



SchoolSpeak 

End of year reporting and report cards

2024

The slides have been loaded into the go to
webinar control panel in the Handout section!



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The countdown is on! This webinar will review

- Attendance reports
 - Number of enrollment day counts
- End of year report cards tips and hints
- GPA review
- Honor roll
- Transcripts/Permanent records

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Fun with Attendance

Validate that your number of enrollment days is correct
Make updates to the attendance book before report card time
Use tools to make this easier

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Steps to take now

1. Run some of the attendance reports now
2. Verify you see attendance data and cumulative numbers
3. Verify the number of days per class match
 - Teachers may have taken attendance on day off or forgot a day
4. Pull data and preview report cards now
5. Look for missing attendance data for students who moved or are new

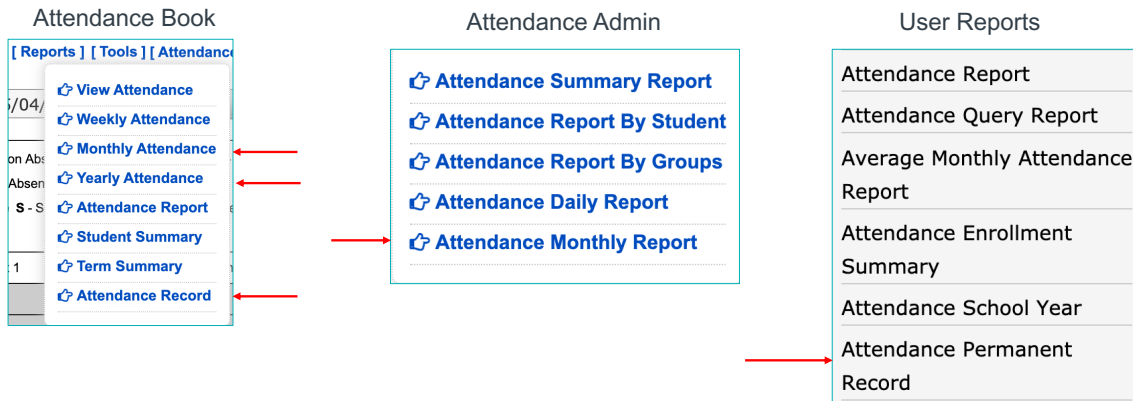
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Attendance reports!

Attendance reports are located in 3 locations in SchoolSpeak



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Remember your setup...

- Each code in the attendance book has been assigned a type and a value (weight)
- Customized by school or diocese

Attendance Code	Description	Type	Weight
A	Absence	Absence	1
A/	Morning Absence	Absence	0.5
/A	Afternoon Absence	Absence	0.5
TE	Tardy	Excused	0
TU	Tardy Unexcused	Tardy	1

- The attendance displayed on the report card
- Values are changeable

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Remember your setup...

Most report cards will display values based on type – present or absent

ATTENDANCE	T1	T2	T3	TOTAL
Times Tardy	0			
Days Absent	0			

Key notes:

- If a student moved between classes mid-term, the report card will not add the numbers from two different attendance books
 - Term 3 Homeroom 6A + Term 3 Homeroom 6B == **Does not work on report card**
 - **School admin will have to make a manual adjustment either on report card or in attendance book of final class**
- If grade levels have different total days in school, look for days where attendance was not taken or taken on a day off

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Let's talk enrollment days

Total number of days attendance was taken
"Days in school"

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Enrollment day count check

- This is the best time to verify that each class has the same enrollment day count
- Recommend using Monthly report in the attendance books or Permanent Attendance Report in ADMIN → User Reports (hint they are the same report)
- For each grade review the total enrollment days for a couple of students

Trimester & Ending Date	Days Present	Days Absent	Times Tardy	Trimester & Ending Date	Days Present	Days Absent	Times Tardy	YEARLY RECORD	
								Days Present	Days Absent
1 st 11/03/2023	58	0	1	3 rd 05/23/2024	43	0	3	Days Present	161
								Days Absent	0
2 nd 02/16/2024	60	0	2					Enrollment	161
								Times Tardy	6

Verify that the enrollment is same for most of the students in the class

- Exclude any students that started late

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The days are the same!



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The Days are NOT the Same



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How to read the Attendance Record

Show Days Present Show Teacher Signature

Attendance Record

4-Attendance Trimester 3 (04/16/2019 - 05/18/2020)

Month:		04				04				04				05				05								
Date:		16	17	18	19	22	23	24	25	26	29	30	01	02	03	06	07	08	09	10	13	14	15	16	17	
Day:	Ab	T	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Adrew, Gracie	0	0					-			-	-	-	-		-	-	-	-		-	-	-	-			
Allen, Kim	5	15					P			P	T	T	A		A	T	T	P		T	T	T		P		
Blue, Linda	3	2					P			T	P	P	P		P	P	P	T		P	P	P		P		
Bradley, Sean	0	0					-			-	-	-	-		-	-	-	-		-	-	-	-			
Brown, Calvin	4	1					P			P	P	A	A		T	P	P	A		P	P	P		P		

Grey box – Attendance not taken

White box – Attendance taken

Letter – Attendance code

If you see a dash (-)

A dash indicates that the student was not there on the day the attendance was taken.

This happens when there is a new student in a class.

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Monthly attendance and Permanent Attendance Report (User Reports) are the same

Permanent Attendance Record (Permissions)

Select Gradebooks: 4-Attendance | Select Student: All Students | Report | PDF

Student: Allen, Kim, Middle Initial: , Grade: 4

Aug - 17					Sep - 17					Oct - 17					Nov - 17				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
	1	2	3	4					1	2	3	4	5	6			1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
28	29	30	31		25														

Trimester & Ending Date	Days Present	Days Absent	Times Tardy	Trimester & Ending Date	Days Present	Days Absent	Times Tardy	YEARLY RECORD	
1 st 10/31/2017	7.5	2.5	2	3 rd 05/18/2020	27	9	14	Days Present	59.5
2 nd 04/15/2019	25	1	3.25					Days Absent	12.5
								Enrollment	72
								Times Tardy	19.25

Symbols:

- A - Absence
- M - Medical Absence
- T - Tardy
- S - Suspension
- AI - Morning Absence
- MI - Morning Medical Absence
- E - Excused
- TC - Transportation Change
- IA - Afternoon Absence
- MA - Afternoon Medical Absence
- PT - Partial Tardy
- ED - Early Dismissal

- Displays students' information in graphical format
 - Provides summary information
1. Choose attendance book
 2. Choose all students or a single student
 3. Download as pdf to print or save

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Helpful options available on some reports

Yearly Attendance Report – Great for Student Files

Attendance Yearly Report (Admin)

4 4-Attendance | [Published Reports] [Attendance] [Reports] [Tools] [Attendance Report] [Settings]

Student: All Students | Print | PDF

Show Days Present | Show Attendance Code Definition | Print One Student Per Page

Attendance Record For 2017-2020

Year : 2017-2020 | Name : Kim Allen | Age: 10 | Grade: 4

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	A	T	
Aug				T				JA	T	P				JA	P	P					JA	A			P								6.5	3.5	2
Sep																																			
Oct																																			

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Reminder!

Remember to complete the end of year survey once you receive it
Indicate if you would like to run archive or you would like SchoolSpeak support to do it.

If SchoolSpeak Support runs the archive the school will still need to remove withdrawn students (not graduates) and handle staff changes

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Report cards – Things to do now

Best time to make sure that the report cards are working correctly is now!

- ✓ Promotion grade levels
 - Do you see the promotion section on the report card?
 - If not, turn it on
 - Update the final grade section on the report card
 - Parents cannot see a previewed report card so this can be done now
 - Is promotion grade level correct
- ✓ Verify Teacher/Principal names
- ✓ Subject grades
 - Do you see grades coming into the final term? (Don't worry they are not final)
 - Do you see a final average (not all schools have a final average)?
 - Does attendance number look correct?
 - GPA? Make sure the GPA is appearing and is correct
 - ⇒ Compare with gradebook

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Don't forget report card promotion! Can do this today!

- Report Card >>Final Term Section
 - At top of column click into the box and choose Promoted
 - Autofill (change a particular student if retained)
 - You can do this NOW!
- *Note: Some report cards may have to turn on promotion fields.*
- *Use the settings of the report card >> Configure this template*

Section Name: Field Name:	Final Term Promotion	Final Term Teacher Signature Date
<input checked="" type="checkbox"/> Adree, Gracie	Promoted	
<input checked="" type="checkbox"/> Alan, Kim	Promoted	
<input checked="" type="checkbox"/> Blue, Linda		
<input checked="" type="checkbox"/> Bradley, Sean		
<input checked="" type="checkbox"/> Brown, Calvin	Promoted	
<input checked="" type="checkbox"/> Brown, Larry	Promoted	
<input checked="" type="checkbox"/> Cook, Kristyl	Retained	
<input checked="" type="checkbox"/> Parker, Winnie	Promoted	
<input checked="" type="checkbox"/> Quinn, Martin	Promoted	
<input checked="" type="checkbox"/> Ross, Laura	Promoted	

- **REMINDER – Promoted in Report Card does not mean the students have moved grade levels in SchoolSpeak. The students will move as part of archive, do not change the groups/grades now.**

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Report cards - Later

After your
report
cards are
published

*Get
ready for
Archiving*

- Advise parents report cards will be available for ## number of days
- Once you have published report cards
 - Lock the gradebooks
 - Lock the report cards
 - If parents have a concern they may contact the school and you can decide if a change is appropriate
 - If you need to make a change – can publish for only one student

Save your report cards and/or print them before you archive!!!

The archive will save the report cards and clear the data in preparation for next year

Old report cards are available in archive!

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Items to watch for....

- Teachers making overrides in the report card may impact final grades
 - Use grade override in Term Summary section of gradebook
 - Admins may allow overrides for achievement and standard grades*
- *Diocese/school specific*
- If the teachers are overriding grades in the report card – order of steps
 - Pull all data => Verify it is correct => Turn off automatic data pull =>Override
 - Lock the gradebook and report card
- If a student's grades have changed, admin/teacher can preview and publish just the individual student not the whole class
 - If you have published report cards and parents have started to sign – DO NOT publish all students => it will remove the parent signatures from the other students

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- If students were moved during the year or term between homerooms admins may need to pull data from prior homeroom for the new report card
 - *Remember – Gradebooks are tied to a specific group(homeroom) unless linked to multiple groups*
- Option1
 - Add the new student and provide summary grades for the prior term(s) in the new gradebooks
- Option 2
 - Add the old homeroom gradebooks to report card link in View mode
 - Add student back to old homeroom for a moment
 - Pull data for prior terms but remember that it will erase and grade overrides!!!!
 - Can always ask support to make a backup copy of the older report card – *Just in case*
- *NOTE: Attendance does not get added from one book to another book midterm*
 - If you moved during the term the two attendance counts in separate books are not added
 - Manual adjustments to new attendance

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Use the gradebook reports to your advantage

Class Roster
Score Chart Report
Score Code Report
Missing assignment
Assignment Report
Student Analysis
Term Summary
Student Summary
Assignment-Std Report
Std-Assignment. Report
Assignment-Std List
Std-Assignment List
Standard By Subject Report
Students By Standard Report
Std-Mastery Report
Students Mastery By Std. Report
Mastery By Std. Per Assignment
Standard Parent Report

Reports enable the teachers to see what the grades are before the report cards run!

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Don't forget
Lock Gradebooks
Lock Report Cards
When report cards are published!

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Final Reports Checklist

- Verify attendance (do now)
 - Use attendance reports like Attendance summary or yearly attendance
 - Make any adjustments
 - Remember if a child was a part of your school and you make a change to a date preceding entry add the "--" (double dash) to the date so it will not be counted for student
 - At end of year, print attendance reports for permanent files
- Use end of year reports
 - Perfect attendance
 - Honor Roll

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Helpful User Reports

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Perfect attendance?

- Use the Attendance Query report

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How many days were students present in a grade?

- Use Attendance for school year

#	Name	Grade	Room	Teacher	Enrolled Days	Attended Days	Attendance Percentage
1	Allen, Kim	4	Room 104	Romo, Chris	52	44.5	85.58
2	Blue, Linda	4	Room 104	Romo, Chris	17	17	100
3	Brown, Calvin	4	Room 104	Romo, Chris	52	44	84.62
4	Brown, Larry	4	Room 104	Romo, Chris	52	40	76.92

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Average daily enrollment? Cumulative day count

- Use Enrollment Summary Report

September 1, 2019 - May 4, 2021									
Gr	Maximum Number of Students			Cume Days Enrolled	Cume Days Present	Cume Days Absent	Days	Ave Daily Enrollment	Ave Daily Attendance
	M	F	total	(Col 1)	(Col 2)	(Col 3)	Days	(Col 1/Days)	(Col 2/Days)
4	5	2	14	258	243	15	20	12.9	12.15
Total	5	2	14	258	243	15	20	12.9	12.15

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Honor Roll

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Honor Roll Report

Configure Honor roll

#	Honor roll	+ Add Honor roll
1	School Honors	Add/Edit levels Edit Delete
2	Athletic verification	Add/Edit levels Edit Delete
3	Honor List	Add/Edit levels Edit Delete

Group: Term: From: Honor roll:

Show: Sort:

Define honor roll levels in the chronological order.

#	School Honors	GPA	Percentage
1	First Honors		
	All subjects		90
	All core subjects		
	Each core subjects		
	Each individual subjects		85
2	Second Honors		
	All subjects		85
	All core subjects		
	Each core subjects		
	Each individual subjects		80

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Result

#	Name	Grade	Honor	Overall %
1	Bradley, Sean	4	First Honors	95.5
2	Brown, Larry	4	First Honors	95.15
3	Cook, Kristyl	4	First Honors	96.67
4	Quinn, Martin	4	First Honors	96.82
5	Ross, Laura	4	First Honors	96.95
6	Smith, Andrew	4	First Honors	100
7	Tree, Andy	4	First Honors	100
8	Close, Carl	7	First Honors	100
9	Little, Connor	7	First Honors	100

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Let's take a moment to talk about GPAs

- SchoolSpeak calculates GPA based on the score **in the gradebook** not the report card
 - *If a teacher enters a score manually in the report card it will not be included in the GPA calculation*
- To verify how your GPA is being calculated
 - Go to Gradebook settings to verify what is set
 - The GPA calculation is based on:
 - # hours assigned to subject (in gradebook)
 - GPA value assigned to the letter grade (Gradebook >> Letter grades)
 - To prevent a subject being included in the calculation set the hour value to 0

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Let's take a moment to talk about GPAs

- Can view GPAs on progress report **grade summary** – great place for information
 - Use gradebook not published scores as there may be new scores in the gradebook
- If you change the GPA information, you must save at least one assignment in gradebook to see change
- If changes are made now – does not mean that old GPA levels displayed on prior report cards will be affected especially if the prior report cards are locked

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Using Grade Summary in Groups

Group : 4 Term : Latest From : Gradebook [Display]

#	Student	Avg	Core Avg	Literature-Writing*	Math Accelerated*	Socia
1	Adrew, Gracie	95% 3.56	95% 3.56		95% A 4	
2	Allen, Kim	94% 3.37	93% 3.37	100% A 4	85% B- 2.7	95%
3	Blue, Linda	94% 3.43	93% 3.43	100% A 4		80%
4	Bradley, Sean	143% 3.28	150% 3.28	90% B 3	450% A 4	70%
5	Brown, Calvin	85% 3.02	84% 3.02	86.6% B- 2.7	92% B+ 3.3	100%
6	Brown, Larry	97% 3.8	97% 3.8	95.6% A- 3.7	88% B 3	100%
7	Cook, Kristyl	98% 3.87	97% 3.87	98.8% A 4	98% A 4	100%
8	Parker, Winnie	95% 3.62	94% 3.62	98.8% A 4	97.2% A 4	100%
9	Quinn, Martin	98% 3.85	97% 3.85	99.4% A 4	97.4% A 4	100%
10	Ross, Laura	98% 3.87	98% 3.87	99.3% A 4		100%
11	Smith, Andrew	100% 4.05	100% 4.05	100% A 4		100%
12	Tree, Andy	100% 4.05	100% 4.05	100% A 4		100%
Average		100% 3.65	100% 3.65	97.1% 3.76	138% 3.63	95%

*Subject included in core subjects average
Percentage is disabled in: Science,Advanced Math,Mathematics,Social Studies,Math

Average (AVG) vs Core Average(Core AVG)

Admins/teachers may identify subjects as core subjects.

This may result in a different mathematical result between Average and Core Average

** For From: use the Gradebook Option!!

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Transcripts – Good for achievement based grading

Student Transcript [Permissions]

Select Group: 8

Select Student: All Students in 8

Current and last 1 years

Letter grade
 Percentage
 GPA
 Grade level
 Attendance

Calculate final grades only when grades present in all terms.

Include data even if the student was removed from the gradebook later.

Include principal signature.

1. Choose group (grade level)
2. Select All students or a specific student
3. Current year plus how many prior years
4. Choose the information to be added
 - Remember that if using GPA it must be setup correctly in the gradebook
5. Choose options
6. Choose download method

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Homestead School
1234 Demowood Rd
School City, AL 12120

NAME: Brown, Calvin
1714 Main Ave
Main City, CO 06809

Transcript Records 2017 - 2019
Phone: 444-444-4444
Email: training@schoolspeak.com

DATE OF BIRTH: 01/02/2010
PHONE: 555-555-5555

GENDER:

2017-2019 Class Name	Level	Grade				Absence/Tardy			
		T1	T2	T3	Final	T1	T2	T3	Total
Attendance	4					5.5/21	5/4.25	11/29	21.5/54.25
Literature- Writing	4	B+ 91.3	A- 93.6	B- 86.6	B 90.5				
Math Accelerated	4			B+ 92	B+ 92				
Social Studies	4	B 90		F 40.5	D 65.3				
Science	4								
Spanish	4	A- 94		A+ 100	A 97				
Religion	4	A 93	F 0	F 29	F 41				

Notes:

- Transcript displays information from gradebook.
 - * Important to do overrides in term summary of gradebook
- Data from past years cannot be modified.
 - * Make sure each year's data is correct before you run the end of year archive
- If using standards – use the report card or standard version of progress report for marks

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What can be used for standards based grading?

The nature of standards based grading makes a traditional transcript not useful for reporting.

Some schools use

- Progress reports (in standard mode)
- Standards based report card for final term

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Questions

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If you have any questions, please contact SchoolSpeak support.
Via chat
Email - support@schoolspeak.com
Appointments/call backs available

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