

# SchoolSpeak's Quick Preview Checklist – Verifying the look of the Report Card

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As soon as your report cards are available, admins should verify that they are working correctly. This quick check is to verify that the report cards look correct. You will check for the grades in the next preview.

## Quick Checks:

1. Run the Report Card
  - a. Go to a grade level group
  - b. Click on Report Card in Quick links list
  - c. Click on Report Card in upper right hand corner
  - d. If data is automatically updated, click Preview at the bottom of the screen
  - e. If data does not automatically update, click on Edit next to the last section in the list. Click on Save and Preview to run the report card
  - f. Choose All students
  - g. Click on a student and click VIEW.
  - h. If SchoolSpeak asks you if you would like to publish – Click Cancel
    - i. But if you do don't worry! Click on the report card link within the quick links section. Locate the published report card and click Delete.

Verify the following is correct:

- Teacher name/Principal name
- Grade level is indicated
- School Year
- School logo or image
- Set for correct number of terms

!Don't worry if you don't see grades for each subject yet. The teachers may not have entered grades. This is just a quick check to make sure that the templates have been generally setup correctly. We will worry about grades in the next preview check.

Run the quick check for each grade level group.

## Making Changes

If you need to change the School Year, the names of teachers or the principal or the grade level indicated.

1. Click on Settings
2. Click on Configure this template
3. Make the appropriate field changes  
\*Don't change any other settings as this time! If you feel that something needs to change – please call Support!!
4. Click Update to save the changes

If you see any other items that need to change, please contact SchoolSpeak support immediately so that we can begin to make the appropriate modifications.

Great! You are now ready to check on the subjects and grades in your report cards!  
Please continue to the Quick Check for Grades