



Report Card

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Introduction

SchoolSpeak Report Card resource lets you create and publish report cards in school, district or diocesan format on SchoolSpeak. You can print or publish and have parents sign online or both.

The Report Card module requires a Report Card Template that defines the fields and layout of your school's Report Card. The templates are developed by SchoolSpeak.

Features of Report Card Resource are

- Automatic fetch of data from attendance, grade and other information from gradebook.
- Automatic calculation of honor rolls and GPAs in Report Cards.
- Allows simultaneous access of multiple subject teachers to work on the respective sections of the same report cards.
- Online preview of the report cards in the exact layout.
- Automatic email notifications to students and parents to print, view, and sign the report cards online.
- Closing and locking of report cards to organize grading and report card creation between teachers.
- Possibility to look up past year's Report Cards for comparison.

The report card can be published online or printed on paper. SchoolSpeak generates report cards in two formats:

- For online viewing (HTML) - optimized for online viewing
- For printing (PDF) - suitable for printing

Content of both formats are the same. SchoolSpeak recommends that reports cards be published online and printed only in the last term.

Clicking on the Report Card link in the left margin displays the Report Card page.

Note: Report Cards created, but not published (previewed reports) are not shown on this page.

The screenshot shows the 'Report Card [Admin]' interface for Grade 4. On the left is a navigation menu with categories: Members, Email, Text/SMS, Quick Links (Announcements, About 4th Grade, Homework, Language Arts, Mathematics, Science), Progress Report (Literature, Language Arts, Mathematics, Science), and Report Cards (Report Card, Interim Report). The main content area features a 'Switch To' dropdown menu set to 'Grade 4-Report Card' and a date range 'Messages for Aug 01, 2014 - Jun 09, 2015' with a 'Change Date' dropdown. Below this is a table of report cards:

Date	Description	View	Edit	Delete
10/10/2014	Trimester 2 published on 10/10/2014	View	Edit	Delete
2/18/2015	Trimester 3 published on 02/18/2015	View	Edit	Delete

The [Report Card](#) link at the top-right of the page displays the Report Card sections page. Clicking on [Settings](#) link displays Report Card settings page. Click [View](#), [Edit](#), and [Delete](#) links to view, edit, and delete the student report.

Report Card Navigation Menu

[\[Report Card\]](#) Click here to add/edit or view data for students and preview, print/publish reports.

[\[Settings\]](#) Click here to configure the Report Card.

[\[Admin\]](#) This appears only if you have administrative privileges on the Report Card resource. Click here to modify view permission and edit permission. You can also modify the Quick Link Name and the resource description.

If you do not see the [\[Report Car\]](#) option, then:

- You do not have edit permission. Ask your SchoolSpeak administrator to add you to the edit permission list.
- A report card template is not installed.

Important Note: Report Card setup is covered later in this document. Please note that the set up should be completed before you can work on the Report Card.

How to Add the Report Card Resource

Like any other SchoolSpeak resources, you can create the **Report Card** resource for the required Group and it gets added to the respective Group on the left margin.

Let's say you want to add the **Report Card** resource for group Grade 4.

1. Select the 'Edit Groups' in Manage Groups on the Admin page.

2. Select the 'Grade 4' on the Edit Groups page.
3. Click the Admin link on the Grade 4 Home page.
4. Click the [Click to add a new resource](#) link in Resources section of the Update Group Details (Grade 4) page.

5. Do the followings:
 - Enter the resource name and description.
 - Select the resource type as Report Cards from the **Type** drop-down list.
 - Select the other details as required.
6. Click **Add**. The report card resource is added to group Grade 4.

How to Work with Report Card

Working with report card involves the following steps.

1. Entering student data.
2. Previewing the Report Card.
3. Making any data changes and previewing again.
4. Printing or publishing the Report Card.

Student data can be entered directly on the Report Card or pulled from Gradebook eliminating the need for manual data entry. SchoolSpeak can pull the following types of data from Grade book:

- The student's overall grades for each subject, percentage or letter grades.
- Percentage or letter grade for categories such as homework
- Percentage or letter grade for individual assignments
- Standard scores
- Count of absences and tardies
- Term comments

Note:

- For details on which fields can be imported, refer to the 'Pull Data' page of your report card template.
- The Report Card provides best integration with SchoolSpeak Gradebook. Only limited integration is available for grade data posted using Gradekeeper.

Report Card [Admin]

List of Reports | Report Card

Switch To Grade 4-Report Card

* Changing the report card template will result in loss of data already entered!!

Change template: US\CA\SFD\diocese\Grade3-5 Refresh

Enable/Disable fields
Configure this template

Users who can view reportcard data, but not edit:

Included Members:

No members

Edit

Notify Parents: Yes No

Show Earlier Term Reports: Yes No

Allow Multiple Reports in a Term: Yes No

Pulldata : Automatic Warn Manual

Show Grades As: Letter Grade Percent Percent & Letter Grade

Show Parent Signature Line in ReportCard: All Terms Current Term Last Term None

Publish Button: Enable Disable

Save
Cancel

Switch To: Name of Report Card template installed

Change Template: To apply change to Report Card template. Data will be retained.

Refresh: To ready Report Card for new school year. Data will be lost.

Enable/Disable Fields: To the page where fields and pop-up selector can be enabled/disabled.

Notify Parents: Should parents & students be notified via email when Report Card is published?

Show Earlier Term Reports: Should parents and student see only the latest published reports?

Allow Multiple Reports in a Term: Viewing the data of other terms.

Pull data: Configure pull data

Show Grades As: How grade column be filled in?

Show Parent Signature Line in Report Card: Should Report Card show parent signature line?

Publish Button: Disable publish button so that teachers don't accidentally publish Report Card?

Select the settings on this page as required. You can add members with only view permission to view the Report Card using the **Edit** link on this page.

The Report Card provides a field for each data element. These fields are grouped into logical sections, for example all fields related to science are placed under a section by that name. This makes it easy for teachers to enter data for their subject.

Multiple teachers can simultaneously enter data on different sections of a Report Card. Same sections of the report card should not be edited by more than one teacher at any time. As data entered by one teacher can be overwritten by another teacher.

Click [\[Report Card\]](#) link in the navigation menu to view the page listing sections of the report card. If the report card is configured to automatically pull data from grade books, you will see messages listing the data fields pulled.

Click **Preview** and then select the preview option. Click **Preview** on this page. The Report Card page looks like the following picture when you view the report card for the first time.

Diocese of San Jose Report Card - Kindergarten (SJK) [Admin]

[List of Reports](#) | [Report Card](#) | [Setting](#)

[[View Report](#)] [[Edit Message](#)] [[Delete](#)]

1

This is a preview. It is not published to parents and students.

Following students don't have report card:

Name ²
Roberts, Sue /
Wu, Tiera /

Report cards are available for the following students.

*Click **View** to view report card.*

Student Name ³	Date Posted	Viewed	Signed
Bradford, Jasmine [View]	11/26/2014 1:54:11 AM	No	No
Brennan, Kathy [View]	11/26/2014 1:54:11 AM	No	No
Domico, Charlotte [View]	11/26/2014 1:54:11 AM	No	No
Harris, Aimee [View]	11/26/2014 1:54:11 AM	No	No
Muller, Christian [View]	11/26/2014 1:54:11 AM	No	No
Nguyen, Catherine [View]	11/26/2014 1:54:11 AM	No	No
O'Hara, Rhet [View]	11/26/2014 1:54:11 AM	No	No
Theron, Benny [View]	11/26/2014 1:54:11 AM	No	No

¹ *Click to publish report*
² *Students who do not have reports*
³ *Use View to generate reports*

When you view this page next time after you have previewed/published the Report Card, you see more options on this page as in the following picture.

Report Card [Admin]

[List of Reports](#) | [Settings](#)

Switch To Grade 4-Report Card

Trimester 3
[[Previewed Report](#)]
[[Published Report](#)]
[All]
[Fields View](#) | [Edit](#)]

- Reports published on 10/10/2014 and visible to parents and students
- Reports in preview mode and not visible to parents and students
- Gradebook changes after last pull data. Click 'Pull Data' button below to review the changes and transfer data from gradebook.

Section Name			
Religion	View	Edit	Configure
Mathematics	View	Edit	Configure
Reading/Literature	View	Edit	Configure
English/Writing	View	Edit	Configure
Spelling	View	Edit	Configure
Penmanship	View	Edit	Configure
Science/Health	View	Edit	Configure
History/Social Science	View	Edit	Configure
Spanish	View	Edit	Configure
Art	View	Edit	Configure
Music	View	Edit	Configure
Physical Education	View	Edit	Configure
Technology	View	Edit	Configure
Behavioral Expectations	View	Edit	Configure
Learning Skills	View	Edit	Configure
Attendance	View	Edit	Configure
Term Comments	View	Edit	Configure
Final Term	View	Edit	Configure

Close Term
Lock Term
! Pull Data
Preview
Published Report

- 1 Select the term
- 2 View the report that was last published or previewed.
- 3 Help messages.
- 4 Click to enter data in this section.
- 5 View the data entered in this section.
- 6 Teachers 'close' Report Card when finished.
- 7 Admin 'locks' to prevent changes (visible only to administrators).
- 8 Go to the page where fields can be linked to gradebooks.
- 9 Use preview to generate reports after changes. Preview is not visible to students and parents.

Input data

To enter data in a section, click **Edit** next to it. This will take you a new page (see below.)

Click **Pull Data** to import data from Gradebook. Only those fields on the page that are configured for pulling will import data. Once, you review and modify the pulled data you must click **Save** to save the changes.

Note:

- If you pull the field again, the data is overwritten.
- If pull data does not work, the Report card fields may need to be linked to the corresponding Gradebook fields. Contact your administrator for assistance.

The screenshot shows a report card interface for Grade 4, Trimester 3, Mathematics. It includes a table with student names and scores, and a 'Pull Data' button. Numbered callouts 1-8 point to specific elements: 1. Trimester dropdown, 2. Section name dropdown, 3. Clear Fill button, 4. Text input field, 5. Attribute dropdown, 6. Copy from previous term button, 7. Pull Data button, 8. Copy from previous term button.

Section Name: Field Name:	Mathematics Grade	Mathematics Understands basic concepts	Mathematics Contributes to class discussion	Mathematics Applies problem-solving strategies	Mathematics Receives Supplemental Report
<input checked="" type="checkbox"/> Bradford, Karen	95	P	S	P	Yes
<input checked="" type="checkbox"/> Brown, Jonathan	97	S	S	P	Yes
<input checked="" type="checkbox"/> Chu, Jeff	79	P	S	P	Yes
<input checked="" type="checkbox"/> Jones, Christy	96	S	S	P	Yes
<input checked="" type="checkbox"/> Kendricks, Allison	86	S	S	P	Yes
<input checked="" type="checkbox"/> Smith, David	91	S	S	P	No
<input checked="" type="checkbox"/> Smith, Pat	81	S	S	P	Yes
<input checked="" type="checkbox"/> Smith, Raymond	100	S	S	P	No
<input checked="" type="checkbox"/> Taylor, Roger	91	S	S	P	Yes

Buttons: Save, Save & Preview, Cancel, Pull Data, Copy from previous term

- 1 Select the correct term for data entry.
- 2 Section name.
- 3 Click to clear all cells values below.
- 4 Populate a value in all empty cells of this column by entering the value in the text box and clicking the down arrow
- 5 Click on any Attribute field to enter data.
- 6 Takes to a page that shows data from all terms for these students.
- 7 Pull linked fields from Gradebook.
- 8 Copy fields to this page from previous term.

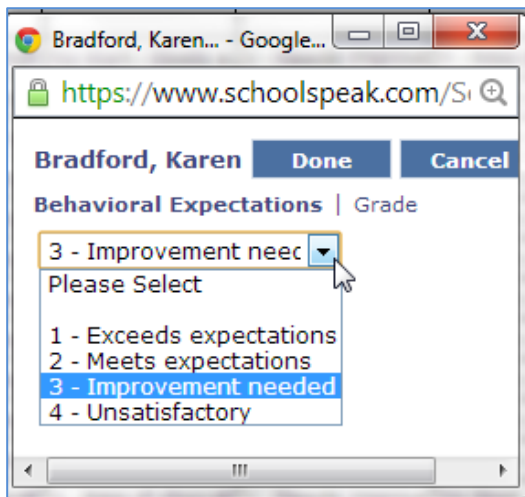
Sometimes you may need to copy data from the previous term and modify. Click **Copy from previous term**, to copy over all fields to the current page from the previous term and then click **Save**.

If you enter data directly into the Report Card, you need to enter values that match the type of data supported by each field. For example, you can enter only percentage or letter grades in the grade field. Similarly, in an attribute field, you can enter only one of the predefined values. Refer to your Report Card for values each field can take.

In a few fields, you can enter a predefined set of values. For example, in a conduct field, can be restricted to one of the following values:

Value	Rendered on the report card as
Outstanding	1
Meets Expectations	2
Improvement Needed	3
Unsatisfactory	4

SchoolSpeak offers an error-free and convenient way to enter predefined values in fields and reduces the need to refer documentation. When you click some fields, a pop-up window appears displaying the valid values you can enter in the field.



Select the value and then click **Done**. You can clear the field by selecting the blank line.

Too many popups can make your task cumbersome when you need to fill large numbers of cells with different values. In such a case, you can disable popups for specific fields and enter data directly in such fields. In the above example, if you have disabled the popup for the outstanding conduct field, you can enter "Outstanding" (without the double quotes) or "1" (without the double quotes) directly in the cell.

Note: If the value you entered is not supported by the report card template, it may lead to one of the following results:

- The page may display an error and ask you to re-enter data. The error is usually displayed when the input value does not match the expected type. For example, you entered 'A+' in a grade field that expects a numeric percentile value.
- The incorrect value you entered may be rendered in the report card

Hiding/un-hiding fields, Disabling/enabling pop-up selector

You can hide the fields in your Report card that are not used so that they do not appear on edit and view pages. You can unhide these fields anytime.

Similarly, you can enable or disable pop-up selector for any field.

Click **Report Card** on the navigation panel. Select the **[Configure]** link that appears adjacent to the section that needs to be configured. The Report Card page displays the following options:

Field Name	Enable Field	Enable Popup
Grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrates knowledge of content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contributes to class discussion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of prayers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receives Supplemental Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Average	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Change report card section.
 2. Click to check/ uncheck all boxes below.
 3. Pop-up disabled.
 4. Field is disabled.

1. Choose the section from the **Select a section** drop-down list.
2. Do one of the following actions:
 - To enable a field, select the checkbox in the 'Enable Field' column.
 - To disable a field, clear the checkbox in the 'Enable Field' column.
3. Do one of the following actions:
 - To enable the 'pop-up selector', select the checkbox in the 'Enable Popup' column.
 - To disable the 'pop-up selector', select the checkbox in the 'Enable Popup' column.
4. Click **Save**.
5. Repeat steps 1-4 for other sections that require these changes in settings.

Preview and Publish the Report Card

Once the data is saved, preview the Report Card by clicking **[Preview]** or **[Save & Preview]** located at the bottom of the View and Edit pages. When you click one of these, it takes you to a screen where you can preview the Report Card either for all students or selected students i.e.:

- Preview all students
- Preview students selected below

Select **Preview all students** option; and then click **Preview**. Now a new page appears displaying the preview of the report cards generated (see below.) You can use the same page for publishing the Report Card. In the preview mode, the page displays a message indicating preview.

Note: Parents and students cannot access the preview of the Report Card.

Notify – Clicking on this link displays the email page to send a notification email after the Report Card is published.

Remind - Clicking on this link displays the email page to send a reminder email to parents who have not reviewed and signed the Report Card after it is published.

Report Card [Admin]			
List of Reports Report Card Settings			
[View Report] [Edit Message] [Delete] [Notify] [Remind not Signed] Go			
<input type="button" value="Save to pdf"/> <input type="button" value="Publish"/>			
Report cards are available for the following students.			
<i>Click View to view report card.</i>			
Student Name	Date Posted	Viewed	Signed
Bradford, Karen [View]	10/10/2014 6:24:35 AM	10/13/2014 7:21:44 AM	Yes
Brown, Jonathan [View]	10/10/2014 6:24:35 AM	No	No
Chu, Jeff [View]	10/10/2014 6:24:35 AM	No	No
Jones, Christy [View]	10/10/2014 6:24:35 AM	No	No
Kendricks, Allison [View]	10/10/2014 6:24:35 AM	No	No
Smith, David [View]	10/10/2014 6:24:35 AM	No	No
Smith, Pat [View]	10/10/2014 6:24:35 AM	No	No
Smith, Raymond [View]	10/10/2014 6:24:35 AM	No	No
Taylor, Roger [View]	10/10/2014 6:24:35 AM	No	No

To view students' Report Card online, click the **[View]** link that appears adjacent to the name of the student.

To make corrections, click **Report Card** in the navigation menu. Follow the instructions for entering data. After making the changes, you can preview the Report Card again.

To download the printable PDF version, click the **Save to PDF** located on the page showing previewed or published reports. The PDF is rendered in the size and format required by the Report Card template.

Note: *If you use paper of a different size, the PDF will automatically resize the Report Card to fit the paper. However, this may cause uneven margins on some sides of the printout.*

Typically, report cards are printed on both sides of the paper. It is recommended to use a printer with duplex (automatic, both sides) printing. You may also use a thick paper stock supported by the printer.

To publish the Report Card online, click **[Publish]** once you have previewed the reports. You can see Publish by clicking **Report Card** on top of the pages. If email notification is enabled in the settings page (notify parents), parents will receive an email notification containing a link that can be used to view the published Report Card on SchoolSpeak. Parents can see and sign only their child's report card.

Preview/publish for selected students: Preview and Publish have option to preview/publish the Report Card for a few students. This option is very useful when you want to make corrections in the Report Cards of a few students even after they were published.

The screenshot shows the 'Report Card [Admin]' interface. At the top, there are navigation links: 'List of Reports | Report Card | Settings'. Below this, there are filters: 'Trimester 3', '[Published Report]', '[Sections]', '[All]', and 'Fields View | Edit]'. There are two radio buttons: 'Preview all students' (unselected) and 'Preview students selected below' (selected). Below the radio buttons is a table with a 'Student Name' header and a list of students with checkboxes:

Student Name
<input checked="" type="checkbox"/> Bradford , Karen
<input checked="" type="checkbox"/> Brown , Jonathan
<input type="checkbox"/> Chu , Jeff
<input checked="" type="checkbox"/> Jones , Christy
<input checked="" type="checkbox"/> Kendricks , Allison
<input type="checkbox"/> Smith , David
<input checked="" type="checkbox"/> Smith , Pat
<input type="checkbox"/> Smith , Raymond
<input checked="" type="checkbox"/> Taylor , Roger

At the bottom right of the table area, there is a 'Preview' button.

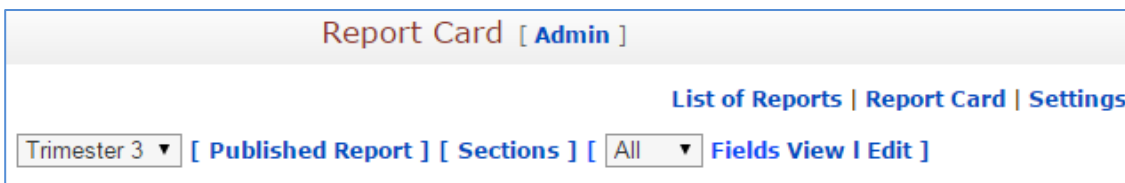
1. Select the **'Preview/publish for students selected below'** option. A list of all the students appears on the page.
2. Check the appropriate checkboxes to select the name of the students whose Report Cards you want preview/publish again.
3. Click **Preview/Publish** to preview/publish the Report Card.

Editing selected fields

Sometimes you may want to select fields for editing.

If the fields that you want to edit are in one report card section, click the **[View]** link that appears next to the section. A view page appears listing all the fields that are enabled in the section.

If the fields are located in multiple sections, select **All** from **Fields** drop-down list and click **View** link in the navigation panel.



Click **View** to view all fields in the Report Card. A view page will list all visible fields in the Report Card.

Grade 4 [Report Card] Trimester 3 All Preview Download as CSV Selected Fields View Edit [Configure] [Settings] [Admin]								
Section Name: Field Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English/Writing Grade =>Literature		English/Writing Demonstrates kn	English/Writing Contributes to clk	English/Writing Demonstrates kns	Mathematics Grade =>Math/ Mathematics/ Math Accelerated/ Grade 5:Mathematic I	Mathematics Understands bas	Mathematics Knows basic fact	Reading/Literatu Grade =>Literature/ Mathematics/ Math Accelerated
Bradford, Karen	95	P			89		N	90
Brown, Jonathan	97	S			88	N		96
Chu, Jeff	79	P			95		N	96
Jones, Christy	96	S			96	I		

The first row of the table with the section and field name has a check box. Select the appropriate checkboxes to choose the fields that need to be edited. In the navigation menu, select **"Selected"** from the drop-down list and click the **Edit** link. The edit page now displays the fields that you have selected.

Setting up the Report Card

Set up Permissions

Click the **[Admin]** link on the Report Card page. A page appears listing the Report Card permissions that can be configured.

Modify Resource Permission:

View:

Included Members: [Edit](#)
[Miller, Jane](#)

Included Groups:
[Grade 4](#)

Include the grade/class group that you are posting the report card.

Edit:

Included Members: [Edit](#)
[Taylor, Sam](#)
[Miller, Jane](#)

Include teacher(s) inputting data for this report card and anyone who should see this report card like the principal and vice principal.

Admin:

Included Members: [Edit](#)
[Taylor, Sam](#)
[Patrick, Christa](#)

Who can come to this page to make permission changes?

[Go back](#)

Note: If you do not see the [Admin](#) link on the Report Card page, you do not have the privileges to access it. Contact your SchoolSpeak administrator if any changes are required in the permissions.

Setup Report Card Template

The Report Card is not ready for use unless a Report Card template is already configured. The Report Card template provides a specific report card format and a list fields that can be used in the Report Card. The section or field name of the report card are editable if you use the report card templates.

Note: Ensure that a report card template, which supports the information and format, is already installed before using this feature. Contact your SchoolSpeak administrator if you need assistance to locate or install the report card template.

To set up the Report Card template:

1. Click the [Settings](#) link in the navigation menu. This will open up a new page.

The screenshot shows the 'Report Card [Admin]' interface. At the top, there is a 'Switch To' dropdown menu set to 'Grade 4-Report Card' and a 'List of Reports' link. Below this, a red note states: '* Select the template to use below. Configuration options will be available after selecting template.' The 'Select a template:' dropdown menu is open, showing options: 'Please Select', 'SF-Diocese-GradeK', 'SF-Diocese-Grades12', 'SF-Diocese-Grades345', and 'SF-Diocese-Grades678'. Below the dropdown, there is a section for 'Included Members:' with 'No members' listed and an 'Edit' link. Further down, there are radio button options for 'Notify Parents:' (Yes/No) and 'Publish Button:' (Enable/Disable). At the bottom are 'Save' and 'Cancel' buttons.

2. Select the Report Card template from the **Select a template** drop-down list. A new page appears listing all the fields that can be configured in the Report Card template (see below.).

Note:

- *If you do not see the Report Card templates in the drop-down list, contact SchoolSpeak support.*
- *Select the correct Report Card Template. If you change the Report Card template, you will lose the data that is already entered.*

The screenshot shows the 'Report Card () [Admin]' interface. At the top, there are links for 'List of Reports', 'Report Card', and 'Settings'. A red note states: '* Input the following values required for the template and click 'Save' button.' The form contains several input fields: 'Grade : 4', 'School Year : 2014-2015', 'Promoted To Grade : 5', 'Principal :', and 'Teacher : Teacher Demo'. Below these are three sets of radio button options: 'Render Teacher's name in signature line : Yes/No', 'Render Principal's name in signature line : Yes/No', and 'Render Date in signature line : Yes/No'. There are also text input fields for 'Foreign Language : Spanish' and 'Additional Subject :'. At the bottom, there are radio button options for 'Round off Grades : Yes/No' and 'Save' and 'Cancel' buttons.

Report Card template has a number of configuration options such as optional subjects that can be configured on the above shown page.

Note: Report Cards will take the term definition from your account's 'Gradebook parameter' configuration (and not from individual gradebooks.) It is important to define the terms before setting up Report Cards.

3. After configuring the fields, click **Save** to save and go back to settings page. After template is installed, the settings page presents more options.

Use [\[Refresh\]](#) to install any Report Card template changes. Report Card template changes are applied.

Note: Archiving your account will reinstall all the Report Cards

Linking Fields with Gradebook

Report Card fields should be linked with gradebooks so that data can be pulled. Report Card will try to link fields with gradebook when Report Card template is set up as well as configuration is modified.

Grade fields will be linked to gradebook under the same group matching first five characters of the section name. Attendance fields will be linked to first gradebook with attendance. Comment field will be linked to first gradebook. You will need to review and modify this automatic field configuration.

Click [Report Card](#) link from the navigation menu. Select "**Link**" option from **Fields** drop-down and click [View](#).



This will open view page with all fields that can pull data from gradebooks. Field links established will show the name of the gradebook linked to below the field name. Fields not linked are shown as '[=> None](#)'.

Section Name: Field Name:	<input type="checkbox"/> Mathematics Grade =>Math/ Mathematics/ Math Accelerated/ Grade 5: Mathematics I	<input type="checkbox"/> Reading/Literatu Grade =>Literature/ Mathematics/ Math Accelerated	<input type="checkbox"/> English/Writing Grade =>None	<input type="checkbox"/> Spelling Grade =>None	<input type="checkbox"/> Science/Health Grade =>Science
Bradford, Karen	89	90			95
Brown, Jonathan	88	96			97
Chu, Jeff	95	96			79

To establish or modify a gradebook link, click on ‘=> None’ or the gradebook name. This will pop-up a window where you can select or change the gradebook link.

1. 'Do not pick up' – never link this field to any gradebooks. No automatic linking with gradebooks will be done.

2. Change Group from the drop-down list.

3. Multiple gradebooks can be linked to a field. Pull data will try the first gradebook and if student doesn't have data it will try the next gradebook and so on.

4. Select the name of the gradebook to be linked and click Add

5. To delete the added gradebooks and click Remove All or Remove next to the gradebook to delete one at a time

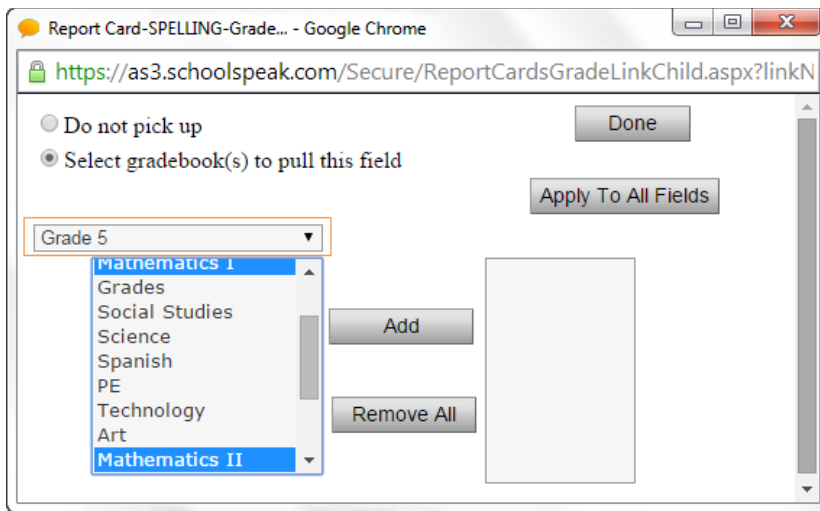
1. To add gradebook, select the subject and click **Add**.
2. To add multiple Gradebooks, select multiple subjects by pressing SHIFT+ click and then click **Add**.

Only enabled gradebooks under the same group as the Report Card will be shown here.

Linking Gradebooks from other Groups

You need to select the appropriate group from the drop-down to link the Gradebooks that are not in the same group.

1. Select the group from the drop-down.



2. Select the gradebooks.
3. Click **Add**.

Viewing Teacher Comments on the Report Card

With the default settings, you can view the comments of both overall as well as comments of each subject of only the current quarter/term on the same page of the report card. You need to use this **'Render Term Comments in a Separate Page'** option if you want to view the comments of all the quarters/terms and all the comments will be displayed on a separate page.

To view the comments of all the quarters/terms:

1. Go to the Setting page of the report card.
2. Click **Configure this template** and it will take you to template specific configuration page.
3. Set **'Render Term Comments in a Separate Page'** to Yes.
4. Click **Save** to save the changes.

The comments will appear on a separate page when you create reports next time using preview. Comments from each term will be shown in a separate column and hence retained in all terms.

	Catholic Diocese of Columbus Student Progress Report Grade 4 2014 - 2015	Student <u>Ken Bomberger</u>		
	Progress Report Comments	Teacher _____		
		School <u>Diocese of Columbus Demo School</u>		
Term1 Mathematics: Very Good! English Language Arts: Good! Science: Great performance! Term Comments: Great performance!	Term2 Mathematics: Great performance! English Language Arts: Very Good! Science: Very good! Term Comments: Very good performance!	Term3	Term4	

Use term comments to enter overall comment.

To enter overall comment:

1. Go to the [Settings](#) page of the report card.
2. Click the [Report Card](#) link on the top-right (under the banner) of the Report Card page.

3. Click the Edit link against **Term Comments** in the *Section Name*.
4. Enter the comments in the Comments fields and click **Save** to save the changes.
5. Click **Pull Data**.

Each subject area has a comment column for teacher comments.

To enter comment for each subject:

1. Go to the Setting page of the report card.
2. Click the **Report Card** link on the top-right (under the banner) of the Report Card page.
3. Click the **Edit** link against each subject in the *Section Name*.
4. Enter the comments in the Comments Column and click **Save** to save the changes.
5. Click **Pull Data**.

Frequently Asked Questions

For many of our SchoolSpeak administrators it is getting close to report card time. We have put together a list of some of the most common report card questions that our school admins ask for you to reference.

1. **My school's report cards are not in our account?** If you are a new school* (implementing SchoolSpeak for the first time this year), SchoolSpeak typically will load your report cards approximately 2 weeks before the end of your term or semester. If you have any questions, please contact SchoolSpeak support.

Note: Please make sure that you submit your report card templates in advance of the term end date so that a new report card can be configured for your school.

2. **One of the teachers cannot access the report card.** This is usually an issue with permissions. In order for a teacher to access the report card module, that teacher's name should be within the Edit or Admin permission of the Report Card resource.
 - a. To Check:
 - i. Click Report Card link in the left margin.
 - ii. Click the **[Admin]** link next to the Report Card label.
 - iii. Scroll down to the Edit/Admin boxes. Teachers that need to access the report card should be listed there.

3. **Some of the grades for the students are missing from the report card module.** This may be due to a couple of issues. Please read along as we walk through some of the possibilities.
 - a. Is the link connecting the report card to the correct Gradebook setup in the report card module? To check, click the **View** link next to the section name (Math) in your report card module. Is the link name same as the Gradebook name?

If no:

 1. Click the link name and remove the Gradebook from the list using the **[Remove]** link next to the Gradebook name.
 2. Select the correct Gradebook and click **Add**.
 3. If you would like to apply this link to other fields in this section, click **Apply to all fields**.

4. Click **Done**.

If yes – Is there data in the Gradebook? To check, please go to the appropriate Gradebook to verify there is data entered. If there is no data, then you may need to speak with the teacher. If there is data in the Gradebook, please go to the next section.

4. **Do you have multiple sections for this Gradebook?** Remember SchoolSpeak Report Cards need to link to any Gradebook that may hold the students’ data. For example, many schools may have 2 sections of Math or Reading, each section usually has its own Gradebook. Each one of the gradebooks needs to be linked in the appropriate section.

In SchoolSpeak, you may link multiple gradebooks to a single section in the Report Card.

To add additional gradebooks to a section in the report card :

1. Click the blue link name in the section
2. Choose the extra Gradebook(s) that are appropriate.
3. Click **Add**.
4. If there are additional fields that are attached to the original Gradebook, click **Add** to add the additional fields.
5. Click the **Done** button.

Note: Don’t forget, if you have multiple homerooms and you make a change to the links in one homeroom you will need to do the same to the report card in the other homeroom.

If you still have students that do not have data associated with them in the report card, please contact SchoolSpeak Support.

5. **The changes that I made do not appear in the report card.** Any time you make a change in the report card– change a teacher name, or the school year, any other change including pulling new data into the Report Card; you must click **Preview**.

Remember - *Once you preview the Report Card it is now a read-only document. The preview process creates a new document with the latest changes.*

6. **What is the difference between Close Term and Lock Term?**

Close Term is a function that teachers can use to close the Report Card module.

- a. Lock Term is a function available to SchoolSpeak Administrators that prevents teachers’ from making further change to the report cards. Admins may unlock the report card if changes are necessary. It is very useful to lock gradebooks and even the report cards to ensure that the published report card has the final version of the data.

7. **Should my teachers publish the Report Card?** That will be up to you as administrator. If the setting within the report card settings page is set to Publish, then teachers may publish the report card to the parents. As an alternative you may publish the entire school at one time via the Admin utility Manage Report Cards.

8. **Can I print the Report Card? Can I publish the Report Card?** You may do either or both, depending on what you feel is best for your parent community. Publishing makes the report card accessible to parents when they log into SchoolSpeak. To print, click the PDF link either in the grade level report card module or within the Admin utility Manage Report Cards.
9. **The teacher name is incorrect, the school year is incorrect – how do I fix it?** From within the report card module
 - b. Click **Settings** link on the upper-right corner.
 - c. Click **Configure this template**.
 - d. Make any changes necessary.
 - e. Click **Save**.

Note: Don't forget to Preview the report card so that the changes display.

SchoolSpeak Report Card Process Check List

Configure Report Cards Template (*SchoolSpeak Admin function*)

The Report Card Template is where the information regarding the school year, the grade, the teacher's name, etc. that resides on the front of each Report Card is determined.

When to Perform Function?

2 weeks prior to publishing (recommended)

How to Access Configure this Template?

1. Select the Grade/Group
2. Click *Report Card* in left margin (under Quick Links).
3. Click the **Settings** link (upper-right corner).
4. Click the **Configure this template**.
5. Enter information for each field.
6. Click **Save**.

Note: Repeat for each Grade/Group Report Card within each class.

Close Gradebooks (Teacher function)

Closing Gradebooks will not allow edits to Gradebooks once closed. Teachers can open a Gradebook after it is closed if edits need to be made.

Why is Closing Gradebooks Important?

Closing Gradebooks, indicators grades are finalized and ready to be pulled into the Report Card.

When to Perform Function?

Select a date as a faculty/staff to close all Gradebooks (which means, grades are finalized).

How to Close a Gradebook?

1. Enter into Gradebook
2. Click **[Tools]** link (top-right corner).
3. Click **Close Term**.
4. Click **Ok** on warning message box.

Lock Gradebooks (SchoolSpeak Admin function)

Locking Gradebooks will not allow Gradebooks to be changed. Teachers cannot unlock a Gradebook.

Why is Locking Gradebooks Important?

When Gradebooks are locked, the information in the Gradebooks is ready to be pulled into the Report Card and the Report Card will begin being built.

When to Perform Function?

Select a date as a faculty/staff to lock all Gradebooks (which means, grades are finalized and NO changes are to be made).

This date could be the same date as the Gradebook close date.

How to Lock a Gradebook?

1. Click the **[Admin]** link (top-left corner of welcome banner) to access Admin Utility page
2. Select *Manage Gradebooks* in the left margin under Manage Resources.
3. Choose All Gradebooks from the **Show Gradebooks in** drop-down menu.
4. Select the **Term** using drop-down menu.
5. Click **Apply**.
6. Select Gradebooks to Lock (v indicates Gradebook is selected).
7. Click **Lock**. (bottom-left)
 - a. Two Options
 - i. NOW: will close immediately when Update is clicked on.
 - ii. At: Select a date and time when Gradebooks are to be locked.
8. Click **Update**.

Pull Data into Report Cards (teacher function)

Data will automatically be pulled into your Report Cards when you enter into the Report Card.

If your school has opted to pull the data manually (the default preference is automatic), click **Pull Data** on the bottom of the screen to manually pull the data from the Gradebooks into the Report Card.

How Can I tell if Data from my Gradebooks has been pulled into the Report Card Module?

1. Click the **Report Card** link in left margin (under Quick Links)
2. Click **Report Card** link (top-right corner).
3. Message box will appear stating:
 - a. The following fields are outdated: Click **OK** to update these fields. Click **Cancel** to exit without pulling.
4. Click **Ok**.

Confirmation message in green will appear stating the fields were successfully pulled from the gradebook and saved in the report card.

When to Perform Function?

After Gradebooks have been locked.

Make Modifications and Add Comments/Term Comments to Report Cards in the Report Card Module (teacher function)

Districts/Diocese who has given teachers access to make edits or modifications and add comments within the Report Card can enter the Report Card and make these modifications and comments.

Modifications

If modifications are made within the Report Card Module to data that was pulled from the gradebook, DO NOT Pull Data from the Gradebooks again. All modifications made within the Report Card Module will be overwritten with the information in the gradebook by the latest gradebook data pull.

Term Comments

If a Report Card is built with a collaboration of teachers (for example, Jr. High School), coordinate a schedule for only one teacher to be in each area (i.e. Term Comments) at a time. This is to avoid updates being lost in the saving process.

When to Perform Function?

After Gradebooks are locked and after Data is pulled into the Report Card.

How to Enter Comments and or Edit Grade in Report Card?

1. Navigate to Report Card Home page (list of sections)
2. Click the **Edit** link next to the subject you would like to edit.
3. Enter grade/comment/comment code.
4. Click **Save**.

Preview Report Card (teacher function)

Previewing gives teachers the opportunity to view the Report Card in the school's customized template as the parent will see it.

When to Perform Function?

After all grades, comment marks and term comments are entered into the Report Card.

How to Preview Report Cards?

1. Click the *Report Card* link in the left margin (under Quick Links).
2. Click **Report Card** link (top-right corner).
3. Click **Preview**.
4. Select (one option)
 - a. Preview all students
 - b. Preview students selected below
5. Click **Preview**.
 - a. Two Options to Preview
 - i. Select *View* next to the student's name

- ii. Click *Save to PDF* to review all students at once

Close Report Card (teacher function)

Closing Report Cards will not allow edits to Report Cards once closed. Teachers can open Report Cards if edits need to be made.

Why is Closing Report Cards Important?

Closing Report Cards, indicates the Report Card is finalized and ready to be reviewed by Principal/Administration and or be published.

When to Perform this Function?

Select a date as a faculty/staff to close all Report Cards (which means, Report Cards are finalized)

How to Close Report Cards?

1. Navigate to the Report Card
2. Click **Close Term**.
3. Click **Ok** on warning message box.

Lock Report Cards (SchoolSpeak Admin function)

Locking Report Cards will not allow edits to be made once locked. Teachers cannot unlock a Report Card.

Why is Locking Report Cards Important?

When Report Cards are locked, edits cannot be made and the information on the Report Card is what is published for the parent to view as well as, the document used for recorded keeping purposes.

When to Perform Function?

Select a date as a faculty/staff to lock all Report Cards (which means, reports are finalized and NO changes are to be made).

This date could be the same date as the Report Card close date, if you do not anticipate Principal/Administration making edits.

How to Lock Report Cards?

1. Click the **[Admin]** link (top-left corner of welcome banner) to access Admin Utility page.
2. Select **Manage Report Cards** under Manage Resources in the left margin.
3. Click **Select all Report Cards**.
4. Select Report Cards to Lock (v indicates Report Card is selected)
5. Click **Lock**.
6. Select the required options from the pop-up dialog box.
 - i. NOW: will close immediately when Update is clicked on
 - ii. At: Select a date and time when Report Cards are to be locked
7. Click **Update**.

Publish Report Cards (teacher OR SchoolSpeak Admin function)

Publishing Report Cards pushes the Report Card to the portal and makes the Report Card available to be viewed by parents.

Two Options to Publish Report Cards

- Teacher Publishes own Report Card when completed/instructed to publish.
- SchoolSpeak Admin Publishes ALL Report Cards simultaneously.

How Publish Report Cards as a Teacher?

1. Click *Report Card* in the left margin (under Quick Links).
2. Click **Report Card** link (top-right corner).
3. Click **Publish**.
4. Select the required option.
 - a. Publish all students
 - b. Publish students selected below
5. Click **Publish**.

How to Publish Report Cards as SchoolSpeak Admin?

1. Click the **[Admin]** link (top-left corner of welcome banner) to access Admin Utility page.
2. Select **Manage Report Cards** under Manage Resources in the left margin.
3. Click **Select all Report Cards**.
4. Select Report Cards to Publish (v indicates Report Card is selected).
5. Click **Publish**.
6. Click **Ok** on warning message box.

Send School-Wide Email Informing Parents Report Cards have been published (Administration or SchoolSpeak Admin function)

Inform parent community Report Cards have been published and can be reviewed on SchoolSpeak.

Directions for Parents to View and Sign Child's Report Card

1. Log in to SchoolSpeak.
2. Click *Report Card* in the left margin (under Quick Links).
3. Click **View** link next to the current Trimester.
4. Click **Sign** (bottom-right corner) to acknowledge you have reviewed your child's Report Card.

Congratulations! You have completed the Report Card process. Parents are able to review and sign their child(ren) Report Cards when logged into SchoolSpeak!