

SchoolSpeak 

Your School and You



Go Green

Do more with SchoolSpeak

Solution for Elementary and Middle Schools

Seminar Series
Report Card
Training

SchoolSpeak Confidential

Agenda

- Report card is unique to you!
- How to work with report cards (Teacher Overview)
 - Enter data – bring from GB, manually enter, override GB data
 - Create and review reports; modify data
 - Print/Publish
- Set up and configuration (Administration)
 - Permission
 - Settings page
 - Pull data – connect to right grade books
- How to co-ordinate RC
- *Trouble shooting*
- *Questions*

RC Process

- To print RC on Friday
- Teachers finalize GBs on Monday night and CLOSE GB
 - Closing is optional
- Admin set LOCK on GB for Monday night
 - Use [Admin] => ‘Manage Gradebooks’
- Teachers work on RC Tuesday & Wednesday. CLOSE RC
 - Closing is optional
- Admin set LOCK on RC for Wednesday night
- Review RC and make changes on Thursday
 - Unlock GB and RC as required
- Print/Publish RC on Friday

Remember

- Preview generates report card
 - Remember to preview after data or configuration changes
- Review and update configuration and ‘Pull Data’ in the 1st term every year
 - You can change teacher name, school year etc.
- Jr. High – co-ordinate report card creation

Common Issues

- I published my mistake!
- Teacher name or school year incorrect
- RC is not pulling a subject
- Math showing science grades
- Grades are not coming to RC
- Report not showing data changes
- My manual updates are lost
- RC not working the way I wanted
- I can view reports online. PDF is garbled.
- RC doesn't print correctly
- We don't want to teachers to publish
- I want to change data in a previous term
- I want to republish one student

Next Steps

- Have you given us your RC templates?
- Test the new templates
 - You may lose data with template changes
- Set up report cards
 - Permission
 - Settings
 - Configure this template
 - Pull data
- Train teachers in an in-service session

QUESTIONS?

THANK YOU!!

Support Contacts:



support@schoolspeak.com

(877) 773-2513



karenb@schoolspeak.com

203-302-9672



info@schoolspeak.com



www.schoolspeak.com