# SchoolSpeak

**Your School and You**

# Working with Report Cards

# Report Card

You can publish various student reports – student daily notes, progress reports and report cards in school, district or diocesan format on SchoolSpeak.

**!** *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.*

Report card templates are of two types, namely:

1. **Term-based report cards**: Most school report cards are term-based. The report card shows the student's performance during all terms in the current school year.

2. **Non-term-based report cards**: Daily reports and progress reports show the snap-shot of current information. They are not term-based and can be created any time.

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

- For online viewing (HTML)
- For printing (PDF)

Content of both formats are the same. HTML rendering is optimized for online viewing and PDF is suitable for printing. SchoolSpeak recommends that reports cards be published online in the initial terms and printed only in the last term.



To view or edit the Report Card, in the Quick Links menu, click on the Report Card link. A page appears displaying a list of reports that were published.

While working on the Report Card, you can access this page anytime by clicking **[List of Reports]** in the navigation menu.

**Report Card Navigation Menu:**

| | |
|---|---|
| **[List of Reports]** | Click here to view the reports that have already been published. |
| **[Report Card]** (term-based report cards) | Click here to enter data on students. |
| **[New Report Card]** (non-term-based report cards) | Click here to create a new report and enter data on students. |
| **[Settings]** | Click here to tune Report Card by installing a new Report Card template, or by configuring the Report Card parameters. |
| **[Permissions]** | This appears only if you have administrative privileges on the Report Card resource. Click here to set the view (class/grade), edit (teacher) and administrative privileges on this Report Card. You can also modify the Quick Link name and the resource description. |

**!** *If you do not see the* **[Report Card]** *or* **[New Report Card]** *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.*

Setup is covered later in this chapter. Please note that set up should be completed before you can work on the Report Card.

## *Working with Report Card*

Working with report card involves 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 Gradebook:

- The student's overall grades for each subject and/or letter grades.
- Percentile or letter grade for categories such as homework
- Percentile or letter grade for individual assignments
- Count of absences and tardies
- Term comments

! *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.*

To enter data
1. From the navigation menu, click on **[Report Card]** for term-based reports and **[New Report Card]** for non-term-based reports. A new page appears with the following information for non-term-based reports.

| | |
|---|---|
| Prompt Date | 07/08/2009 ← This date range indicates for how long the message on this report should appear on the home page after you publish the Report Card. |
| Prompt Till | 07/15/2009 ← |
| Description | Student daily notes on 07/08/2009 ← Message on the home page |
| Message | Dear Parents, Please review and sign. ← Message that will show up on top of the student report. Thank you |
| | [Add] [Cancel] |

Note: This page does not appear for term-based reports.

2. Make any modifications and click the [Add] button. A new page appears (see picture below) showing sections of the Report Card.

! *If the [Report Card] or [New Report Card] menu does not appear on the navigation menu, it could be due to one of the following reasons:*

- *Report Card template is not set up for the resource.*
- *You do not have edit permission for this resource.*

*Contact your account administrator for assistance.*

The Report Card provides a field for each data element on the report such as subject grade, number of absences and student comment. The fields are grouped into logical sections, for example all fields related to science or morning activity. This makes it easy for teachers to enter data for their subject.

> ! *Multiple teachers can simultaneously enter data on a Report Card if the changes are done in different sections of the card.*

> ! *For term-based report cards, ensure you select the term before entering the data. By default, SchoolSpeak picks the current term. Often, the report card for at term is prepared at the beginning of the next term - remember to select previous term.*

Select the term for term based reports.

View the report that was last published or previewed.

**4th Grade Report Card [SF 4]** Switch To  Grade 4-SF 4

**[List of Reports] [Report Card] [Settings] [Admin]**

4th Quarter  ☑  **[Published Report] [**  All  ☑  **Fields View | Edit]**

- Data changes after last preview/publish
- Reports published on 09/29/2010 and visible to parents and students
- Gradebook changes after last pull data

Help messages.

Click to enter data in this section.

| Section Name | | | |
|---|---|---|---|
| | [View] | [Edit] | [Configure] |
| Mathematics | [View] | [Edit] | [Configure] |
| Reading | [View] | [Edit] | [Configure] |
| English | [View] | [Edit] | [Configure] |
| Spelling/Vocabulary | [View] | [Edit] | [Configure] |
| Science/Health | [View] | [Edit] | [Configure] |
| History/Social Science | [View] | [Edit] | [Configure] |
| Physical Education | [View] | [Edit] | [Configure] |
| Computer Education | [View] | [Edit] | [Configure] |
| Art | [View] | [Edit] | [Configure] |
| Music | | | [Configure] |
| | [View] | [Edit] | [Configure] |
| Attendance | [View] | [Edit] | [Configure] |
| General School Conduct | [View] | [Edit] | [Configure] |
| Term Comments | [View] | [Edit] | [Configure] |
| Final Term | [View] | [Edit] | [Configure] |

View data entered in this section.

Hide/unhide fields or enable/disable pop-ups for fields.

Go to the page where fields can be linked to gradebooks . Also pull data.

Subject (optional) is not configured.

Admin 'locks' to prevent changes

Use preview to generate reports after changes. Preview is not visible to students and parents.

Teachers 'close' Report Card when finished.

| Close | Lock | ! Pull Data | Preview | Published Report |

Red ! means gradebook updates after last data sync

## Input data

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

You can click the **[Pull Data]** button to import data from Gradebook. Only those fields on the page that are configured for pulling will import data. You must click the **[Save]** button because the data is not saved automatically. Before doing so, you can review and modify the pulled data pulled data. Note that 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.*

Same value can be entered for all empty cells of this field by entering the value in the text box and clicking the down arrow.

Grade 4 [Report Card] 4th Quarter ⌄ | Mathematics ⌄ | Save | Cancel **!** Pull Data [ Current ⌄ Fields View l Edit]
[Configure] [Settings] [Admin]

Select the correct term for data

Click to clear all cells below.

Field identification

| Section Name: Field Name: | Mathematics Grade | Mathematics Understands concepts | Mathematics Applies problem-solving strategies | Mathematics Computes accurately | Mathematics Completes assignmen |
|---|---|---|---|---|---|
| | [Clear Fill] | [Clear Fill] | [Clear Fill] | [Clear Fill] | [Clear Fill] |
| Bradford, Karen | 93.9 | | M | Area of Strength | Area of Strength |
| Brown, Jonathan | 70.8 | Needs Improvement | M | Needs Improvement | Needs Improvement |
| Chu, Jeff | 92.8 | | T | Area of Strength | |
| Goodman, Michael | 67.9 | Needs Improvement | + | Needs Improvement | |
| Gustavson, Peter | 80.3 | | M | | |
| Haynes, Terri | 83.7 | | M | | |
| Kendricks, Allison | 95.2 | Area of Strength | M | Area of Strength | |
| Kramer, Jennifer | 94.3 | Area of Strength | M | Area of Strength | |
| Radcliffe, Missy | 91.2 | | M | Area of Strength | |
| Robinson, LaTonya | 95.6 | Area of Strength | M | Area of Strength | |
| Smith, David | 93.3 | | M | | |
| Taylor, Roger | 98.5 | Area of Strength | M | Area of Strength |
| Section Name: Field Name: | Mathematics Grade | Mathematics Understands concepts | Mathematics Applies problem-solving strategies | Mathematics Computes accurately | Mathematics Completes assignmen |

Click on any cell to enter data.

Scroll to see more students

Takes to a page that shows all terms for this student.

Scroll to see more fields

| Save | Save & Preview | Cancel | Pull Data | Copy from previous term |

Pull linked fields from Gradebook

Copy fields in this page from previous term.

Sometimes you may need to copy data from the previous term and modify. When you click **[Copy from previous term]** button, all fields in the current page are copied over from the previous term. Click the **[Save]** button as the data is not saved automatically.

You can enter data in this page. Fields are identified in the table header. You need to enter values that match the type of data supported by each field. For example, you can enter only percentile or letter grades in the grade field. Similarly, in an attribute field, you can enter only one of the predefined

values. Refer to documentation of your Report Card template for values each field can take.

In a few fields, you can enter a predefined set of values. For example, in the conduct field, you can enter 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 dependency on documentation. When you click in the field, a popup window appears displaying the valid values you can specify in the field.



Select the value and click the Select button. You can clear the field by selecting the blank line.

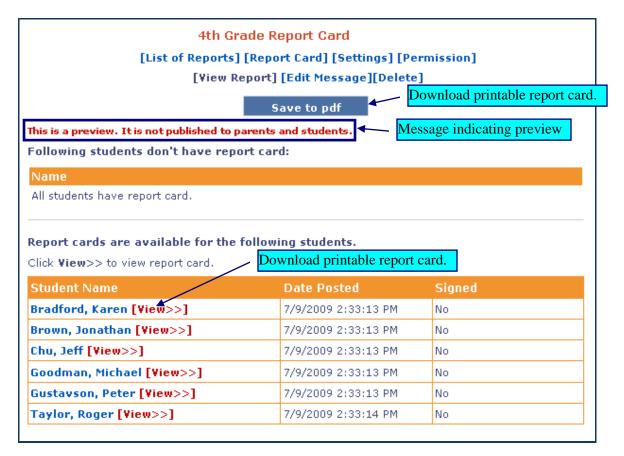Too many popups can make your task cumbersome when you need to fill large numbers of cells with different values. In such a case, you can disable popups for specific fields and enter data directly in such fields. In the above example, if you have disabled the popup for the outstanding conduct field,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

! *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.*

## Preview and Publish the Report Card

After entering the data, you can preview the Report Card by clicking **[Preview]** or **[Save & Preview]** button located at the bottom of the View and Edit pages. When you click one of these buttons, 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.



4th Grade Report Card

[List of Reports] [Report Card] [Settings] [Permission]
[View Report] [Edit Message][Delete]

Save to pdf ← Download printable report card.

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

Following students don't have report card:

| Name |
| --- |
| All students have report card. |

Report cards are available for the following students.

Click **View>>** to view report card. → Download printable report card.

| Student Name | Date Posted | Signed |
| --- | --- | --- |
| Bradford, Karen [View>>] | 7/9/2009 2:33:13 PM | No |
| Brown, Jonathan [View>>] | 7/9/2009 2:33:13 PM | No |
| Chu, Jeff [View>>] | 7/9/2009 2:33:13 PM | No |
| Goodman, Michael [View>>] | 7/9/2009 2:33:13 PM | No |
| Gustavson, Peter [View>>] | 7/9/2009 2:33:13 PM | No |
| Taylor, Roger [View>>] | 7/9/2009 2:33:14 PM | No |

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

**To make corrections in the Report Card,** 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 of the Report Card**, click the **[Save to PDF]** button 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 the [Publish] button in the page showing previewed reports. After previewing reports, [Publish] button appears also in the page reached by clicking [Report Card] on top of the pages. If email notification is enabled in the settings page (notify parents = Yes), parents will receive an email notification containing a link that can be used to view the published Report Card on SchoolSpeak. Parents can only see and sign 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.

## 4th Grade Report Card [SF_6-8]

[List of Reports] [Report Card] [Settings] [Admin]

4th Quarter ▼ [Sections] [ All ▼ Fields View | Edit]

○ Publish all students
◉ Publish students selected below

| ☐ | Student Name |
|---|---|
| ☐ | Bradford , Karen |
| ☑ | Brown , Jonathan |
| ☐ | Chu , Jeff |
| ☑ | Goodman , Michael |
| ☑ | Gustavson , Peter |
| ☐ | Haynes , Terri |
| ☐ | Kendricks , Allison |
| ☐ | Kramer , Jennifer |
| ☐ | Radcliffe , Missy |
| ☐ | Robinson , LaTonya |
| ☐ | Smith , David |
| ☐ | Taylor , Roger |

**Publish**

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 the **[Preview]**/**[Publish]** button to preview/publish the Report Card.

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

Although the Report Card can support all the fields in your report card format, you may not need to use some of the fields. You can hide the fields 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:

**4th Grade Report Card**

[List of Reports] [Report Card] [Settings] [Permission]

Callouts:
- Click to check/ uncheck all boxes below.
- Change report card section.
- Field is disabled.
- Pop-up disabled.

Select a Section: Mathematics

| Field Name | Enable Field | Enable Popup |
|---|---|---|
| Grade | ☑ | ☑ |
| Understands basic concepts | ☑ | ☑ |
| Knows basic facts | ☐ | ☑ |
| Applies problem-solving strategies | ☑ | ☐ |
| Computes accurately | ☑ | ☑ |

Save    Cancel

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 the **Save** button to save the settings.
5. Repeat steps 1-4 for other sections that require these changes in settings.

## Editing selected fields

Sometimes you may want to select fields for editing. This is especially useful while pulling data from gradebook as the **[Pull Data]** button updates all fields in the page linked with gradebook. You may want to edit only the fields that need to be updated.

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, click the **[All Fields View]** link in the navigation panel.

## 4th Grade Report Card

[List of Reports] [Report Card] [Settings] [Permission]

4th Quarter ▾ [View Report] [Sections] [ All ▾ ] Fields View | Edit]

Click here to view all fields in the Report Card.

A view page appears listing all the fields that are enabled in the Report Card will appear. 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 fields drop-down list and click the **Edit**. The edit page now displays the fields that you have selected.

(1) Field selection check boxes. Select the fields to edit

(2) Select "Selected" from drop down.

(3) Click Edit.

## 4th Grade Report Card

[List of Reports] [Report Card] [Settings] [Permission]

4th Quarter ▾ [View Report] [Sections] [ Selected ▾ ] Fields View | Edit]

| | ☑ | ☐ | ☑ | ☑ | ☐ |
|---|---|---|---|---|---|
| Section Name: Field Name: | Mathematics Grade =>Mathematics | Mathematics Understands basi | Mathematics Knows basic fact | Reading Grade =>Language | Reading Applies phonics a |
| Bradford, Karen | | | | | |
| Brown, Jonathan | | | | | |
| Chu, Jeff | | | | | |

## *Setting up the Report Card*

### Set up permissions

Click the **[Permissions]** link in the Report Card navigation menu. A page appears listing the Report Card permissions that can be configured.

Modify Resource Permission:

View:

Included Groups:  [Edit]
Grade 4

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

Edit:

Included Members:
Brown, Charlie
Bradford, Dennis
Kramer, Jennifer

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 Groups:  [Edit]
Admin Group

Go back

Who can come to this page to make permission changes?

**!** *If you do not see the permissions 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.

To set up the Report Card template, select the **[Settings]** link in the navigation menu. This will open up a new page.



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

**!** *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.*

**Report Card**

**[List of Reports] [Settings] [Permission]**

\* Template change will not be effective unless the 'Save' button below is clicked.
\* Input the following values required for the template and click 'Save' button.

| | |
|---|---|
| Teacher : | Mrs. Robinson | * | Mandatory field indication |
| Grade : | 2 |
| School Year : | 2008 - 09 |
| Promoted to grade : | 3 |
| Optional Subject1 : | Art |
| Optional Subject2 : | Music |
| Additional Subject : | |
| Save PDF as : | 2 pages ▾ |

**Save**    **Cancel**

The Report Card template has a number of configuration options such as optional subjects that can be configured on this page. Refer to the Report Card template documentation for more details.

> **!** *Terms-based 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.*

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

Use the **[Refresh]** button to install any Report Card template changes..

Use **[Reinstall]** button to set up the Report Card for the new school year.

- The current data is deleted, but the configuration is retained.
- Term definition is synced up with 'Gradebook parameter' configuration.
- Report Card template changes are applied.

! *Archiving your account will reinstall all the Report Cards. You do not need to use* **[Reinstall]** *button.*

Name of Report Card template installed

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

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

**Report Card**

[List of Reports] [Report Card] [Settings] [Permission]

To the page where fields and popup selector can be enabled/disabled

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

Change template: SF-Diocese-Grades12    Refersh    Reinstall

To configurable options for this template.

Enable/Disable fields    Configure this template

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

Notify Parents:    ○ Yes  ◉ No

Should parents and student see only latest published reports?

Show Earlier Term Reports:    ◉ Yes  ○ No

How grade column be filled in?

Show Grades As:    ◉ Letter Grade  ○ Percentile  ○ Percentile & Letter Grade

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

Should Report Card show parent signature line?

Disable Publish Button:    ◉ Enable  ○ Disable

Save    Cancel

Disable publish button so that teachers don't accidently publish Report Card?

## Linking fields with Gradebook

Report Card fields should be linked with gradebooks so that data can be pulled. Refer to Report Card template documentation for which fields 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.
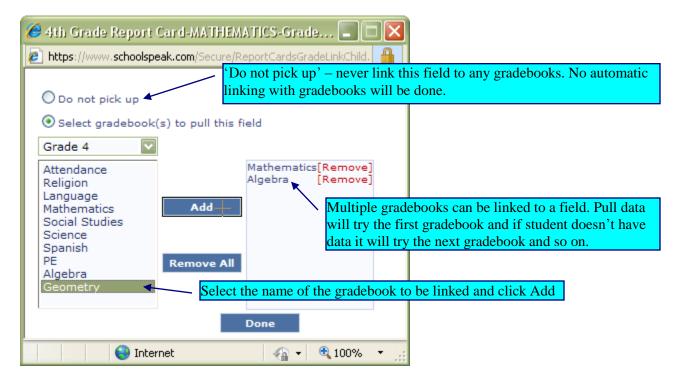
Click [Report Card] from the navigation menu. Select "Link" option from fields drop down and click **View**.

## Report Card

[List of Reports] [Report Card] [Settings] [Permission]

4th Quarter ⌄  [View Report] [Sections] [ Link ⌄ ] Fields View | Edit]

(1) Select 'Link' from dropdown.

(2) 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'**.

Linked to Religion gradebook. Click here to change link manually.

None means link not established. Click here to link manually.

| Section Name:<br>Field Name: | Religion<br>Grade<br>=>Religion | Mathematics<br>Grade<br>=>Mathematics | Reading<br>Grade<br>=>None | Writing<br>Grade<br>=>None | Grade<br>=>None | Grade<br>=>None |
|---|---|---|---|---|---|---|
| Bradford, Karen | | | | | | |
| Brown, Jonathan | | | | | | |

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 gradeook link.

**4th Grade Report Card-MATHEMATICS-Grade...**

https://www.schoolspeak.com/Secure/ReportCardsGradeLinkChild.

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

○ Do not pick up

◉ Select gradebook(s) to pull this field

Grade 4 ⌄

Attendance
Religion
Language
Mathematics
Social Studies
Science
Spanish
PE
Algebra
Geometry

Add +

Remove All

Mathematics[Remove]
Algebra    [Remove]

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.

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

Done

Internet    100% ▼

To change the value, select the desired value and click **[Select]** button. Only enabled gradebooks under the same group as the Report Card will be shown here.