

# Verifying the Children and Links in the Report Card

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Now that you have confirmed that the report card template looks correct, it is time to make sure that the Gradebook data is being brought into the report card. This check has two components. The first is to verify that the teachers have input marks into the gradebooks. The second is to make sure that the links to the gradebooks are setup correctly.

## Checking the Gradebooks

Before you look at the report cards, it is a good idea to make sure that the teachers have been updating the gradebooks. If there is no data in the gradebooks it may look like the report card is not working correctly.

To check the status of the gradebooks in your school, we will use **Manage Gradebooks** admin utility.

1. Click on Admin at the top of the screen
2. Click on Manage Gradebooks in the Manage Resource section in the left column of admin utilities.
3. Choose ALL gradebooks and click Go.
4. SchoolSpeak will generate a list of the gradebooks in your school and the current status.
  - a. Look for gradebooks that have not been updated ever or not updated recently. Don't worry if it looks like the attendance books have not been updated – the utility is only checking for grades.
  - b. If you see gradebooks that have not been updated, you may need to contact the teacher to see if there was an issue using the Gradebook or maybe they don't use the Gradebook. It is better to address these items before you end the quarter and start the report card process.

## Checking the Report Card – Students

It is a good practice to quickly verify that the students listed in the report card are the appropriate students for the homeroom.

1. Click into your report card
2. Next to any section, click View.

3. Notice the student names in the left hand column. The names listed should reflect the students from the class.
4. If they are not the correct students
  - a. Click on the report card Admin in the tool bar next to the Report Card resource name
  - b. Locate the View permission box. Note the group listed. It should be the same as the homeroom group but if it is not make the appropriate changes.
  - c. Recheck the student names listed in the report card module.

### Checking the Report Card – Subjects

Once you have verified that the teachers are using the subject gradebooks, the next step is to make sure that the gradebooks have been correctly linked in the report card module.

1. Checking the report card in the grade level group.
  - a. Go to a grade level group
  - b. Click on the Report Card link in the quick links sections
  - c. Click on Report Card in the upper right hand corner.
  - d. Once in the section screen – did you see SchoolSpeak confirm that the data was updated? If not, don't worry yet! The teacher may have already updated the report card.

[List of Reports](#) |

Switch To

Trimester 1  [ [Previewed Report](#) ] [ [Published Report](#) ] [  ] [Fields View](#) | [Edit](#) ]



The following fields are successfully pulled from gradebook and saved in reportcard:

Mathematics-Grade

- e. Next to the first section click on **View**

Trimester 1  [ [Previewed Report](#) ] [ [Published Report](#) ] [  ] [Fields V](#)

- Data changes after last preview/publish. Click 'Preview' button below to generate new rep
- Reports published on 10/08/2015 and visible to parents and students

Section Name	View
Religion	<b>View</b>
Mathematics	<b>View</b>
Reading/Literature	<b>View</b>

- f. Let's check for grades. In the columns next to the children's names there should be grades if the teacher has been updating the gradebooks (please refer to section 1 of this document).

	<input type="checkbox"/> <b>Section Name:</b> Mathematics <b>Field Name:</b> Grade <a href="#">=&gt;Mathematics/ Math Accelerated/ Advanced Math</a>	<input type="checkbox"/> Mathematics Understands basic concepts	<input type="checkbox"/> Mathen Knows
Brown, Calvin	96	+	+
Cook, Kristyl	90.6	+	+
Parker, Winnie	99.4	+	+
Quinn, Martin	95	+	+
Ross, Laura	94.5	+	+
Selig, Edward	83.8	+	+
Villegas, Sophia	96.5	+	+
	<input type="checkbox"/> <b>Section Name:</b> Mathematics <b>Field Name:</b> Grade <a href="#">=&gt;Mathematics/ Math Accelerated/ Advanced Math</a>	<input type="checkbox"/> Mathematics Understands basic concepts	<input type="checkbox"/> Mathen Knows

What should I see?

Each column that has a blue link at the top should have grades.

- *Note: For columns without the blue link at the top, teachers may edit the report card directly if you allow it. If you would prefer that teachers enter the data primarily in the Gradebook, please contact SchoolSpeak Support and we can help configure your gradebooks and report cards.*

If the columns do not have grades, then we need to verify that the links to the gradebooks is correct. A link connects the Gradebook to the correct section in the report card. Sometimes a class may have a number of gradebooks for a subject.

	<input type="checkbox"/> <b>Section Name:</b> Mathematics <b>Field Name:</b> Grade <a href="#">=&gt;Mathematics/ Math Accelerated/ Advanced Math</a>
Brown, Calvin	96
Cook, Kristyl	90.6
Parker, Winnie	
Quinn, Martin	
Ross, Laura	
Selig, Edward	83.8
Villegas, Sophia	96.5
	<input type="checkbox"/>

For example, in the example above there are multiple math gradebooks linked. This class has a leveled math program. The Math section in the report card must be linked to each Gradebook that is appropriate for the students in the class.

To quickly change section link:

*\*This assumes that the teacher has input marks into the Gradebook*

To add/change a link

1. Click on the blue link
2. The Link box opens

- Do not pick up
- Select gradebook(s) to pull this field

Done

Apply To All Fields

Select School Year:

Attendance	
Literature	
Mathematics	
Math Accelerated	
Social Studies	
Science	
Spanish	
PE	
Standard Grading for Maths	
Art	

Add

Remove All

Mathematics	[Remove]
Math Accelerated	[Remove]
Advanced Math	[Remove]

3. Choose the correct Gradebook(s) from the list on gradebooks on the left by clicking on the name of the Gradebook.
4. Click Add so that you see the name of the gradebooks in the box on the right.
5. If you need to update columns, click Apply To All Fields
6. Click on Pull Data at the top of the screen
7. Verify that each child has a grade listed. If this does not remedy the issue, please contact support.

Continue checking each subject section in the report card.

Click **Preview** to view how the data will look in the report card. This will be your first trial run. The data does not have to be final! We are verifying that the Gradebook data in updating the report card.

Look through each report card to verify that the data is coming in correctly – remember we are looking for data only. If some subjects do not have any grades, please re-check your links in the report card module. If they are correct, make sure that there is actually grade data within the Gradebook.