



SchoolSpeak Training



Go Green

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Agenda

- Report card is unique to you!
- How to work with report cards
 - Enter data – bring from GB, manually enter, override GB data
 - Create and review reports; modify data
 - Print/Publish
- Set up and configuration
 - 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

- 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

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