Report Cards: K-9 Single Term

September 2017   v01

Version History

Version	Date	Description
01	Sept 11, 2017	Initial draft document
1.0	Sep 20, 2017	Version ready to post

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1.0 Overview

The report on student learning is flexible enough to be used as a final summative report on student learning at the end of the semester or school year as well as formative reporting on student progress throughout the school year. The report is designed to address the needs of individual districts reporting policies.

This reference guide provides detailed instructions on how to generate K-9 Single Term reports cards.

1.1 Objectives

Topics covered will include:

- How to access the report
- Report layout
- Student selection options
- User parameters

1.2 Access

1.2.1 Security

- Security roles with permission to print and/or publish report cards will be able to print/publish the K-9 Single term. No special security role is required.

1.2.2 Navigation

- Report Cards menu:
    o Student TT
    o Student TT > Transcript ST
    o Grades TT > Transcripts ST
    o Gradebook TT > Class List ST > Roster

1.3 Key Points

- Supports a variety of proficiency level descriptors
- Designed to work with single term transcript definitions

2.0 Report Layout

2.1 Header Information

- Run date on top left
- Student name and homeroom on top right
- District and School logos will display if available in the application
- All Homeroom teacher names will appear here if space permits

2.2 Body – Non course specific information

The text boxes for School message, Student Self-Assessment of Core Competencies and the Teacher Overall Comment can be displayed or suppressed based on selected options on the user specific parameters tab.

School Message
This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform about learning successes and to guide improvement efforts when needed. If you have any questions or concerns about this Report Card, please contact your child's subject teachers via e-mail through ADR's website: http://adr.sd33.bc.ca Thank you!

Student Self-Assessment of Core Competencies
Student's Reflection on core competencies can be viewed in the Parent Portal. This text box needs to shrink or expand to accommodate the text entered.

Teacher Overall Comment
This is the overall term comment for the student. This is a separate course with a comment only transcript definition attached.

- School message: School Preferences > Grade category > Report card comment
- Student Self-Assessment of Core Competencies: an **XSTU** course with the **Comment Only Single Term** transcript definition assigned.

- Teacher Overall Comment: an **XTC** course with the **Comment Only Single Term** transcript definition assigned. Comment length limit is set by the school to a maximum of 2000.

2.3   Body - Course specific information

ART 8 Mei Dempsey https://curriculum.gov.bc.ca/curriculum/arts-education/8	**MEETING**
TEACHER COMMENT ON THE COURSE Final: NOT YET MEETING	
DRAMA 8 Meha Hosak Mr. Bona Arnaz https://curriculum.gov.bc.ca/curriculum/arts-education/8	**EXCEEDING**
Teacher comment on the course Final: A	

- School Course with single term transcript definition assigned.

- Student transcript record contains current level of proficiency and comments

- URLs are loaded at the Enterprise Course codes. *Districts/Schools may need to refresh the course catalogue for the "Summary" field to see these.*

2.4 Attendance Block

Daily Attendance:

	ATTENDANCE RECORD FOR 2017												
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
ABSENT	3	3	7	4	4	3	6	2	2	-	-	-	34
LATE	2	4	1	-	4	2	2	3	-	-	-	-	18

Class Attendance:

SCIENCE 8   Heidemarie Khatar

https://curriculum.gov.bc.ca/curriculum/science/8

course comment

Final: A
ABSENT: 4   LATE: 2

2.5 Report Attributes

The following table describes the attributes found on the Report on Student Learning. The attributes are listed in the order in which they appear on the report.

Field Name	Description	Comments/Rules
	Run Date: dd/mm/yyyy	Left justified
Student Name	Usual/ Legal last name , Usual/ Legal first name	Right Justified Based on Parameter selected: legal or usual Example: Smith, Jane
Homeroom	Homeroom number	Example : D01 Homeroom display is controlled by parameter setting.
School District Image	School District Image	District must provide a correctly sized jpeg image: 15K in size with width 150 pixels, height 400 pixels, and resolution 72 dpi
Main Title	**Communicating Student Learning**	Bold, Centred
School Year	**School Year**	Bold, Centered
School Logo	School Logo	The school logo image is on file within the application. This is a jpeg image 15K in size with width 150 pixels, height 400 pixels, and resolution 72 dpi
Student Name	Usual/ Legal first name , Usual/ Legal last name	Bold, Centered Based on Parameter selected: legal or usual Example: Jane, Smith
School Contact Information	School name	As in Traditional Report Card

Field Name	Description	Comments/Rules
Student PEN	Student's Personal Education Number	Student's Personal Education Number
Grade	The grade level in which the student is currently enrolled	Example: 07 *default to 01-09, make sure you select KF to include the Kindergarten students
Teacher	The name of the homeroom teacher and additional homeroom teachers	If there are multiple course teachers, and they do not fit truncate names after the first. Homeroom teacher/s display is controlled by parameter setting.
School Message	School based text. School Top Tab – Setup – Preferences Grade.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter setting.
Student Self-Assessment of Core Competencies	Courses - XSTU-nn (English) or XAE--nn (French). Comment indicates where the information is located. May direct reader to the portal, a url or an attachment.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter.
Teacher Overall Comment	XTC Comment only course Specific comment about the child's learning in general. A school can choose to use only this comment box during the school year Comment length limit is set by the school to a maximum of 2000.	Displayed in expandable / collapsible box. Printing of the message is controlled by parameter setting.
Course Description	Course Name	Bold, Left Justified

Field Name	Description	Comments/Rules
Teacher	The name of the teacher	Bold Example: Smith, Jane If more than one teacher include additional teacher names, truncate after the first. Display is controlled by a parameter setting. If checked, the name of the teacher(s) scheduled to teach the course is displayed.
School Name	School Name	Displays if not the school running the report School
Course URL	Course URL links to curriculum page on the Ministry site.	Districts/schools may need to refresh course catalogue for Summary field
Proficiency Level Descriptor	Proficiency level descriptor	Proficiency level descriptor can be a performance scale or letter grade
Comment		Individual comment to reflect standard descriptor
Final Letter Grade:	Letter grade or Proficiency level descriptor	This is an optional item that is only displayed if parameter checked.
	There are attachments with this report.	This is an optional item that is only displayed if parameter checked.
	ATTENDANCE RECORD FOR	This is an optional item that is only displayed if parameter checked.
	Principals Signature	This is an optional item that is only displayed if parameter checked.
Page <current page #> of <total page #>	The current and total number of pages associated with the student's report card	If printing double sided, final page may have a "left intentionally blank" message.
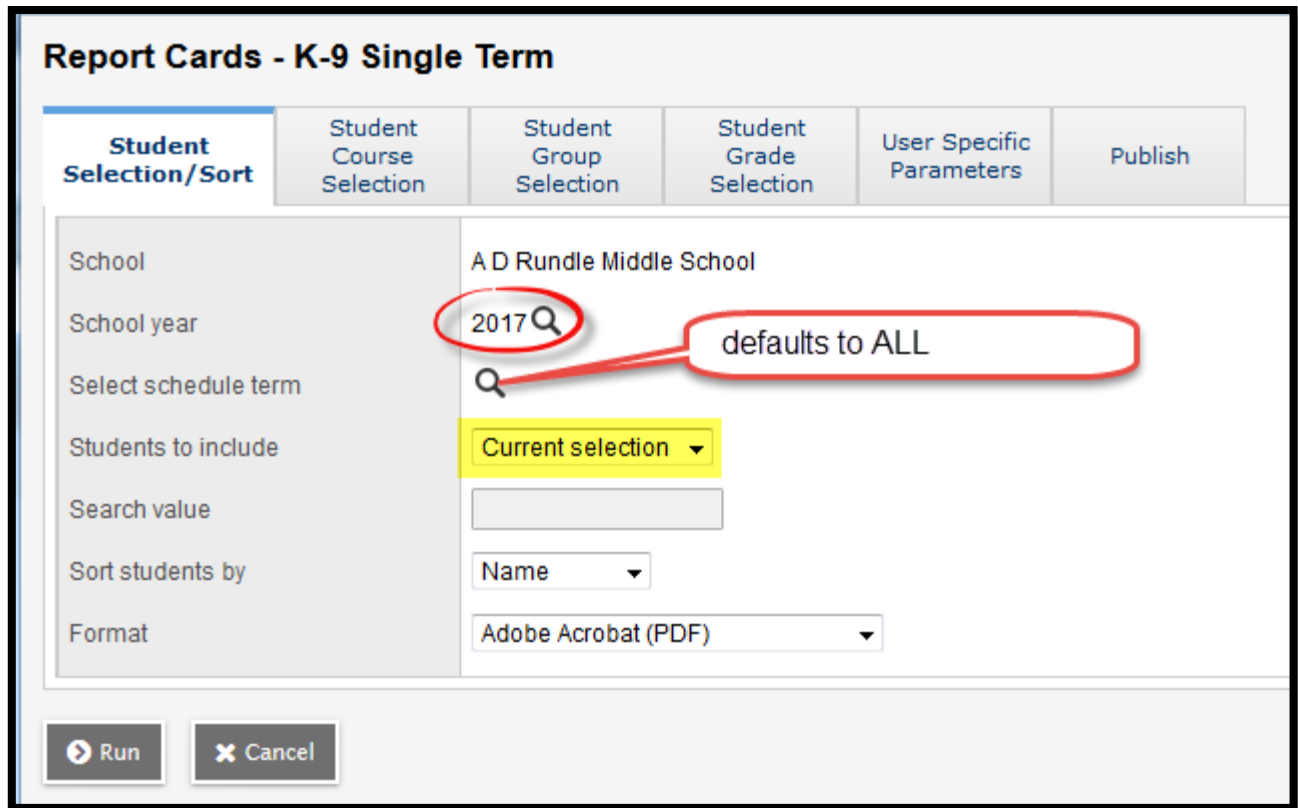
3.0 Student Selection

There are multiple tabs to aid in the selection of students to report on. The students to include in the report run, defaults to the current selection.

3.1 Student Selection/Sort tab

The Student Selection/Sort tab provides a quick method of selecting students to include.

Label	Choices
School	The name of the school generating the report.
School Year	Defaults to current school year. Previous years are available for selection.
Select Schedule Term	Defaults to ALL. Select one or multiple schedule terms.
Students to include	Defaults to current selection. Other options are: All, Snapshot or Homeroom
Search value	Enter snapshot name or homeroom if either of those options are selected above
Sort students by	Default is Name. Other options are Homeroom, Teacher, Grade or Pupil number
Format	Default is Adobe Acrobat PDF.

3.2 Student Course Selection

Use this tab to refine the student selection to a specific course or group of courses. The list of courses presented is filtered by the Schedule term selected on the Student Selection/Sort tab.

Selecting a course, will return a class set of reports for the chosen section. All students in the class are included but only the course selected, displays on the report. For example, in the selection below – all students in MADCC08-85 will have a report card prepared, but only the MADCC08-85 class will display on the report.
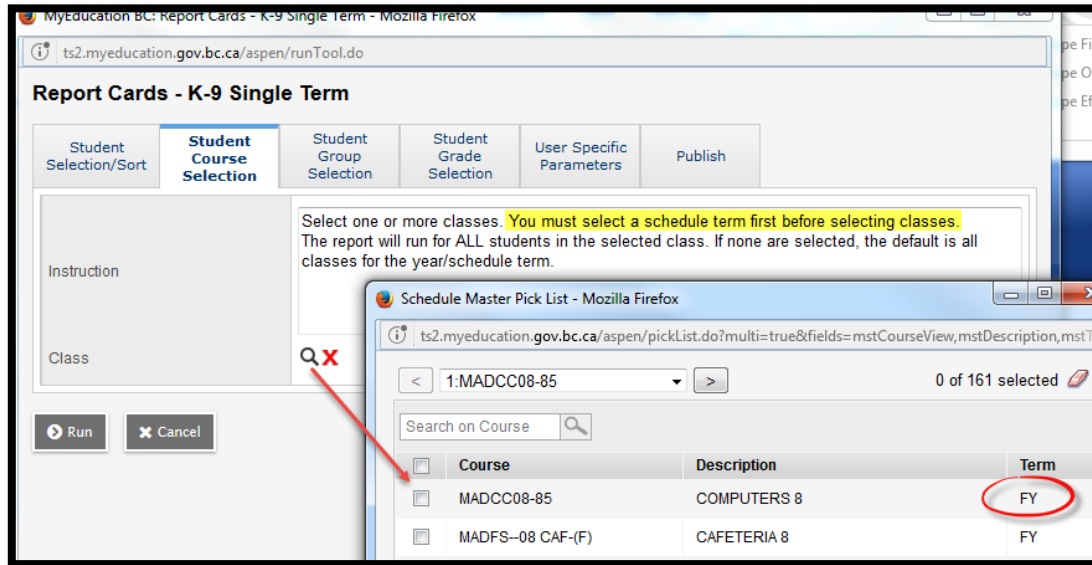
3.3 Student Group Selection

Use this tab to select the students in a specific school group. To ensure that all students in the selected group are reported on, make sure that the Student Selection/Sort tab is set to All Students.

If the current selection on the Student Selection/Sort tab is limited to specific students, and those students are not in the group selected, then the results will be empty.
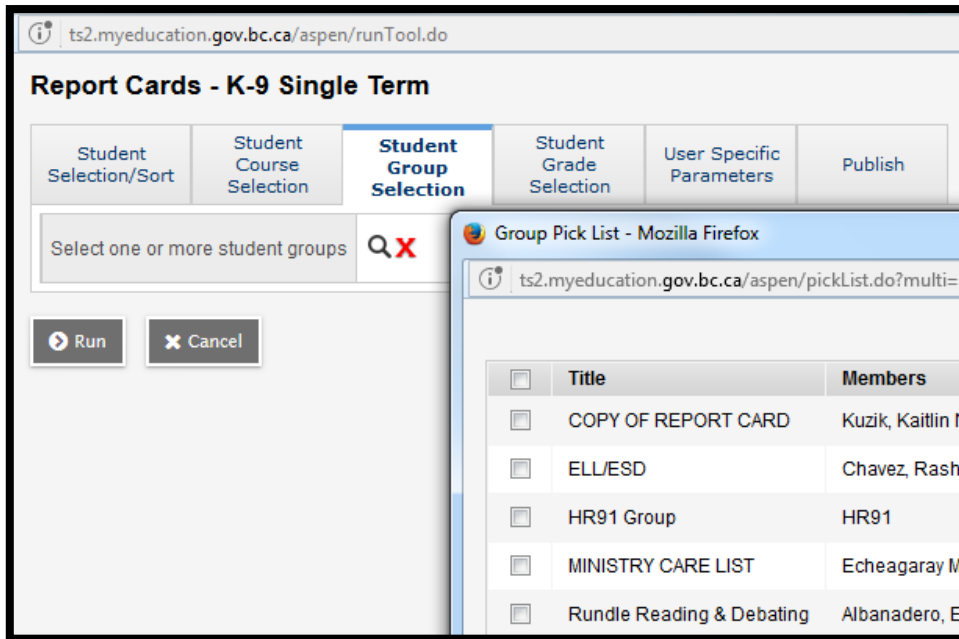
3.4 Student Grade Selection

Use this tab to select students for a specifc grade or range of grades. Make sure that you include the KF's in your selection if appropriate.
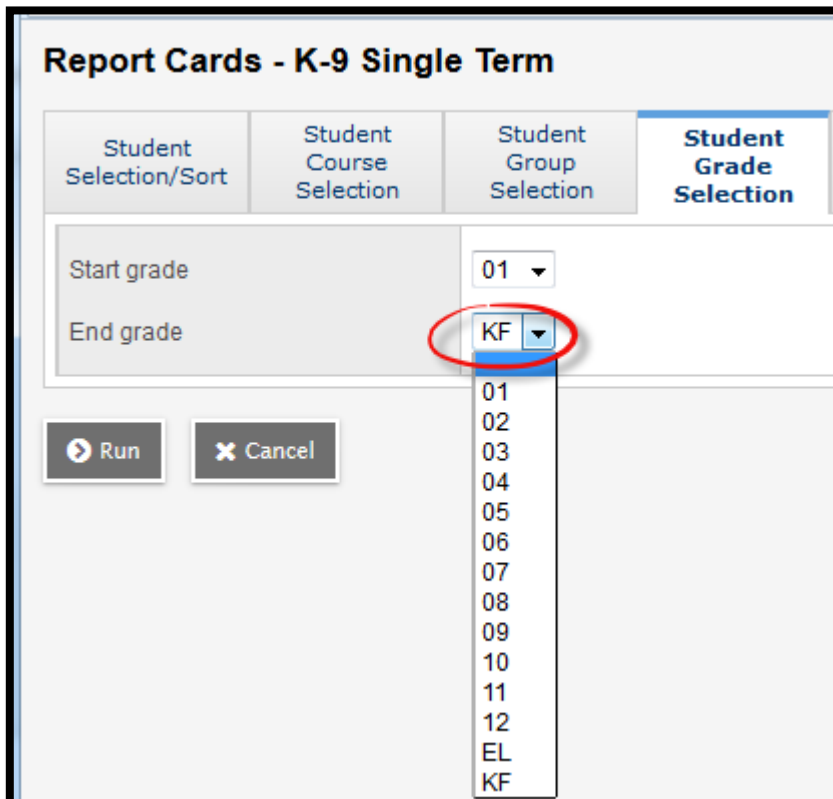
4.0   User Specific Parameters

The versatility of the report is realized through the extensive use of user defined parameters.
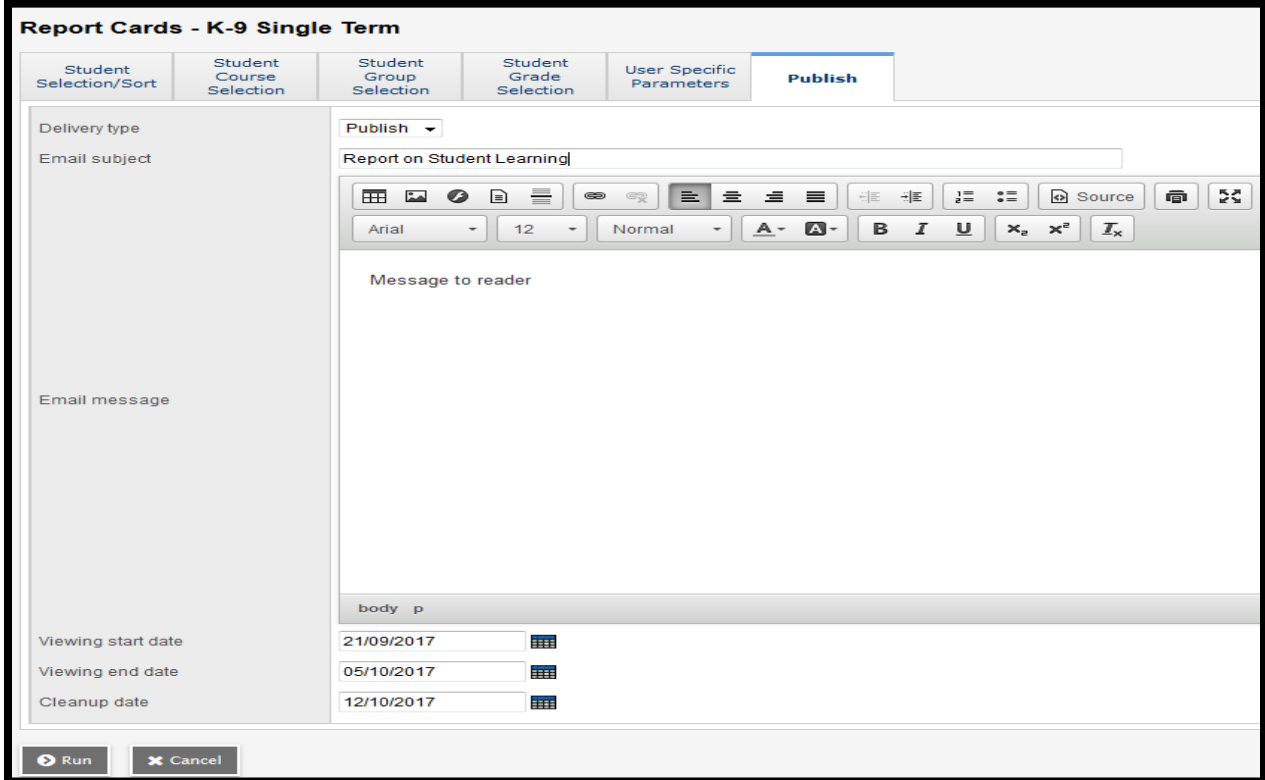
Parameter	Default	Comment
Display Student Legal Name instead of Usual Name		Defaults to Usual Names, choose this option to display the Legal names.
Display Final	☑	An option to display a final letter grade or performance indicator.
Display Descriptor Key	---	Select to display an explanation of what the descriptors are (as per district policy). * *this option is not currently available*
Display School Message	☑	If checked, display the school message within the School Message text box
Print Double-sided	☑	If checked, prepare the documents for double-sided printing. If the number of pages is an odd number, insert a separator page with the words, "this page left intentionally blank".
Print on legal paper	☐	If checked prepare the document for legal sized paper.
Print using French language	☐	If checked, prepare the report using the French template
Display Class Teacher Name	☑ .	If checked, display the name of the teacher(s) scheduled to teach the course
Include the Current School Course ONLY	☑	When checked, only the courses offered at the school running the report will be displayed on the report. When unchecked, courses taken at other schools may also be displayed.
Exclude Grade 10-12 level courses	☑	Uncheck this to include a grade 10 - 12 level course, if the selected student(s) has a transcript record with a single term transcript definition at that grade level.
Display Student Self-Assessment	☑	If selected present the Student Self-Assessment text box on the report, otherwise suppress the text box.
Display Teacher Overall Comment	☑	If selected present the Teacher Overall Comment text box on the report, otherwise suppress the text box.
Display Student Homeroom Number	☑	If checked, display the student homeroom on the top right hand header of the report
Display Homeroom Teacher Name(s)	☑	If checked, display the student homeroom teacher (s) in the header area under student name

Display Box for Principal Signature	☐	Display signature box at the end of the report
Display Attendance		Choose: Daily Attendance, Class Attendance, Both or Do Not Display
Display "Attachments with Report" Message	☐	Display the text box with message that there are attachments with the report

Format	Select an output format from the following report formats: Adobe Acrobat (PDF) or Publish
Run the Report	Execute Report
Cancel	Exit the screen

4.1   Publish tab

Use this tab to preview and/or publish the prepared reports.