progress by setting levels and adding periodical notes for each student.



The interface features a header with the MPS logo and the title "MPS Student Progress Monitoring". A "School Portal" button is located in the top right. Below the header is a navigation bar with tabs for "Student List", "Student View", "Student Summary", "Reports", and "Logout".

Filtering options include dropdown menus for "All Buildings", "All Grades", "All Teachers", and "Math". A "[Select Student]" dropdown and "Export to Excel" and "Export to PDF" buttons are also present.

The main content area shows a tabbed interface with "Addition & Subtraction" selected. Below the tabs is a table with the following data:

Group	Student	Stage	Building	Grade	Teacher	Next Conference	Student Goals	Last Updated	Last Updated By
<input type="checkbox"/>	Aaron, Amira	17	Custer	3rd	Tara Pafford	N/A	mental math	10/30/13 10:33 AM	Tara Pafford
<input type="checkbox"/>	Aaron, Azariah		Custer	Kindergarten	Donna Heck	N/A		Never	
<input type="checkbox"/>	Abalos, Koble		Waterloo	5th	Kimberly Pearch	N/A		Never	
<input type="checkbox"/>	Abalos, Leland	8	Waterloo	1st	Ronda Meier	N/A		9/9/13 9:14 AM	Ronda Meier

If you would like to track an individual student, simply click on that student from the list. The screen below will come up and you can see or add his level along with providing and specialized comment. Then simply hit Submit.



MPS Student Progress Monitoring

School Portal

Student List Student View Student Summary Reports Logout

Amira Aaron

Addition & Subtraction

Current Stage: 17



Stage 15 - Applies Place Value Knowledge for Addition and Subtraction of 2 digit numbers

- Landmark Numbers: changing the numbers to make them friendly; $33+39$ can be solved as $33+40$, then subtract the 1 OR
- Splitting: numbers are split by place value position and thought about as expanded notation; $33+29$ can be solved as $(30+20)+(3+9)$. OR
- Constant Difference: $89 - 24$ would be solved by adding 1 to both numbers and solving $90 - 25$.

Stage 17 - Applies Knowledge of Hundreds, Tens and Ones

- Can look at groups of hundreds and tens and know how many without counting; 7 hundreds is seven hundred, 3 tens is thirty and 3 more ones is 733.
- Understands 100 more and 100 less than numbers to 1100.
- Can re-group numbers using hundreds, tens and ones: 433 is 4 hundreds, 3 tens and 3 ones OR 3 hundreds 12 tens and 13 ones OR 4 hundreds, 1 ten and 23 ones, etc.

Stage 18 - Applies Place Value Knowledge for Addition and Subtraction of 3 digit numbers (within 1000)

- Keeping one number whole, then adding or removing chunks of 10's and/or 100's.

Observation Notes: Select Existing: [History](#)

Teaching Points: Select Existing: [History](#)

Student Goals: Select Existing: [History](#)

Next Conference:

Entry:

Submit Cancel