

SchoolSpeak



Your School and You



Go
Green

Using Report Cards in SchoolSpeak

Do more with SchoolSpeak

Solution for Catholic Elementary and Middle Schools

SchoolSpeak Confidential

Overview

- Introduce SchoolSpeak's report cards
- General overview of the report card resource
- General considerations for setup
- The Report Card Process

Your School's Report Card

- SchoolSpeak requires a report card template for your school
- If your school is part of a diocesan implementation, SchoolSpeak will install the recommended report card into your school's SchoolSpeak account
- Generally, new school report cards are available for use toward the end of the first term date
- Run quick preview to verify working correctly

SchoolSpeak Report Card Overview

How does the report card process work in SchoolSpeak?

Step 1
Finalize
Gradebooks

Step 2
Review Report
Card Data

Pulling and entering
score data into the
report card

Step 3
Report Card
Preview
Print/Publish

Key Terms

- **Preview** – To push data from SchoolSpeak’s Report Card module into the template
 - MUST preview each time you make changes to see the result
 - The Previewed Report is a read only file
- **Publish** – To push the report card out to the SchoolSpeak Portal so that parents may view the report card

Adding Grades to the Report Card Module – 3 Options

- ① **Automatically** pull grades from the Gradebooks
 - Calculated grades/standards will be pulled automatically from the gradebook
 - ② **Manually** input of score data into the report cards
 - Early primary grades (PreK and Kindergarten)
 - Specials (Art, Music, PE) – single overall grade
 - ③ **Combination** of both
 - Automatically pull score data
 - Manual entry for comments and skillset evaluations
- *SchoolSpeak Recommends using the gradebooks as the prime method of data entry*

Additional Grades

- Many schools also provide marks for areas other than the achievement grade
 - Effort, Conduct, Skillsets/Standards, Comments
 - Maybe entered in the *Term Summary* section of a gradebook or a teacher may input within the report card resource

Your Class report card

- Locate report card link within your homeroom
 - Last link on your classroom's Quick Links list
- Click on Report Card (non-bold)
- Click on [Report Card](#) on upper right hand corner to access the report card module

Working with SchoolSpeak's Report Card

Can teachers override the data in the report card module?

- Recommend schools use Override Functionality in gradebook
- A teacher with EDIT permission on the report card module may override any grade that is pulled from the subject gradebook
 - Determined by school or organization administration
 - Use the Edit functionality on each section
- NOTE- Grade overrides should be the last step in the report card process. Any change to gradebook data or a manual “pull data” may result in data loss.

Using the Gradebook Override Feature

Can a teacher copy grades or comments from a previous term's report card?

- Teachers may copy the scores/comments that a student received in a previous term to the current term
- May be copied for an individual student or the entire class list
- Generally useful for:
 - Early primary grades
 - Social/conduct/behavior grades
 - General progress grades
 - Specials

Customizing the report card for your school

Administrator Considerations

General Settings

- Resource View – Classroom or grade group
- Resource Edit – Any teacher who needs the ability to edit in the report card
- Report Card Settings
 - Located in upper right hand corner
 - Setting Options include:
 - Does a faculty member need to be able to view a report card but not edit it?
 - How do you want to bring your gradebook data into SchoolSpeak?
 - Do you want your teachers to publish from within the report card resourcee?

Managing the Report Card Process

Close vs Open

- SchoolSpeak allows teachers to close gradebooks and report cards
- Closed – Teachers cannot make changes to any scores
- Open – Teachers may make changes to scores
- Teachers may open and close as needed
- Not required but helpful to Account Admins
 - Visual cue to Account Administrators that the teacher is ready for next stage

Lock vs Unlock

- Account Administrators may lock and unlock gradebooks and report cards
- Lock – No further changes to any gradebook or report card for the specified term
- Unlock – Changes may be made to gradebooks and report cards
- Admins Only!
- Way to prevent post publishing changes
- May unlock as necessary if cause arises

Manage Gradebooks

Manage Report Cards

- Admin utilities that allow administrators to manage Gradebooks/Report Cards
- Admins may view all of the gradebooks and report cards
- ***Very Helpful when going through the process!!!

Potential Process

Day	Activity
Friday	-End of Term
Tuesday	-All grades due by teachers, Account -Admins LOCK gradebooks
Wednesday	-Teachers begin report card review -Input Score data for items not using a gradebook (Account Admins may Unlock gradebook if changes are necessary)
Thursday	-Teacher Review Complete -"Final" Preview in resource - Principal review to begin - Account Admins LOCK Report card
Friday	Print/Publish report cards

Common Issues

- Teacher cannot edit Report Card
 - Check EDIT permission on Report card Resource
- Students do not have grades in report card
 - Verify the links to the gradebooks are correct
- Changes in the gradebook are not displaying on the report card view
 - Make sure that to click PREVIEW

To learn more

- Please refer to our Report Card videos for topics such as
 - Advanced teacher options
 - Report Card permissions and resource setup
 - The report card process
 - Closing/Locking Gradebooks
 - Closing/Locking Report cards
 - Publishing and printing the report cards

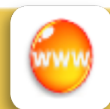
THANK YOU!!

Support Contact:



support@schoolspeak.com

(877) 773-2513



www.schoolspeak.com