SchoolSpeak
Your School and You

Go
Green

Report Card
Training

Do more with SchoolSpeak
Solution for Catholic Elementary and Middle Schools

SchoolSpeak Confidential

Overview

SchoolSpeak
Your School and You

- Introduce SchoolSpeak's report cards
  - Working with the report card
  - Best Practices
- General overview of the report card resource

Your School's Report Card

- SchoolSpeak will install your school's report card
  - If your school is part of a diocesan implementation, SchoolSpeak will install the recommended report card into your school's SchoolSpeak account
- Generally, new school report cards are available for use toward the end of the term date listed within your school account setup

The Report Card Setup

SchoolSpeak Support will setup your new report card to your school account

Quick Preview by SchoolSpeak Administrator
- Highly recommend that your school's SchoolSpeak administrator run a quick preview to make sure that the report card displays the information as expected
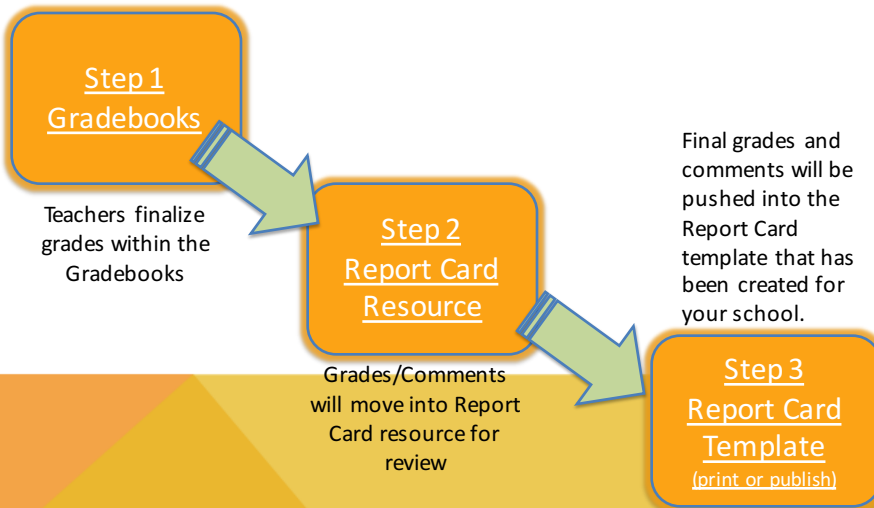
Verifying Report Card
- Verify that the teachers permissions are correct for the report card resources
- Verify that the correct gradebooks are associated with the appropriate grade level report card
- Customize the teacher/principal name and school year if appropriate

Helpful Notes:
- *Recommend that you do all of the previews and customization prior to your teachers starting their report card process.*
- *If you have not already provided SchoolSpeak your report card template – please contact us immediately to discuss the appropriate steps!*
- *Any questions about your setup? Please contact SchoolSpeak Support*

SchoolSpeak
Your School and You

SchoolSpeak Report Card Overview

SchoolSpeak
Your School and You

How does the report card process work in SchoolSpeak?

Step 1
Gradebooks

Teachers finalize grades within the Gradebooks

Step 2
Report Card Resource

Grades/Comments will move into Report Card resource for review

Final grades and comments will be pushed into the Report Card template that has been created for your school.

Step 3
Report Card Template
(print or publish)

Key Terms

- **Report Card Template** – The template that parents view. It will be populated with data from the Report Card Resource.
- **Preview** – To push data from SchoolSpeak's Report Card resource into the template
  - The Previewed Report is a read only file
  - MUST preview each time you make changes to see the result
  - *** Parents can't see a previewed report
- **Publish** – To push the report card out to the SchoolSpeak Portal so that parents may view the report card

Adding Grades to the Report Card Module – 3 Options

① <u>Automatically</u> pull grades from the Gradebooks
- Score data (overall/calculated grades and standardsvalues) will be pulled automatically from the gradebook
- SchoolSpeak monitors the status of data within the gradebooks. If the data in the gradebook is more current than the data in the report card, SchoolSpeak will attempt to automatically pull the new data into the report card module
- Schools have the option to pull data manually or manual data– *not recommended*

Adding Data - Continued

SchoolSpeak
Your School and You

② Manual input of score data into the report cards
- Early primary grades (PreK and Kindergarten)
- Specials (Art, Music, PE) – single overall grade
- Alternative – single grade entry into their gradebooks

③ Combination of both
- Automatically pull achievement/standard grades
- Manual entry for comments and skillset evaluations

- *SchoolSpeak Recommends using the gradebooks as the prime method of score entry*

Additional Grades

SchoolSpeak
Your School and You

- Many schools also provide grades or evaluations for areas other than the achievement grade
  - Effort
  - Conduct
  - Skillsets/standards
  - Comments (by subject)
  - Data Entry for these markings may happen in the *Term Summary* section of a gradebook or in a separate gradebook or a teacher may input within the report card resource

Term Summary fields

SchoolSpeak
Your School and You

- Setup in the gradebook settings page
- Maybe setup for specific subjects, grade levels or the entire school
- Benefit – Allows the teachers to do all data entry within the gradebooks
  - Enables administrators to limit the number of members who need access to the report card resource
    - Especially helpful in classes where there are multiple teachers teaching various subjects
- SchoolSpeak support can assist in creating the fields in multiple gradebooks

Your Class report card

SchoolSpeak
Your School and You

- Locate report card link within your homeroom
  - Last link on your classroom's Quick Links list
- Click on Report Card
- Click on Report Card on upper right hand corner to access the report card module

Before the report card…

SchoolSpeak
Your School and You

- Use Manage Gradebooks to verify that teachers are updating the gradebooks
- May be checked well before the report card time
  - If not updating – great time for a quick check-in with the teacher

---

SchoolSpeak
Your School and You

Working within the Report Card Resource

SchoolSpeak
Your School and You

Can teacher override the data in the report card module?

- Recommend schools use Override Functionality in gradebook!!
- A teacher with EDIT permission on the report card module may override any grade that is pulled from the subject gradebook
  - Determined by school or organization administration
  - Use the Edit functionality on each section

- NOTE- Grade overrides should be the last step in the report card process!

SchoolSpeak
Your School and You

Using the Gradebook Override Feature

Can a teacher copy grades or comments from a previous term report card?

SchoolSpeak
Your School and You

- Teachers may copy the scores/comments that a student received in a previous term to the current term
- May be copied for an individual student or the entire class list
- Generally useful for:
  - Early primary grades
  - Social/conduct/behavior grades
  - General progress grades
  - Specials

SchoolSpeak
Your School and You

Customizing the report card for your school

Administrator Considerations

General Settings

- Click on Settings on upper right hand corner
- Settings include:
  - Does a faculty member need to be able to view a report card but not edit it?
    - Review Resource permissions
  - How do you want to bring your gradebook data into SchoolSpeak?
  - Do you want your teachers to publish from within the report card module?

General Steps for Setup

- Preview all report cards as soon as you have the report cards loaded or 2-3 weeks before the report card process starts
  - Verify name of teacher/principal
  - Year
  - School name/logo
  - Do you see data coming in?
  - Review Resource permissions

General Report Card Resource Permissions

SchoolSpeak
Your School and You

- VIEW – Class group
  - Homeroom or gradelevel
- EDIT – Teacher responsible for report card (generally homeroom teacher)
  - May also have:
    - Specials teachers*
    - Teachers who support class*
    - *Not necessary if using gradebooks as primary source
    - VIEW ALL GRADES
    - Provide access via View but not edit on the report card!!

SchoolSpeak
Your School and You

Managing the Report Card Process

Managing the Process

SchoolSpeak
Your School and You

Teachers	Administrators
• Closing/opening gradebooks – Teachers may close their gradebooks when they have completed their updates • Closing/Opening Report cards – Teachers may close their report cards when they have completed their reviews	• Locking/Unlocking gradebooks – Admins have the ability to lock the gradebooks to prevent further changes • Locking/Unlocking report cards – Admins have the ability to lock report cards to prevent further changes

Manage Gradebooks
Admin Utility

SchoolSpeak
Your School and You

- Admin utility that allows administrators to view the status gradebooks centrally
- Admins may view all of the gradebooks at once or may choose specific gradebooks
  - Display includes:
    - Gradebook name
    - Gradebook status (last time the gradebook was editted)*
    - Publish status (last time the gradebook was published)*
    - **Closed** status
    - **Locked** Status

SchoolSpeak
Your School and You

Process

- Typical process
  - End of Term *Friday*
  - Teachers have final gradebook changes by *Tuesday* (teachers may close the gradebook to indicate status)
  - Admins lock gradebook *Tuesday*
  - Teachers begin report card review/input process
    - Input process for those classes that are not using a gradebook (for example Specials) or for comments/skillset evaluations
  - Teachers close the report card to indicate status by *Thursday*
  - Admins lock the report card and prepare for review and printing/publishing - *Thursday*

SchoolSpeak
Your School and You

Manage Report Cards

- Allows Admins to see the current status of Report cards
- Able to lock/unlock report cards
- Preview/Publish from central location
- Easily download a PDF of report cards

To learn more

SchoolSpeak
Your School and You

- Please refer to our Report Card videos for topics such as
  - Advanced teacher options
  - Report Card permissions and resource setup
  - The report card process
    - Closing/Locking Gradebooks
    - Closing/Locking Report cards
    - Publishing and printing the report cards

SchoolSpeak
Your School and You

THANK YOU!!

Support Contact:
support@schoolspeak.com
(877) 773-2513

www.schoolspeak.com