

Holy Spirit Catholic Schools Elementary AISI Project Outcome Based Assessment and Reporting



eLuminate
Holy Spirit School District
2007-2008

User Name:

Password:

Welcome to eLuminate

eLuminate is a Web application for school districts. It works with the latest versions of IE (PC only, IE on the Mac is not supported), Firefox and Safari, and requires that you have javascript and cookies enabled and your screen resolution set to at least 800x600.

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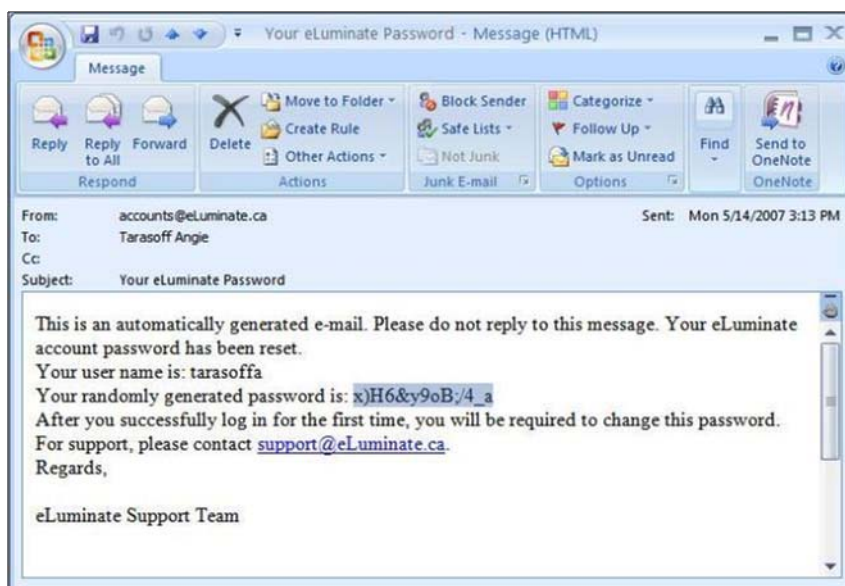
1 Getting Started

Password Notification

Note: this step is not required for Edmonton Catholic Schools' users.

Before you sign in to eLuminate for the first time, your system administrator will send you an e-mail notification advising you of your randomly generated password.

If you have not received this message, please contact your system administrator for assistance.



Password Notification

1. Take note of the user name that you have been supplied
2. Highlight all of the text to the right of the label that reads "Your randomly generated password is:" – ensuring that you have highlighted any underscore characters that might be at the end of the password
3. Copy the password to the clipboard by either:
 - a. Choosing **File; Copy** from the menu bar
OR
 - b. Pressing **[Ctrl]+[C]** on your keyboard
OR
 - c. Right clicking the text with your mouse and selecting **Copy** from the context menu that appears
4. Open your web browser and navigate to the eLuminate URL that was provided to you

Sign In

When you navigate to the eLuminate URL provided, the following page is displayed:



eLuminate Login Screen

Take a moment to read the messages on this page each visit you make to this page. Important information will be posted here from time to time.

1. Enter the user name that you have been provided into the **User Name** field
2. Paste the password into the **Password** field that you have been provided by:
 - a. Clicking **Page; Paste** (Internet Explorer 7)
 - b. Clicking **File; Paste** (Internet Explorer 6)
 - c. Pressing **[Ctrl]+[V]** on your keyboard
3. Press Enter on your keyboard or click the **Log In** button

If your log in attempt was unsuccessful, the message, **“Your login attempt was not successful. Please try again,”** displays in red text above the **Log In** button:



eLuminate Login Screen - Incorrect User Name or Password

Verify your user name and password, and attempt to log in again.

After three unsuccessful attempts to log in, your account is locked. Contact your system administrator for assistance.

Change Password

After you have successfully logged in to eLuminate, you are asked to change your password.

Password Reset

To do this:

1. In the **Password** field, enter the password that you used to log into the system by using any of the paste methods explained in the previous section
2. In the **New Password** field, enter a new password. The new password must be at least 6 characters long, and must contain at least one non-alphanumeric

character (such as an exclamation mark, pound sign, dollar sign, etc) to be accepted.

3. In the **Confirm New Password** field, re-enter the password you have just created.
4. Click **Reset Password** to save your changes

If you receive the message, “**The Confirm New Password must match the New Password entry,**” ensure that you have entered the same information in both fields, and then click **Reset Password**.

If you receive the message, “**Password incorrect or New Password invalid. New Password length minimum: 6. Non-alphanumeric characters required: 1,**” ensure that your new password meets the requirements for length and non-alphanumeric characters, and then click **Reset Password**.

Set Secret Question

After you have successfully reset your password, you are asked to provide a Secret Question and Answer, in order to verify your identity and reset your password, in the event that you forget your password.

The screenshot shows a web interface for eLuminate. At the top, there is a header image featuring a lighthouse on a grassy hill with the eLuminate logo in the background. Below the header, a message states: "Your password has been successfully changed." This is followed by instructions: "Please enter your password and select a password recovery question and answer. If you forget your password, you will be prompted to answer the question to receive your new password." The form contains three input fields: "Current Password:" (a text box), "Password Question:" (a dropdown menu with "Favourite TV show" selected), and "Answer:" (a text box). At the bottom of the form is a button labeled "Update Password Question/Answer".

Create Secret Question and Answer

To set your Secret Question and Answer:

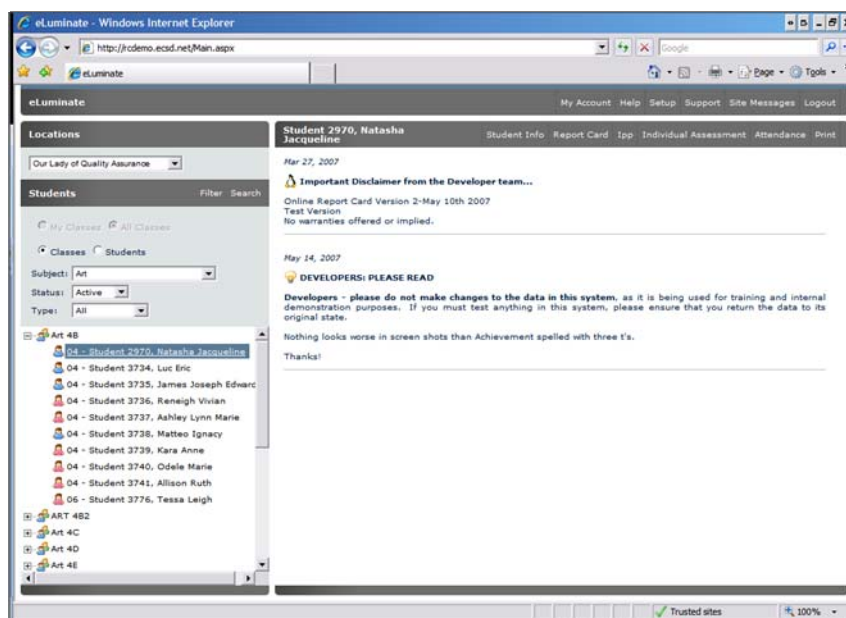
1. In the **Current Password** field, enter the password that you created in the previous step
2. Select a **Password Question** from the dropdown list
3. In the **Answer** field, provide an answer to your selected question
4. Click **Update Password Question/Answer**

Note: punctuation and capitalization “count” in your password answer.

Getting Around eLuminate

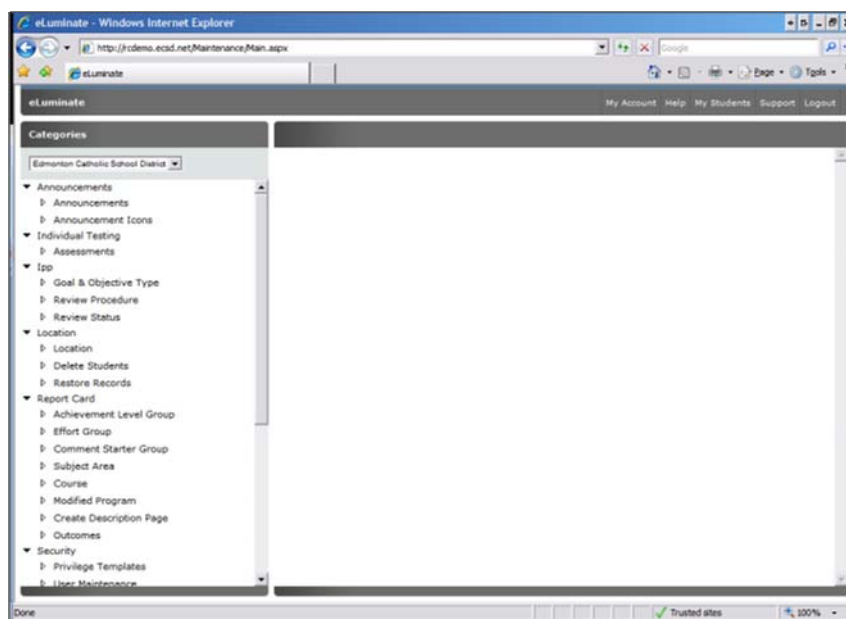
After logging in to eLuminate, what you see depends upon the rights associated with your user account.

Typically, teachers and school administrators will typically see the My Students view:



Student View

Users with jurisdiction administrators and users with setup rights will see the Setup view:

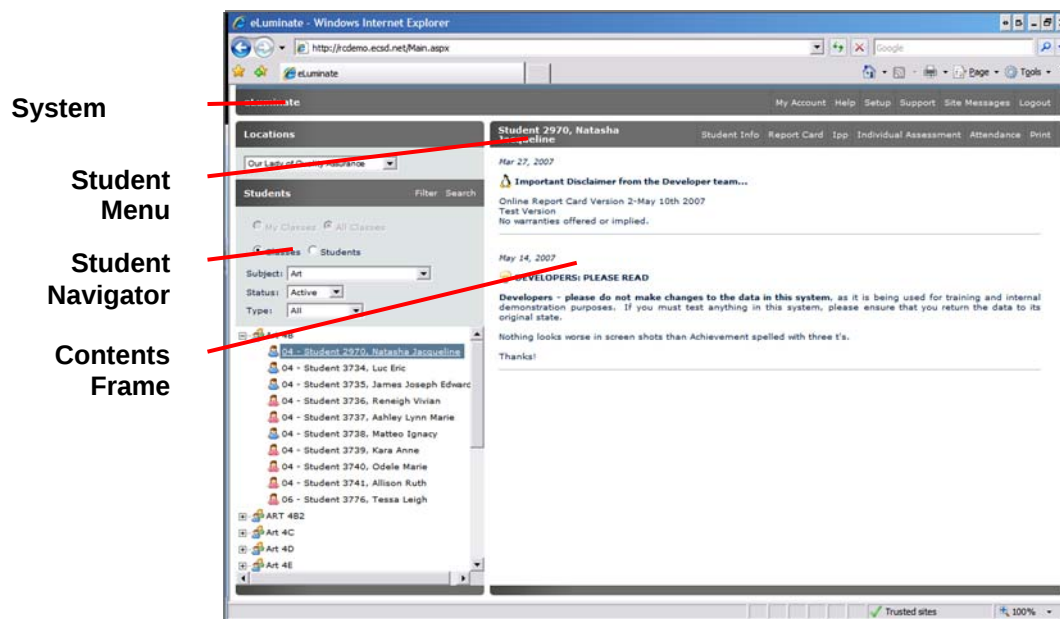


Setup View

Note: menu items in each screen may vary according to the specific rights assigned to your account.

My Students View

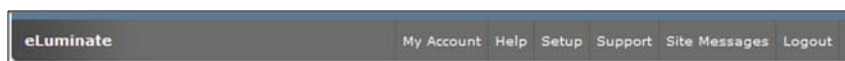
The My Students view of eLuminate has four distinct components:



My Students - Overview

System Menu

Use the System Menu to access main categories of system functionality, including My Account, My Students, Setup, Support, and Help.

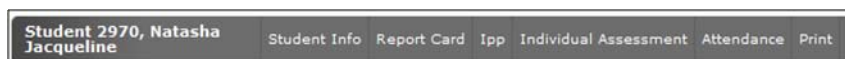


System Menu

The System Menu is always available.

Student Menu

The Student Menu displays while you are working the My Students view. This menu allows you to access system applications related to students, such as the Student Information, Elementary Report Card, Junior High Report Card, IPP, Individual Assessments, Attendance, and Print.

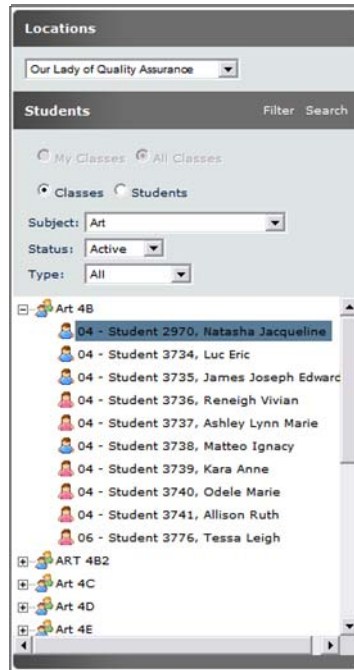


Student Menu

Note: If they are not in use at your jurisdiction or school, applications listed above will not appear in your Student Menu.

Student Navigator

Use the Student Navigator to navigate and select students to work with in eLuminate. Selecting a student from this list, and then selecting Elementary Report Card, for example, from the Student Menu will open that student's report card.



Student Navigator

Contents Frame

The contents frame, located directly below the Student Menu is the location into which the selected application loads. For example, selecting Individual Assessment loads this application into the contents frame.

When you log in to eLuminate, the Site Messages application loads into the contents frame.



Contents Frame (Site Messages Loaded)

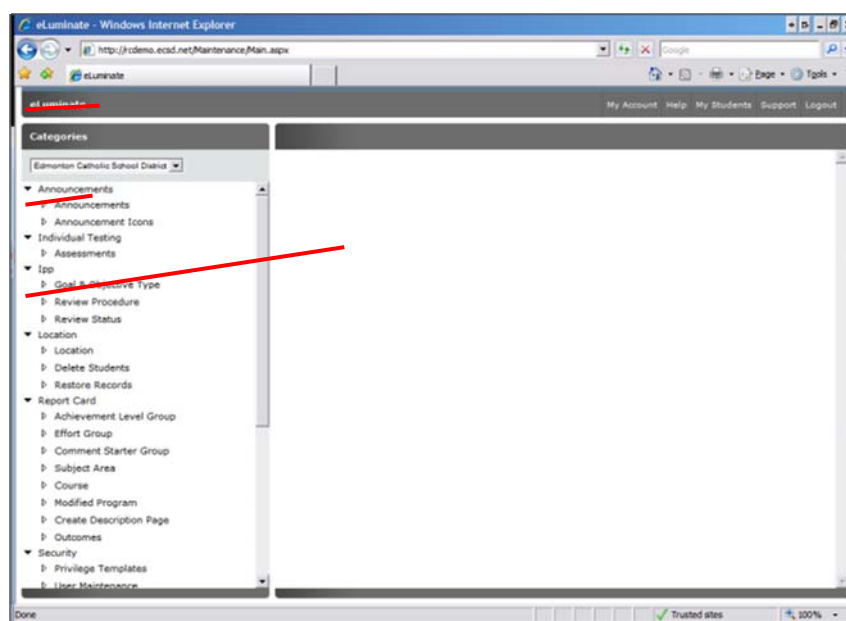
Setup View

The Setup View has three components:

System

Setup
Navigator

Contents
Frame



System Setup Overview

Setup Navigator

System Administrators use the Setup Navigator to select and work with system configuration options, such as data uploads, creating announcements, and editing Key Learner Outcomes.

After selecting a configuration option, it loads into the Contents Frame.

Note: Configuration options displayed are dependent upon the security settings assigned to your user account.

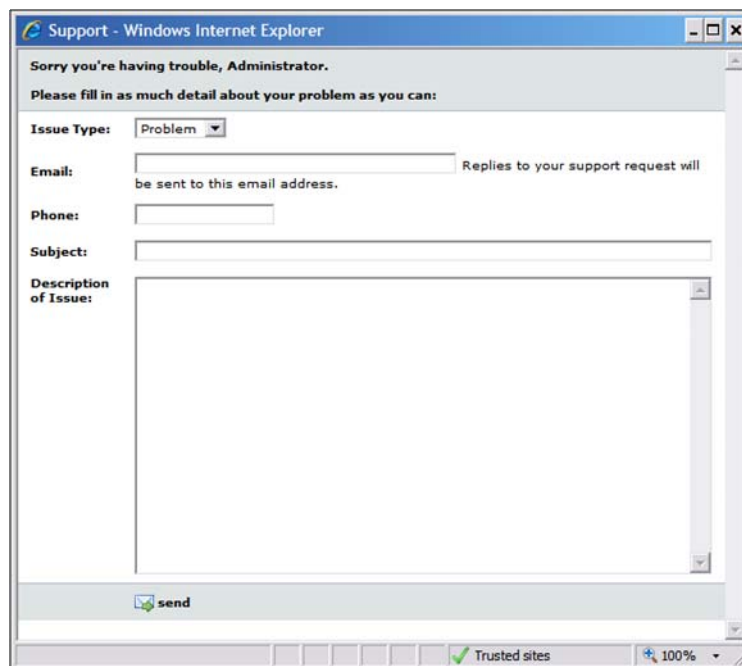
Getting Help

Help is available to you by clicking the **Help** item on the System Menu. Help videos located here demonstrate how to work with the system.

Getting Support

Are you having trouble working with the system? Do you have a suggestion for how to improve the system? Using the Support form creates a record of your request that in the Support database. These requests are reviewed at least four times a year to determine where improvements can or should be made.

Clicking the **Support** item on the System Menu opens the Support Request page in a new window:

The image shows a screenshot of a web browser window titled "Support - Windows Internet Explorer". The page content includes a header that says "Sorry you're having trouble, Administrator." followed by the instruction "Please fill in as much detail about your problem as you can:". Below this, there are several input fields: "Issue Type:" with a dropdown menu set to "Problem", "Email:" with a text box and a note "Replies to your support request will be sent to this email address.", "Phone:" with a text box, and "Subject:" with a text box. A large text area labeled "Description of Issue:" is positioned below these fields. At the bottom of the form is a "send" button with a paper plane icon. The browser's status bar at the bottom shows "Trusted sites" and a zoom level of "100%".

Support Request Form

Complete the form, and then click **Send** to submit your support request to your Jurisdiction Support staff.

When Asking for Support

Be specific. Please provide the following information:

- What application you were working with (Elementary Report Card, IPP, Junior High Report Card, Key Learner Outcome Maintenance, etc)
- If applicable, what student were you working with
- What you were trying to do
- What you expected to happen
- What actually happened

Providing this information in your message will help your Jurisdiction Support staff diagnose the problem quickly.

2 Key Learner Outcome Year Plans

Overview

Key Learner Outcome Year Plans (KLO Plans) allow you to create report card templates for each subject and grade that you teach. One plan should be created for each reporting period during which the subject is taught.

Creating Key Learner Outcome Year Plans is not a required step prior to creating report cards, but it is recommended.

These plans follow you from year to year and school to school, except when the program of studies is updated. Such an update results in all Key Learner Outcomes being revised, so plans for the updated subject are deleted, in order to ensure that the plans accurately reflect the current program of studies.

By the end of this section, you will be able to:

- create Key Learner Outcome Year Plans
- modify KLO Year Plans
 - o find and select an existing Key Learner Outcome to add to the plan
 - o create a custom KLO
 - o delete a KLO from the plan
 - o spell check the plan
- delete KLO Year Plans
- build Report Cards from KLO Year Plans

Creating a Plan

1. After signing on to eLuminate, click **My Account** on the system menu
The **My Account Navigator** displays, with an empty content window.

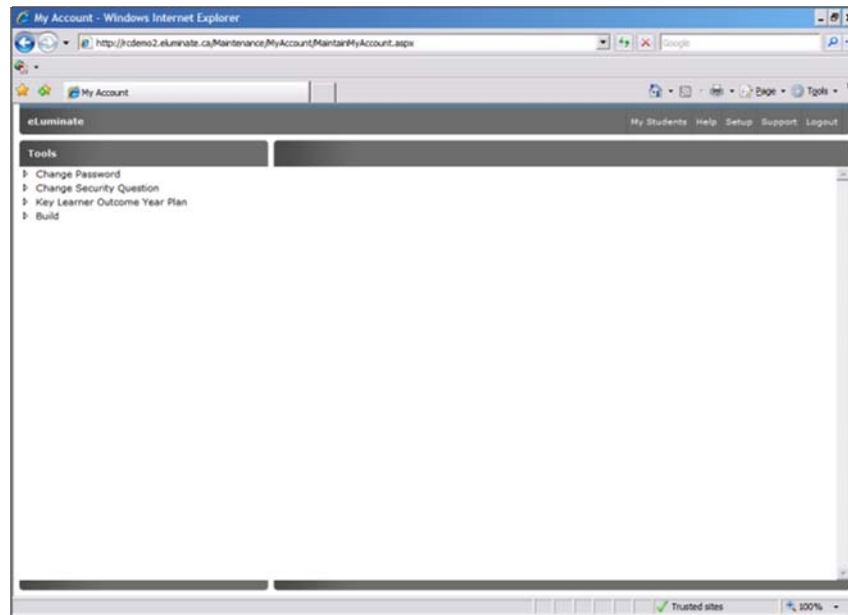


Figure 1: My Account View

2. Select **Key Learner Outcome Year Plan** from the **My Account Navigator**
The **Key Learner Outcome Plan Portfolio** displays in the content window.



Figure 2: Create a New KLO Year Plan

3. Select a Grade that you teach from the **Grade** drop down list
4. Select a Subject that you teach from the **Subject** drop down list
5. Select the Reporting Period for which you would like to create your plan from the **Reporting Period** drop down list
6. Click  **Add New Plan**

A new KLO Plan is created and displays below the  **Add New Plan** icon.

The screenshot displays the 'Key Learner Outcome Plan Portfolio' interface. At the top, there are three filter sections: 'Grade' with a dropdown set to '04', 'Subject' with a dropdown set to 'English Language Arts', and 'Reporting Period' with a dropdown set to '1'. Below these filters is a green '+ add new plan' button. A blue tab labeled '04 - English Language Arts - Reporting Period 1' is active. Under this tab, there is a row of buttons: a green '+ add klo' button, a blue 'save' button, a green 'spell check...' button, and a grey 'delete plan' button. At the bottom of the interface, there are two more buttons: a 'sort plans' button and a 'generate report...' button.

Figure 3: New KLO Year Plan

Adding Key Learner Outcomes to the Plan

After you have created the KLO Plan, the next step is to add Key Learner Outcomes (KLOs) to the plan. To accomplish this:

1. In the currently selected KLO Plan, click  **Add KLO**

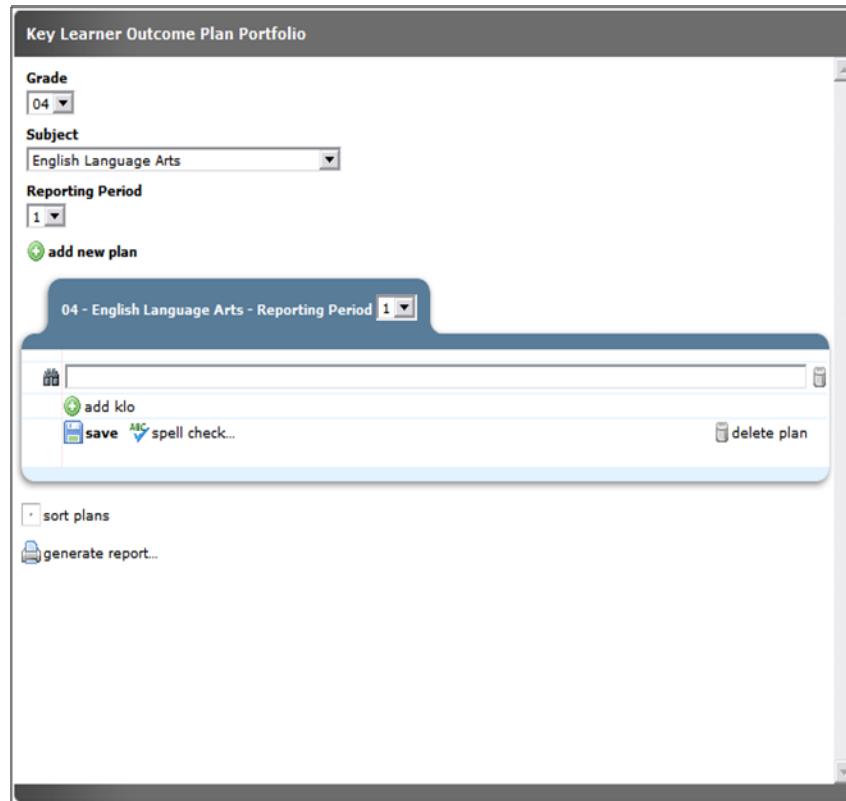


Figure 4: Add KLO

A blank space for a Key Learner Outcome is added to the plan

2. Click  to **Find** a Key Learner Outcome
The **Find Key Learner Outcome** popup window displays

Figure 5: Find KLO

3. Select a **General Outcome** from the topmost drop down list

Note: This label will change from “General Outcome” to “General Category” for fall 2007

The **Specific Outcome** drop down list is enabled

4. Select a **Specific Outcome** from the middle drop down list

Note: This label will change from “Specific Outcome” to “Sub-Category” for fall 2007

The **Key Learner Outcome** drop down list is enabled

5. Select a **Key Learner Outcome** from the drop down list

Figure 6: Select KLO

6. Click  **OK**

The **Find Key Learner Outcome** popup window closes, and the KLO is added to the plan.

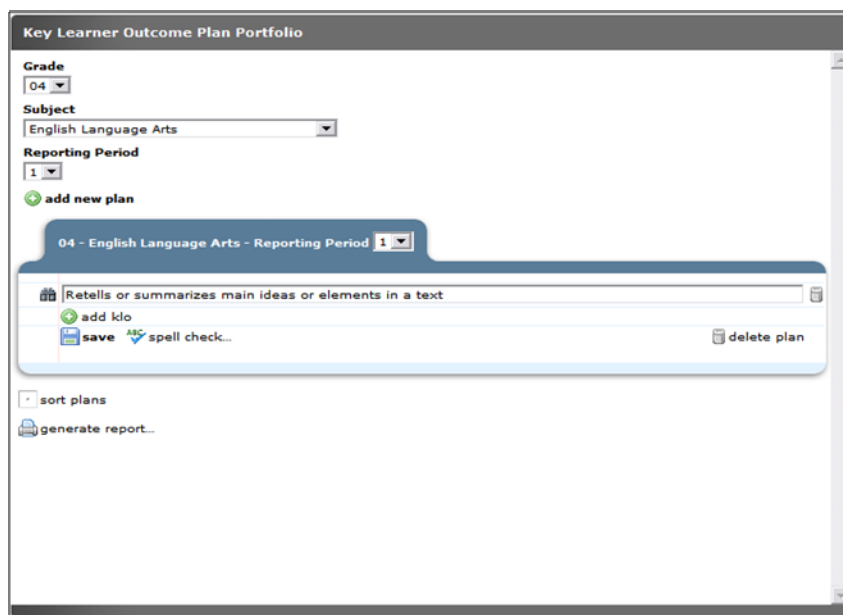


Figure 7: KLO Added to Plan

7. Click  **Save** to save the plan
8. Repeat steps 1-7 until you are satisfied with the plan's contents

Creating Custom Key Learner Outcomes

To create your own Key Learner Outcome:

1. In the currently selected KLO Plan, click  **Add KLO**
A blank space for the KLO is added to the plan
2. Click in the blank, and type a custom KLO
3. Click  **Spell Check** to run a spell check on your custom KLO
If there is a spelling error, the **Spell Check** dialog box displays

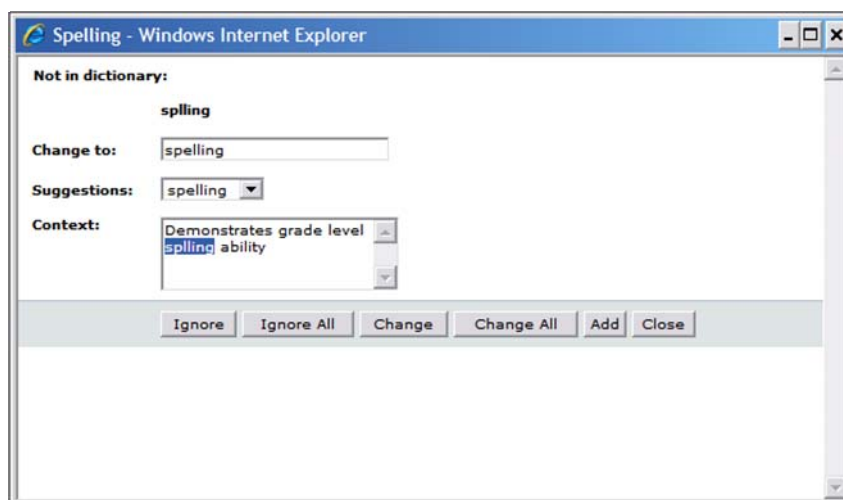


Figure 8: Spell Check KLO

4. Click the appropriate action button at the bottom of the screen to apply or ignore changes

The Spell Check complete confirmation dialog box displays

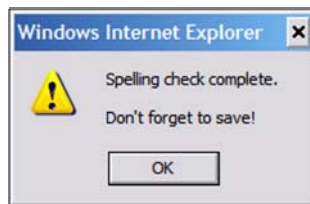


Figure 9: Spell Check Status

5. Click **Save** to apply your changes to the plan

Deleting Key Learner Outcomes from the Plan

To remove a Key Learner Outcome from the plan:

1. Click the  **Delete** icon beside the KLO that you would like to delete

The **Confirm Delete** dialog box displays

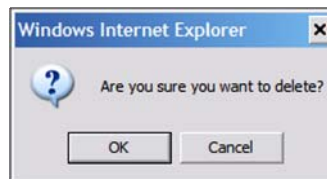


Figure 10: Delete KLO Confirmation

2. Click **OK**
3. Click **Save** in the KLO plan

The selected KLO is deleted from the plan

Deleting a Key Learner Outcome Year Plan

To delete a KLO Year Plan:

1. Select the plan that you would like to delete, by clicking on the appropriate tab

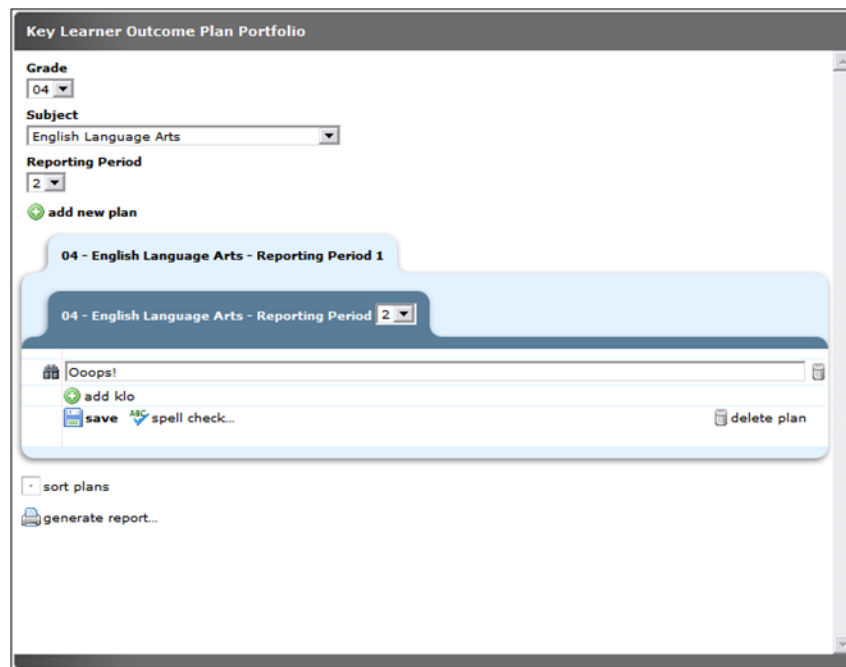


Figure 11: Delete Plan

2. Click  **Delete Plan**

The delete plan confirmation dialog box displays

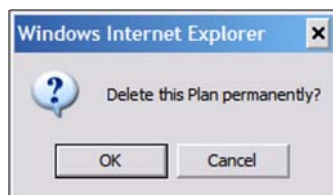


Figure 12: Delete Plan Confirmation

3. Click **OK**

The plan is deleted from the portfolio

Building Your Report Cards

Key Learner Outcome Year plans can be applied to the report cards of all the students that you teach by using the Build process.

Warning! Building report cards will overwrite any report card data for the subjects, grades, and reporting periods selected. Be careful when running this process mid-year.

To build your report cards:

1. Click **Build** in the **My Account Navigator**

The **Build Report Cards From Plans** page displays in the content window

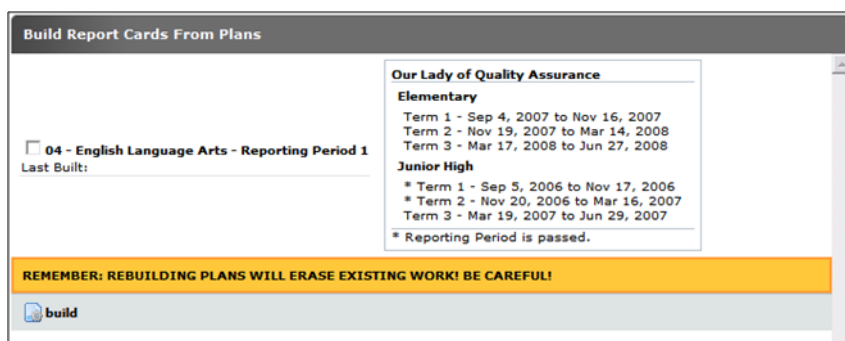


Figure 13: Build Report Card Plan

2. Select the plan or plans that you would like to build by clicking the check box(es) to the left of the title
3. Click the  **Build** icon

The Build confirmation dialog box displays

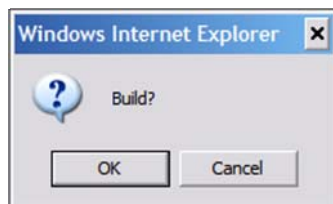


Figure 14: Build Report Cards Confirmation

4. Click **OK** to proceed with building your report cards

Messages display to advise you of the status of the build process for each plan selected.

Build Report Cards From Plans

☐ **04 - English Language Arts - Reporting Period 1**
Last Built: Friday, June 8 2007 11:37 AM

☐ **04 - Math - Reporting Period 1**
Last Built:

Our Lady of Quality Assurance

Elementary

- * Term 1 - Sep 4, 2006 to Nov 16, 2006
- * Term 2 - Nov 19, 2006 to Mar 14, 2007
- * Term 3 - Mar 17, 2007 to Jun 29, 2007

Junior High

- * Term 1 - Sep 5, 2006 to Nov 17, 2006
- * Term 2 - Nov 20, 2006 to Mar 16, 2007
- * Term 3 - Mar 19, 2007 to Jun 29, 2007

* Reporting Period is passed.

Result	Plan	Details
Built	04 - English Language Arts - Reporting Period 1	-
Skipped	04 - Math - Reporting Period 1	No matching students found.
Done	-	-

REMEMBER: REBUILDING PLANS WILL ERASE EXISTING WORK! BE CAREFUL!

build

Figure 15: Build Messages

Once the build process is complete, the outcomes in the selected plans are copied to all students in the appropriate grade, subject, and reporting period.

3 Elementary Report Cards

Overview

The Elementary Report Card is where Key Learner Outcomes are selected or updated, levels of achievement and effort are selected, and comments are created for each student in each class you teach.

Much of how you work with the system at this point depends upon the configuration options defined by your school district. Please see your jurisdiction administrator for further information.

By the end of this section, you will be able to:

- Access the Elementary Report Card
- Work with report cards by Class
- Work with report cards by Student
- Add Key Learner Outcomes (KLOs) to the report card
- Find KLOs
- Select KLOs to use on the report card
- Create a custom KLO to use on the report card
- Delete a KLO from the current report card and one or many other students
- Copy one KLO on the current report card to one or many students
- Copy all KLOs on the current report card to one or many students
- Enter Levels of Achievement, Levels of Effort, and Modified Programs
- Create comments
- Copy comments to one or many students
- Update Grade Level of Achievement data
- Work with Behavioural conduct/Homerooms
- Maintain Attendance

Accessing the Elementary Report Card

1. In the **Student Menu**, select **Report Card; Elementary**

The Elementary Report Card opens in the content pane

The screenshot shows the 'Elementary' report card form for Student 3728, Stephanie Alexandra. The form has a header with tabs: Student Info, Report Card (selected), Ipp, Individual Assessment, Attendance, and Print. Below the header, the 'Reporting Period' is set to 'Term 3'. The 'Program' dropdown is set to '- Select Program if Applicable -'. The 'Key Learner Outcomes' section has an 'add klo' button. The 'Effort' dropdown is set to 'Displays Effort Consistently'. The 'Comments' section has a large text area and a 'copy comment...' button. The 'Grade Level of Achievement' dropdown is set to '- Select Grade Level of Achievement -'. At the bottom, there are 'save' and 'spell check' buttons.

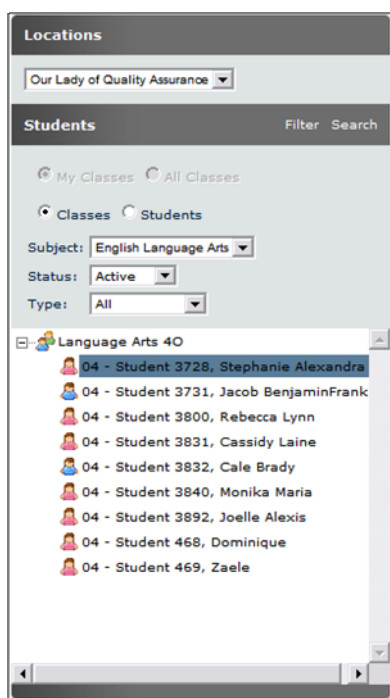
Note: The report card opens by default to the current reporting period. If you need to work with a report card for a previous or future reporting period, select the desired reporting period in the Reporting Period drop down list.

Working with Classes

Depending upon your preference, you can update report cards for all the students in a given class, or for all the classes for a given student.

To work with all students in a given class:

1. In the **Student Navigator**, ensure that the **Classes** radio button is selected
2. Select the **Subject** that you would like to work with from the **Subject** drop down list
3. Select the student that you would like to work with



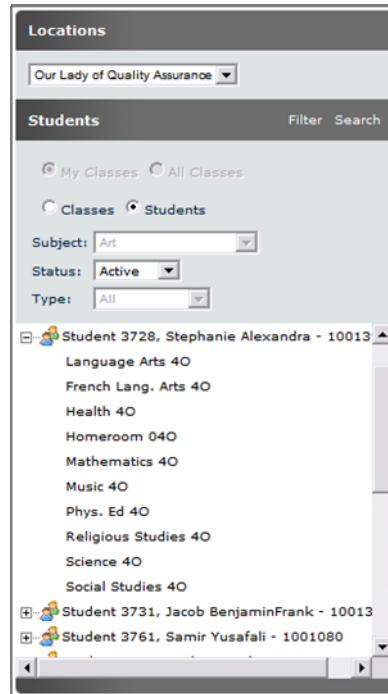
4. To work with a different student's report card, select that student from the **Student Navigator**

Working with Students

If your preference is to update report card data for each of the subjects taught for a given student:

1. In the **Student Navigator**, select the **Students** radio button

The display changes to list all classes grouped by students

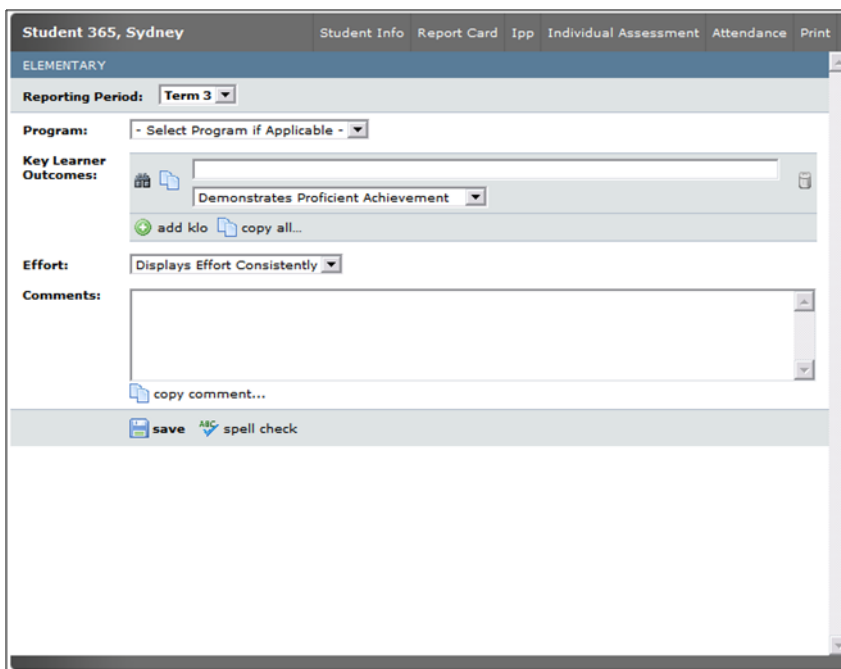


2. Select the student and subject you would like to work with
3. To navigate to the next subject, select the class from the list under the student's name
4. To select a different student to work with, use the scroll bar to find him or her, and then click the  Expand icon beside his or her name

Adding Key Learner Outcomes to the Report Card

To add KLOs to the report card:

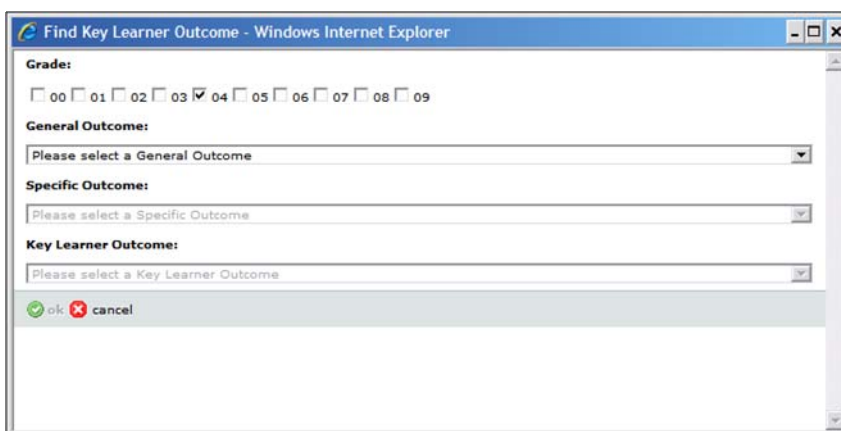
1. In the current student's report card, click  **Add KLO**



A blank space for a Key Learner Outcome is added to the report card

2. Click  to **Find** a Key Learner Outcome

The **Find Key Learner Outcome** popup window displays



3. Select a **General Outcome** from the topmost drop down list

Note: This label will change from “General Outcome” to “General Category” for Fall 2007

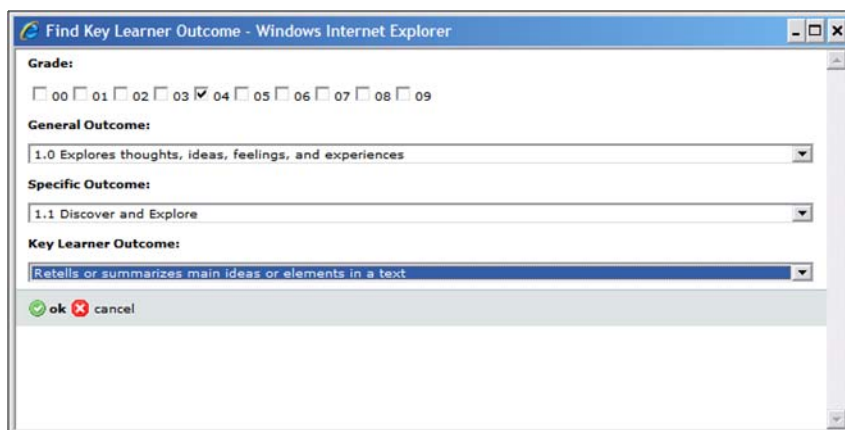
The **Specific Outcome** drop down list is enabled

4. Select a **Specific Outcome** from the middle drop down list

Note: This label will change from “Specific Outcome” to “Sub-Category” for Fall 2007

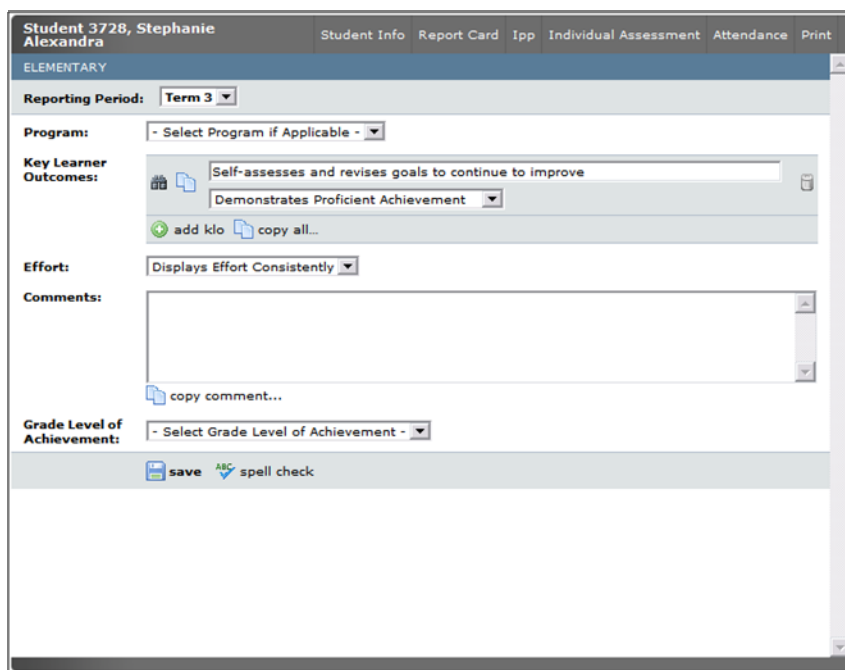
The **Key Learner Outcome** drop down list is enabled

5. Select a **Key Learner Outcome** from the drop down list



6. Click  **OK**

The **Find Key Learner Outcome** popup window closes, and the KLO is added to the report card

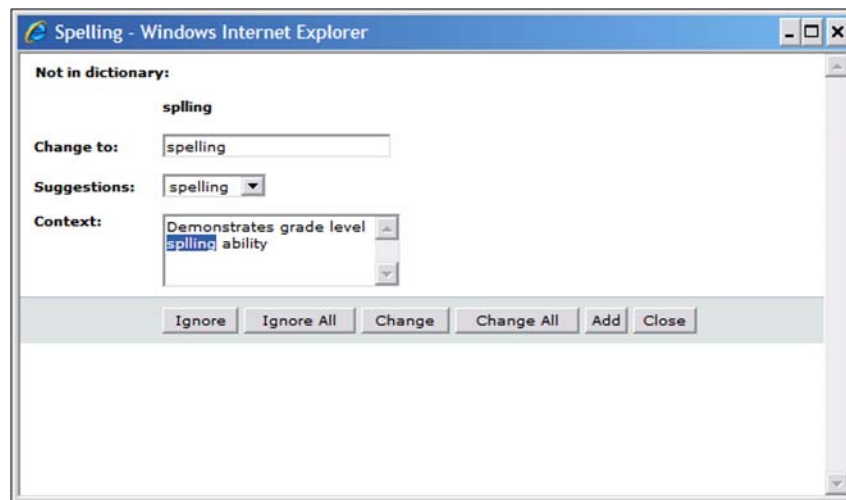


7. Click  **Save** to save the report card
8. Repeat steps 1-7 until you are satisfied with the report card's contents

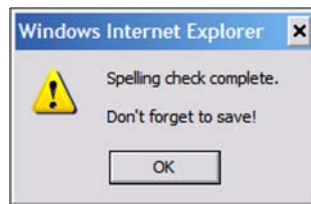
Creating Custom Key Learner Outcomes

To create your own Key Learner Outcome:

1. In the currently selected report card, click  **Add KLO**
A blank space for the KLO is added to the report card
2. Click in the blank, and type a custom KLO
3. Click  **Spell Check** to run a spell check on your custom KLO
If there is a spelling error, the **Spell Check** dialog box displays



4. Click the appropriate action button at the bottom of the screen to apply or ignore changes
The Spell Check complete confirmation dialog box displays

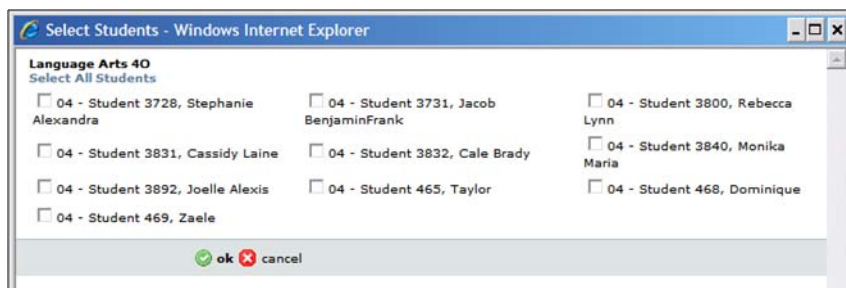


5. Click **Save** to apply your changes to the report card

Copying Key Learner Outcomes

To copy a single Key Learner Outcome to the report cards of other students:

1. Click the  **Copy** icon to the immediate left of the outcome you would like to copy
The **Select Students** dialog box is displayed



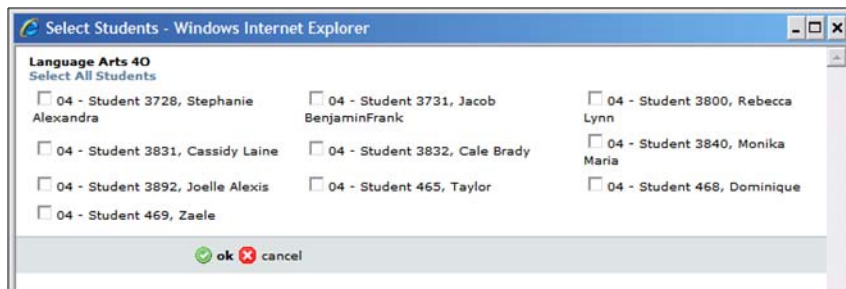
2. Select the students' report cards to which you would like to copy the currently selected outcome, or click **Select All Students** to copy the KLO to all students' report cards
3. Click **OK**

The currently selected outcome is copied to the selected students' report cards

To copy all of the current student's Key Learner Outcomes to the report cards of other students:

1. After adding Key Learner Outcomes to the report card, and clicking save, click the  **Copy All** icon located to the right of the  **Add KLO** icon.

The **Select Students** dialog box is displayed



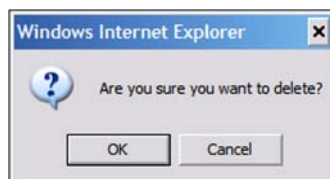
2. Select the students' report cards to which you would like to copy the current student's outcomes, or click **Select All Students** to copy the KLOs to all students' report cards
3. Click **OK**

The Key Learner Outcomes on the current student's report card are copied to the selected students' report cards

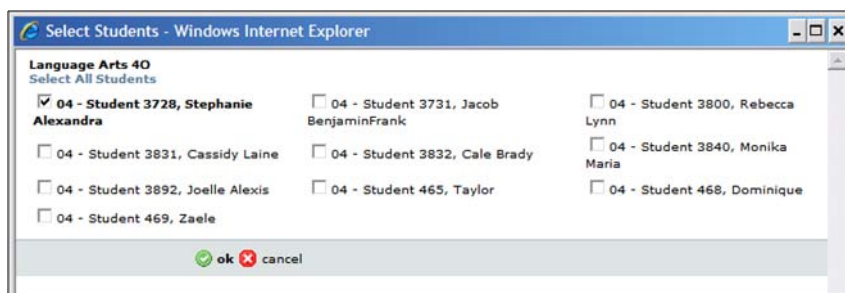
Deleting Key Learner Outcomes

To remove a Key Learner Outcome from the report card:

1. Click the  **Delete** icon beside the KLO that you would like to delete
The **Confirm Delete** dialog box displays



2. Click **OK**
The **Select Students** dialog box is displayed



3. Select the students' report cards from which you would like to delete the currently selected outcome, or click **Select All Students** to remove the KLO from all students' report cards
4. Click **OK**
The selected KLO is deleted from the report cards of the students selected

Assigning Levels of Achievement

Depending upon the settings used for your jurisdiction, students may be provided with a default level of achievement. Please check each student to ensure that the levels of achievement entered are accurate, even if your jurisdiction uses the default.

To set the level of achievement:

1. Select the appropriate level of achievement from the **Level of Achievement** drop down list

Student 3728, Stephanie Alexandra

Student Info Report Card Ipp Individual Assessment Attendance Print

ELEMENTARY

Reporting Period: Term 3

Program: - Select Program if Applicable -

Key Learner Outcomes:

Self-assesses and revises goals to continue to improve

Demonstrates Proficient Achievement

- Select Achievement Level -

Demonstrates Excellent Achievement

Demonstrates Proficient Achievement

Demonstrates Basic Achievement

Demonstrates Insufficient Achievement

Edits for correct sentence structure, punctuation, grammar and spelling

Demonstrates Proficient Achievement

add klo copy all...

Effort: Displays Effort Consistently

Comments:

copy comment...

Grade Level of Achievement: Grade 4

save spell check

Elementary Report Card – Select Level of Achievement

2. Repeat this process until the Level of Achievement for each Key Learner Outcome on the report card is updated for this student
3. Click **Save**

The updated Levels of Achievement are saved for the current student

Working with Levels of Effort

To assign a Level of Effort:

1. Select the appropriate Level of Effort from the **Effort** drop down list

The screenshot displays the 'Elementary Report Card' for Student 3728, Stephanie Alexandra. The interface includes tabs for Student Info, Report Card, Ipp, Individual Assessment, Attendance, and Print. The 'Report Card' tab is active, showing the 'Reporting Period' as Term 3. The 'Program' is set to '- Select Program if Applicable -'. Under 'Key Learner Outcomes', three outcomes are listed, each with a 'Demonstrates Proficient Achievement' dropdown. The 'Effort' dropdown is open, showing options: 'Displays Effort Consistently', '- Select Effort -', 'Applies Extra Effort', 'Displays Effort Consistently', 'Effort is Inconsistent', and 'Requires more Effort'. The 'Comments' field is empty, and the 'Grade Level of Achievement' is set to Grade 4. At the bottom, there are 'save' and 'spell check' buttons.

Elementary Report Card – Select Level of Effort

2. Click **Save**

Your changes are saved

Working with Comments

Creating comments is the most time-consuming aspect of editing report cards. For this reason, we recommend the following:

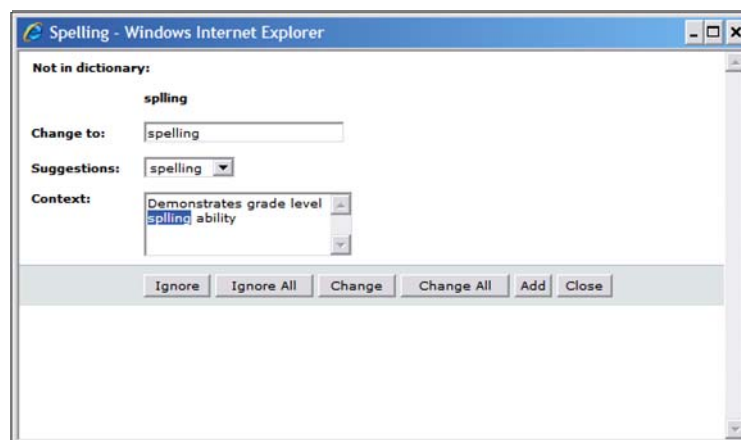
- Keep comments limited in length to a few sentences
- Save frequently if you're editing a particularly lengthy or difficult comment

To edit report card comments:

1. Enter the text of your comment in the **Comments** field on the report card

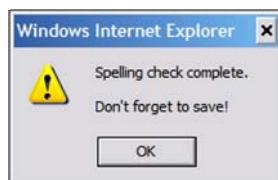
The screenshot shows the eLuminate report card editing interface for Student 3728, Stephanie Alexandra. The interface includes a top navigation bar with tabs for Student Info, Report Card, Ipp, Individual Assessment, Attendance, and Print. Below the navigation bar, the student's name and ID are displayed. The main content area is divided into several sections: Reporting Period (Term 3), Program (Select Program if Applicable), Key Learner Outcomes (three rows of text boxes and dropdown menus), Effort (Displays Effort Consistently), Comments (a large text box with the text "Stephanie has demonstrated |"), and Grade Level of Achievement (Grade 4). At the bottom, there are buttons for save, spell check, and a copy comment... button.

2. When you have written the comment and are satisfied with its contents, click  **Spell Check** to verify that the spelling is accurate
3. If there is a spelling error, the **Spell Check** dialog box displays



Spell Check Comment

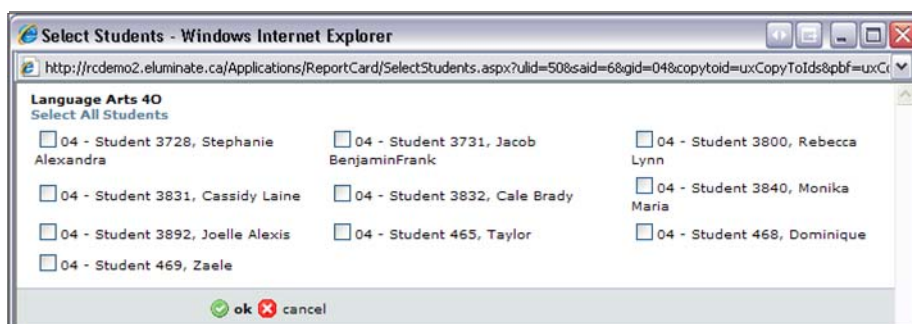
4. Click the appropriate action button at the bottom of the screen to apply or ignore changes
The Spell Check complete confirmation dialog box displays



Spell Check Status

5. Click **Save** to apply your changes
6. To copy your comment to other students whom you teach, click **Copy Comment**

The Copy dialog box displays



7. Select the student(s) or click **Select All Students** to specify to whose report cards the comment should be copied
8. Click **OK** to complete the copy
The comment for the current student is copied to the other students' report cards
9. As necessary, edit the comments in other students' report cards by following the steps outlined previously

Working with Behavioural conduct

Behavioural conduct differs from other report card subjects in the following ways:

- Behavioural conduct outcomes are typically fixed across the district, and are not editable by the teacher
- Levels of Achievement applied to Behavioural conduct are typically different than those applied to regular subjects

To update a student's Behavioural conduct information:

1. Select a student enrolled in a homeroom class when grouping by Class in the Student Navigator, or select the Homeroom class when grouping by Student in the Student Navigator

The Behavioural conduct subject displays in the Content Frame

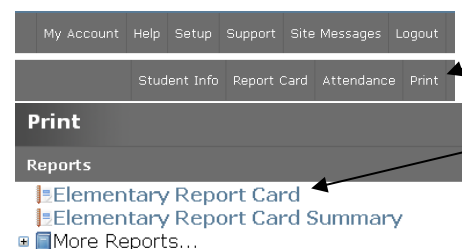
The screenshot shows a web-based report card form for a student named Stephanie Alexandra (Student ID 3728). The form is titled 'ELEMENTARY' and includes a 'Reporting Period' dropdown set to 'Term 3'. Below this is a 'Program' dropdown set to '- Select Program if Applicable -'. The 'Key Learner Outcomes' section contains four rows, each with a label and a dropdown menu: 'Works effectively with others' (Consistently), 'Respects the property of self and others' (Consistently), 'Accepts responsibility' (Sometimes), and an unlabeled row (Consistently). A 'Comments' section contains a text area with the text 'Have a wonderful summer, Stephanie!'. Below the text area is a 'copy comment...' button. At the bottom of the form are 'save' and 'spell check' buttons.

Elementary Report Card – Behavioural conduct

2. Select the appropriate Level of Achievement for each outcome listed
3. Enter a comment
4. Spell check and save as outlined in the previous section
5. If desired, copy the comment to other students by following the steps outlined previously

Printing Report Cards

When you are certain that all teachers have contributed their assessments for the student(s); follow these steps to print your report cards.



From your menus at the top choose Print.

Then choose Elementary Report Card.

You can now set your parameters. If you wish to print an entire homeroom at a time, choose the appropriate homeroom. (you may only see your own)

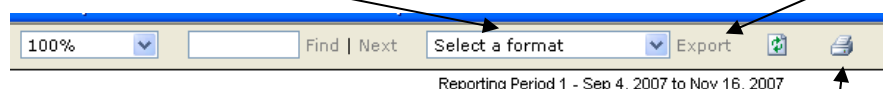
You also want to choose a cover format (as determined at each school). Do **not** use the Print Duplex button. Instead use your copier drivers to choose to print both sides from Adobe PDF export.

If you want to print only selected students choose Student from this drop down and then expand the homeroom selection using the + sign button. Select which students you want to print.

When you have made your selections as to what homerooms or students you want to print hit the print button **at the bottom** of the screen.



A **web preview** will be generated of your report cards. This preview **will not print or view 100% accurately!** You need to preview and print your report cards in Adobe PDF format. Select Adobe PDF as a format and hit the Export button.



(This is found at the top of the Print report window)

Otherwise stated, the student is assumed to be working at the enrolled grade level.

When you select PDF format and hit export, it will open in Adobe PDF reader. Choose to Open the file. Now, within Adobe PDF Reader, you can save and print your document. Do not print using this button in the web preview windows – print from the Adobe PDF Document. I would recommend you save a copy of the PDF document as well. The PDF document is also searchable if you are looking to print a specific student at a later date.