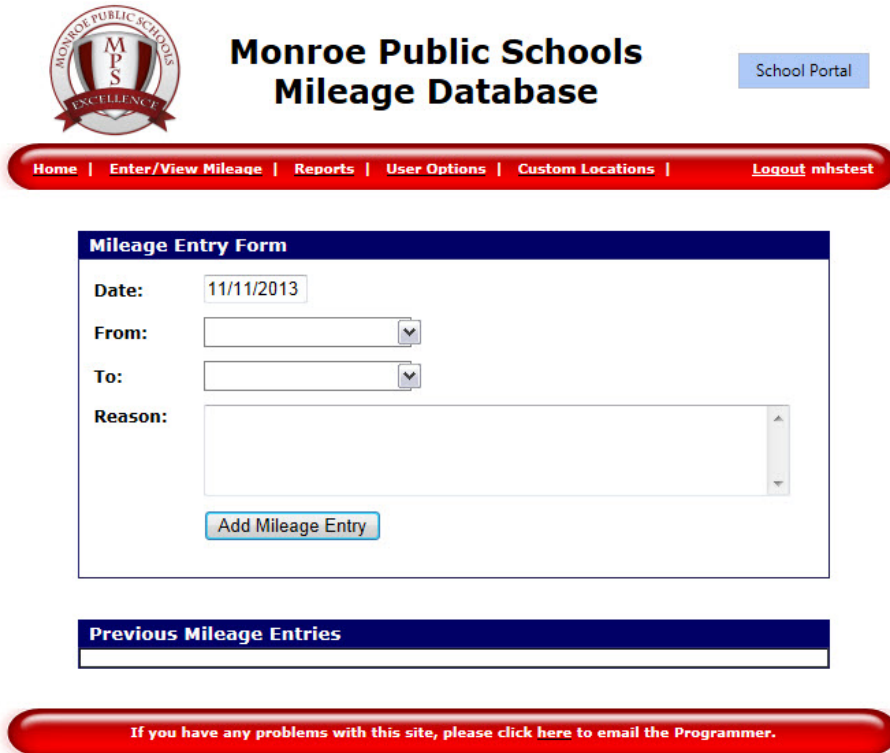# Mileage

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.

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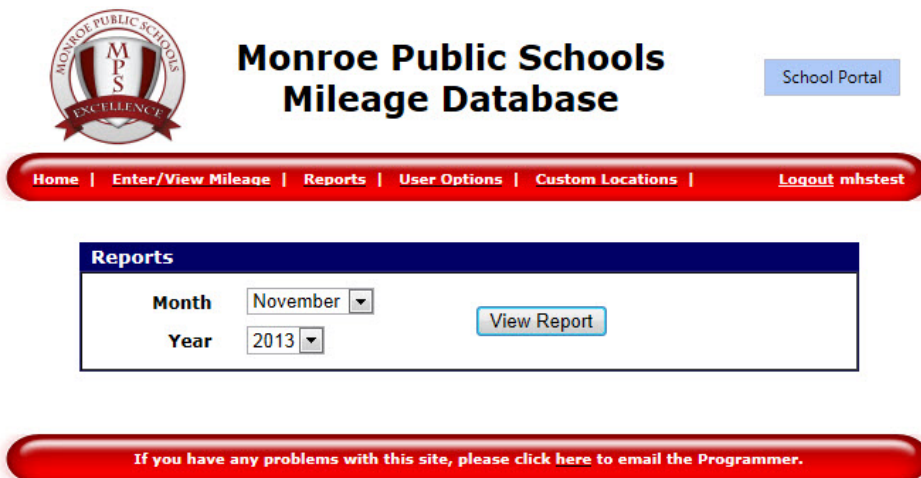
This will bring you to the screen below. It will automatically put in today's date. You can change that if needed. Click on the two drop down lists to fill in the From: and To: fields. You will also need to fill in the reason field to describe the purpose of the trip. Then you will click Add Mileage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

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.
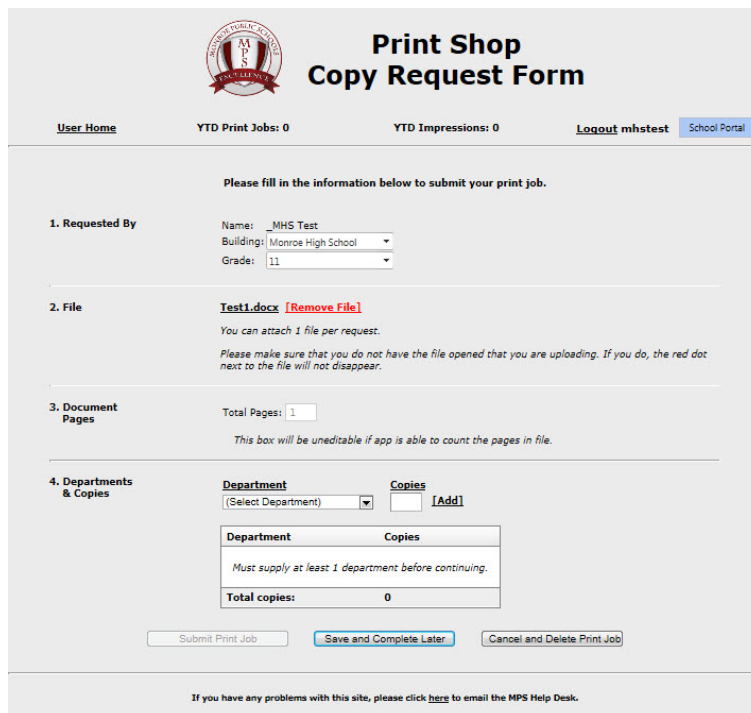
Print Shop

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.

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.

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.

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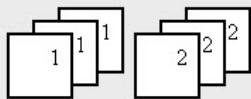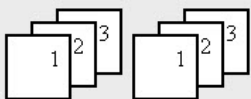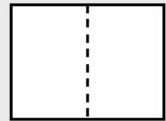
If you have any special instructions for the print shop enter them in the provided text box. Once you have the form filled out with all the options you need, click Submit Print Job. If you not ready and would like to finished at a later time choose Save and Complete Later. You also have an option to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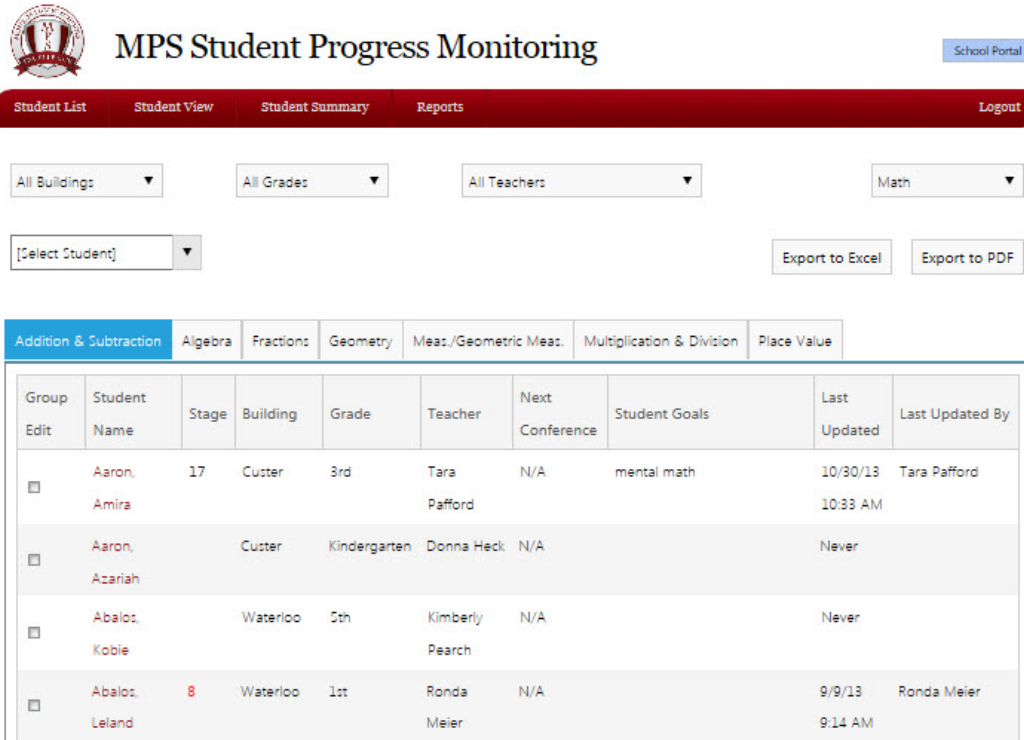
[Submit Print Job]   [Save and Complete Later]   [Cancel and Delete Print Job]

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.

MPS Student Progress Monitoring

School Portal

| Student List | Student View | Student Summary | Reports | | Logout |

| All Buildings ▼ | | All Grades ▼ | | All Teachers ▼ | | Math ▼ |

| [Select Student] ▼ | | | | Export to Excel | Export to PDF |

Addition & Subtraction | Algebra | Fractions | Geometry | Meas./Geometric Meas. | Multiplication & Division | Place Value

Group Edit	Student Name	Stage	Building	Grade	Teacher	Next Conference	Student Goals	Last Updated	Last Updated By
☐	Aaron, Amira	17	Custer	3rd	Tara Pafford	N/A	mental math	10/30/13 10:33 AM	Tara Pafford
☐	Aaron, Azariah		Custer	Kindergarten	Donna Heck	N/A		Never	
☐	Abalos, Kobie		Waterloo	5th	Kimberly Pearch	N/A		Never	
☐	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**

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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 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 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:
History
Select Existing: None ▼

Teaching Points:
History
Select Existing: None ▼

Student Goals:
History
Select Existing: (Select Goal) ▼

mental math

Next Conference: [   ] 📅

Entry: Workshop ▼

Submit   Cancel