

# Academic Reports – Interim User Guide

2022



---

# Contents

Home Screen .....	3
Data Entry .....	4
Enter by Student.....	7
Comments.....	7
Print Reports .....	10
Review .....	10
Summary Reports.....	11
Final Reports.....	12
Grade Distribution.....	13
Export Data and My Comments .....	14
Export Data .....	14
My Comments .....	14
Publish Reports .....	16
Assign Templates to Students. ....	16
Generate PDF's.....	17
Proofing and Approval .....	17
Manage Published Reports.....	18
Publish Screen .....	18
Email to Parents .....	19
Glossary of Terms .....	20

# Home Screen

## Target Audience

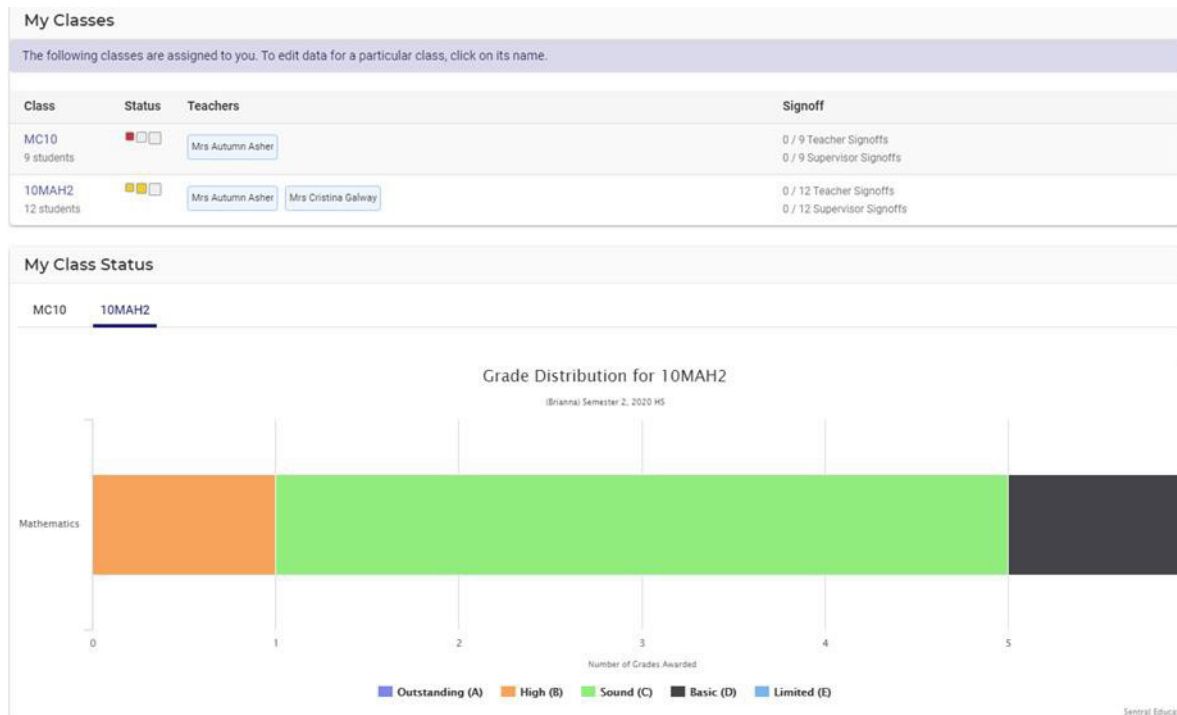
- Classroom Teachers

## Content

- Within this course, staff will learn what the home screen displays.

## Overview

- Staff will learn what displays on their home screen.
- Staff will be able to access the reporting period by selecting Go.
- The following screen (or something similar) will display.
- A grade distribution graph will only display if data has been entered.



As a teacher, you can see the classes you have assigned to you and can click on the Class name to go to data entry screen.

- **Green** = complete
- **Yellow** = partial completion
- **Red** = Incomplete/yet to start

The status bar indicates how far along you are with the completion of data entry.

Teachers can be roll class or class teacher as well as any assisting, supervisor teachers.

Signoff displays the status of relevant signoffs for your reports.

Grade Distribution displays achievement grades according to the school scale. You can either display all or click on one of the scales/colours to filter your display.

# Data Entry

## Target Audience

- Classroom Teachers

## Content

Within this course staff will learn how to:

- Enter Attitudes and Attributes
- Comments (if applicable)
- Class Status
- Print

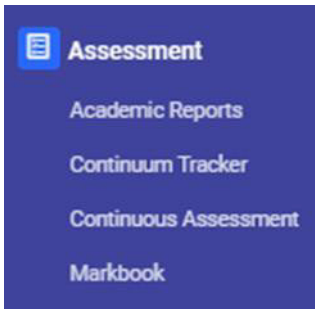
## Overview

Staff will learn how to manually enter Attitudes, Attributes and Comments to an Interim Academic report.

### Enter Attitudes and Attributes

The following procedure is to show users how to enter grades into Academic Reports.

1. Select the **Academic Reports** from within the **Assessment** group.



The Academic Reports home screen displays.

My Classes			
The following classes are assigned to you. To edit data for a particular class, click on its name.			
Class	Status	Teachers	Signoff
MC04 11 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 11 Teacher Signoffs 0 / 11 Supervisor Signoffs
07PDH1 20 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 20 Teacher Signoffs 0 / 20 Supervisor Signoffs
07ZMC4 3 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 3 Teacher Signoffs 0 / 3 Supervisor Signoffs
08ZMC4 1 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 1 Teacher Signoffs 0 / 1 Supervisor Signoffs
09PDH1 20 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 20 Teacher Signoffs 0 / 20 Supervisor Signoffs
09ZMC4 1 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 1 Teacher Signoffs 0 / 1 Supervisor Signoffs
10PDH2 20 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 20 Teacher Signoffs 0 / 20 Supervisor Signoffs
10ZMC4 3 students	<input checked="" type="checkbox"/> <input type="checkbox"/>	<a href="#">Ms Marybeth Baile</a>	0 / 3 Teacher Signoffs 0 / 3 Supervisor Signoffs

2. Select **My Classes** on left-hand menu or click on classes in the middle of your screen. Select one of your classes.

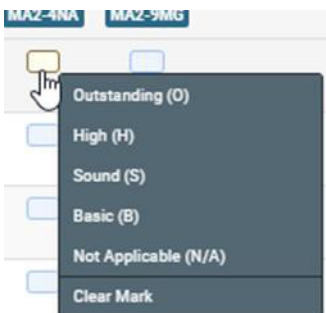
- If you are also assigned as supervisor, those will appear on your screen.
- The Assessment Data Entry screen displays. This will vary for each school. All data entry or reportable items that relate to a teacher will be display under that class.

### Enter by Class, Attitude and Attributes

- The Subject/Attitude is displayed and highlighted yellow.

01A: Assessment - Mathematics							
Teacher: Mrs Florentina Handcock							
Status	Student		Effort	Overall	MA2-1WM	MA2-4NA	MA2-9MG
<span style="background-color: yellow;">■</span> <input type="checkbox"/>	DANGAR Vonnie		<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="background-color: red;">■</span> <input type="checkbox"/>	DELPRAT Kaley		<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="background-color: red;">■</span> <input type="checkbox"/>	ELDER Arlyne		<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="background-color: red;">■</span> <input type="checkbox"/>	FERRY Booker		<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click each cell next to student name and select the appropriate grade.



- By default, the Overall Achievement grade is calculated as the average of all marks. This may be overridden manually or be linked to a Markbook.
- The status bar will go green once completed for each student.

Status	Student		Effort	Overall
<span style="background-color: green;">■</span> <input type="checkbox"/>	LANGRON Peter		<input type="text" value="5"/>	<input type="text" value="B"/>

- The (?) icon displays a legend explaining this.

**Information**

Click on the column heading for fast class data entry or click on an individual cell to mark/edit by student.

**Legend**

- A = Calculated Grade
- B (A) = Overridden Grade
- C = Grade
- D = Invalid Grade

### Enter by Strand, Outcome, Attitude and Attributes

- The Outcome/strand is displayed and highlighted yellow.

MA2-1WM Uses appropriate terminology to describe, and symbols to represent, mathematical ideas

Cancel Save Save & Next

**Outcomes**

MA2-1WM Uses appropriate terminology to describe, and symbols to represent, mathematical ideas

MA2-4NA Applies place value to order read and represent numbers of up to five digits

MA2-9M2 Measures, records, compares and estimates lengths, distances and perimeters in metres, centimetres and millimetres, and measures, compares and records temperatures

Student		O	H	S	B	N/A	
DANGAR Vonnie		↓	↓	↓	↓	↓	Reset
DELPRAT Kaley		○	○	○	○	○	Reset
ELDER Adlyne		○	○	○	○	○	Reset

- Click the number/letter at the top of a column. Select the arrow icon below the 'most common' result to fill down.
- Click the appropriate button for any students who have a different result. Click the green Save & Next to move to the next Outcome/Attitude.
- Outcome (or Attitude) or Save.
- Click the number/letter at the top of a column. Select the arrow icon below the 'most common' result to fill down.

### Printing an Assessment Report

- From any data entry screen there is a **Print** icon **Print Assessment Report** in the coloured menu bar at the top of the screen. This will generate a pdf of assessment data on that screen.

**00KB: Assessment - English**  
Mandy - Semester 1, 2020

Student	Effort	KLA	Reading and Viewing	Speaking and Listening	Writing and Representing
DACEY Stuart		B	B	B	B
EATON Bobbie		B	C	C	A
EVE Harvey		B	B	B	C
FOLLETT Galen		B	C	A	B
PLOWMAN Simonne		B	B	C	B
ROSENSTENGEL Isaac		B	B	C	B
STRAHAN Kareem		B	B	C	B
WARNES Maxie		B	B	C	B
WAWRZYNIAK Stan		B	B	C	B

**Total Students: 20**

Marking Scale: A = Working Beyond, B = Achieving, C = Working Towards

Effort Scale: Exc = Excellent, VG = Very Good, Con = Consistent, Imp = Improvement Required

Reading and Viewing = Reading and Viewing, Speaking and Listening = Speaking and Listening, Writing and Representing = Writing and Representing

## Enter by Student

1. Click on the Student's name.
2. This allows you to complete all Assessment indicators for a student in one screen. Use the arrows or student list at the right to move between students.

Attitudes for Year 7							Save	Cancel
<input type="checkbox"/> Social Development	C	U	S	R	N	N/A		
	↑	↑	↑	↑	↑	↑	Reset	
Accepts responsibility	○	○	○	○	○	○	Reset	
Follows school behaviour expectations in the classroom	○	○	○	○	○	○	Reset	
Follows school behaviour expectations in the playground	○	○	○	○	○	○	Reset	
Is cooperative and reliable	○	○	○	○	○	○	Reset	
Shows tolerance and respect towards others	○	○	○	○	○	○	Reset	

## Comments

Teachers can enter a comment for the whole class and/or the individual student.

### Enter a generic comment to multiple students

7A Maths: Comment - Teacher

Teachers: No teacher assigned to this class!

First Name Full Name He / She His / Her Him / Her Himself / Herself Literal

Too Short (0/450)

A A B I U

Save to My Comments Comment Wizard Fill Down Undo Fill Down Clear

1. Use the text box and merge fields at the top of the screen.
2. Before clicking **Fill Down**, either click the checkbox to select all students or tick the checkbox beside the required students.
3. Take care to decide between **Replace** or **Append**.
4. Select **Comment Wizard** to use repository of comments.
5. Save to **My Comments** allows staff to save to personal or shared comment bank.

### Enter comment per subject/student.

1. Click as prompted in the white space below a student's name.

GUNACHANDRAN, Ben

Select

First Name Full Name Literal B I U

Too Short (0/450)

English Sound

Effort No Mark

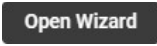
Self Assessment: None

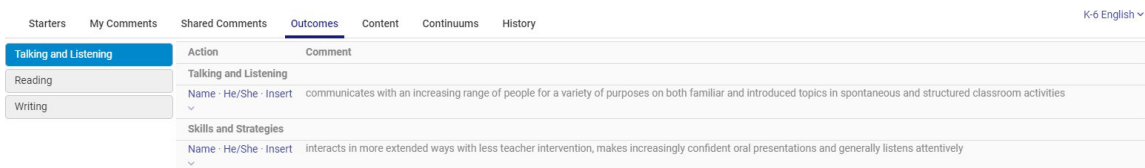
A A

Open Wizard Save to My Comments

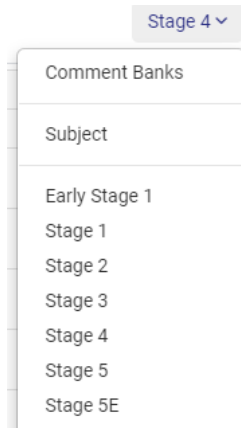
Revert Cancel Save

2. Choose the **First Name** merge field to ensure correct spelling. **Full Name** will use the student name as it appears above.
3. **Literal** is used in situations where you do not want a word to be recognised as a name. e.g. 'will' not 'Will'. In such a case, highlight the word, then select Literal.

- The font increase and decrease icons ONLY affect the viewing size of the font whilst entering a comment.
- Open Wizard** to  apply comments from the repository.
- Staff can select starters, my comments (comments I have saved), shared comments, outcomes, content, continuums, and history.
- The **History** tab displays comments for that subject from previous years.
- Use the name, He/She or Insert function to prepend before the comment.



- On the right-hand side, select more **comment banks**.



## Class Status

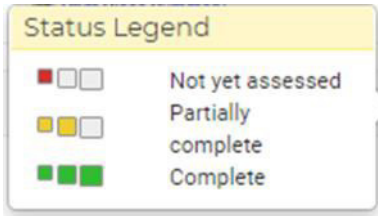
These screens exist at both teacher and supervisor level. They use the 'traffic light' indicators to show the status of the various reporting aspects.

11ENGA		Signoff As Teacher					
Teacher: Mrs Aura Badcoe							
Name		Course Results	Assessment	Comments	Attitudes to Learning	Teacher Signoff	Supervisor Signoff
ATKINS	Renita	■ ■ ■	■ ■ ■	■ ■ ■	■ ■ ■	No	No
BACCARINI	Filomena	■ □ □	■ □ □	■ □ □	■ □ □	No	No
BASSER	Buck	■ □ □	■ □ □	■ □ □	■ □ □	No	No
BECHER	Moira	■ □ □	■ □ □	■ □ □	■ □ □	No	No

- If configured, note the **Signoff as Teacher** button at the top right; once selected a **Yes** will appear in the Teacher Signoff column. A timestamp appears on hover. This also shows on the My Classes screen.
- Click on **No** for each student to modify the signoff and switch to Yes and add comment for the Supervisor.



- 
3. To sign off in bulk click on **Signoff As Teacher**.



4. When a supervising teacher accesses Class Status the same feature appears but with the option to sign off as Teacher or Supervisor.

# Print Reports

## Target Audience

- Teaching Staff
- Administration Staff

## Content

Within this course staff will learn how to:

- Review Reports
- Print Final Reports
- Summary Reports
- Grade Distribution

## Overview

Staff will learn how to print summary reports for signoff and review, print final reports for parent and students.

## Review

1. Select **Completion Status** and then a filter option of teachers or years.

Class Cohort Completion Status			
Class	Teacher	Cohort	Status
00KB 21 Students	Miss Remona Kiernan444	K 21 Students	9 / 861 (1%)
00KR 19 Students	Ms Cristina Kinneer	K 19 Students	4 / 779 (0%)
00KY 20 Students	Mrs Jaunita Chermide	K 20 Students	0 / 820 (0%)

2. This Year view displays classes, teachers, cohorts, status and % completion bar.

3. Click on the  to expand the view.

4. A list of assessable items displays with bar graph completion.

Class	Teacher	Cohort	Status
00KB 21 Students	Miss Remona Kiernan444	K 21 Students	9 / 861 (1%)
Overall Assessable Items			
English Assessable Items			
Mathematics Assessable Items			
Science and Technology Assessable Items			
Human Society and Its Environment Assessable Items			
Creative Arts Assessable Items			
Personal Development, Health and Physical Education Assessable Items			
Geography Assessable Items			

5. Filter by year groups if required.
6. Select Spell Check and perform for overall or student base comments.

- You may have no spelling errors.

**Spell Check**

**Overall Comments**

**Great news!** It looks like there were no spelling errors detected in your overall comments for this reporting period.

- Select student comments and if there are errors, they will be visible and editable.

**Spell Check**

**Student Comments**

<p><b>Taj PROUT</b> Mathematics Year 8 Edit Comment &gt;</p>	<p>He <b>Taj</b> PROUT is a good student. <b>J</b>He can answer yes/no questions to collect information. He can identify outcomes of familiar events involving chance and describe them using everyday language such as 'will happen', 'won't happen' or 'might happen'. Taj can represent data with objects and drawings where one object or drawing represents one data value. Can describe the Displays. He is and <b>Taj</b> PROUT is a good student and Blah blah blah. Save this student comment</p>
<p><b>Lucy SADLER</b> Mathematics Year 8 Edit Comment &gt;</p>	<p>She can represent practical situations to model addition and sharing. She can <b>sub</b>stite small collections of objects. She recognises and interpret common uses of halves, quarters and eighths of shapes and collections, however, can count and order small collections of <b>australian</b> coins and notes according to their value. Lucy <b>Lucy</b> SADLER is a bad student.</p>

- Replace and Search allows for bulk word replacement.
- Enter the search text below to perform a bulk search of your reporting period comments. After clicking Search, a list of matching comments will be displayed, and you can enter a replacement string to substitute.

**Search and Replace**

<input type="checkbox"/> <b>Vonnie DANGAR</b> Year 1 - Rollclass 01A English Edit Comment >	<p>Vonnie communicates with an <b>increasing</b> range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities. She interacts in more extended ways with less teacher intervention, makes <b>increasingly</b> confident oral presentations and generally listens attentively, however, recognises a range of purposes and audiences for spoken language and considers how own talking and listening are adjusted in different situations.</p>
<input type="checkbox"/> <b>Vonnie DANGAR</b> Year 1 - Rollclass 01A Mathematics Edit Comment >	<p>Vonnie can count, order, read and write numbers up to 10 000. She can describe patterns <b>increasing</b> or decreasing by threes, fours, sixes, sevens, eights and nines and applies place value to order, read and represent numbers of up to five digits.</p>
<input type="checkbox"/> <b>Kaley DELPRAT</b> Year 1 - Rollclass 01A English Edit Comment >	<p>Kaley communicates with an <b>increasing</b> range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities. She interacts in more extended ways with less teacher intervention, makes <b>increasingly</b> confident oral presentations and generally listens attentively, however, recognises a range of purposes and audiences for spoken language and considers how own talking and listening are adjusted in different situations.</p>

- The word you searched is highlighted.
- Tick the comments that need to be searched and then enter the replacement word.

<input checked="" type="checkbox"/> <b>Daniel WHEATON</b> Year 2 - Rollclass 02G English Edit Comment >	<p>Daniel has worked well this term, he works well with his class members. Daniel communicates with an <b>increasing</b> range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities.</p>
<input checked="" type="checkbox"/> <b>Collen WHITTA</b> Year 2 - Rollclass 02G English Edit Comment >	<p>Collen has worked well this term, she works well with her class members. Collen communicates with an <b>increasing</b> range of people for a variety of purposes on both familiar and introduced topics in spontaneous and structured classroom activities.</p>

With the selected comments, replace the word/phrase **increasing** with:

- A green banner will display to indicate the replacement has occurred and comment updated.

## Summary Reports

This presents data in a condensed form. An extract from a class summary report appears below. It will display all the Assessment Criteria, Comments, and may be useful for identifying any incomplete data as well as providing a condensed overall summation.

- Select whether to show or hide unmarked items.

## 2. Select students to run the report for.

### Select Summary Report options

Hide Unmarked Items  Yes  No  
When this item is checked any items that are unmarked will be left off the report.

Font Size   
Specify a font size for comments and data in the summary report.

### Select students to run the report against

**By School Year**  
Print final reports for all students in a selected school year.

**By Class Cohort**  
Print final reports for all students in a selected class.

**By Class**  
Print final reports for all students in a selected class.

**By House**  
Print final reports for students in a selected house group.

**By Student**  
Print the specified students final report.

Select a Year

- Year 10
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year B
- Kindergarten
- Year P

Print Options

Group by Student  Group by Class

### Generate Reports

## Final Reports

This will generate the actual layout that will be sent out to parents.

Once you have completed all the data entry for your class it is strongly recommended that you generate a final report so that you may view (on screen or printed) the actual appearance of your class reports before they go to Supervisors for review.

1. Select the right template if more than one is displayed.
2. Collating as a **ZIP file** will give you a folder containing a pdf for each student in your chosen group. This then allows you to use printer options such as stapling and being able to select a different paper tray for, say, the front page.
3. It is common practice for a teacher to select **By Class**. (The pdf generated can be printed 2 pages to 1, back to back to form a compact print for proofreading).
4. However, this is where **ALL** reports will be printed if they are be sent to parents and students as a hard copy.

## Grade Distribution

These tables can be generated on a per year, class or class cohort basis. They can display Overall Achievement grades, Outcome grades and/or Overall Effort grades, course outlines.

Select grade distribution report options	
Show School Header	<input type="radio"/> Yes <input checked="" type="radio"/> No Whether to show a header which shows the school name, logo and details about the reporting period.
Show Course Outline	<input type="radio"/> Yes <input checked="" type="radio"/> No Include the course outline of the subject if it is available.
Achievement Distribution	<input checked="" type="radio"/> Yes <input type="radio"/> No When this item is checked the grade distributions will also be generated for achievement.
Achievement Breakdown Distribution	<input checked="" type="radio"/> Yes <input type="radio"/> No When this item is checked the grade distributions will also be generated for all achievement items assessed.
Effort in Learning Area Distribution	<input type="radio"/> Yes <input checked="" type="radio"/> No When this item is checked the grade distributions will also be generated for effort in learning area.
Page Orientation	<input checked="" type="radio"/> Portrait <input type="radio"/> Landscape Whether the page is taller or wider.

Select students to run the report against	
<b>By School Year</b> Print final reports for all students in a selected school year.	<b>Select a Year</b> <input checked="" type="radio"/> Year 10 <input type="radio"/> Year 1 <input type="radio"/> Year 2 <input type="radio"/> Year 3 <input type="radio"/> Year 4 <input type="radio"/> Year 5 <input type="radio"/> Year 6 <input type="radio"/> Year 7 <input type="radio"/> Year 8 <input type="radio"/> Year 9 <input type="radio"/> Year B
<b>By Class Cohort</b> Print final reports for all students in a selected class.	
<b>By Class</b> Print final reports for all students in a selected class.	

# Export Data and My Comments

## Target Audience

- Teachers
- Administration Staff

## Content

Within this course staff will learn how to

- Export various pieces of reporting data
- Use My Comments

## Overview

## Export Data

Staff will learn how to generate various exports based on options here for groupings of report data, mostly in Excel format. Some options are customised for systems.

- Overall Assessment
- Attitudes to Learning
- Attributes
- WACE
- Student Monitoring
- Subject Attitudes
- Outcomes
- Self-Assessments
- Student Grade Distribution
- Grade Results
- Overall Grades
- Grade Point Averages

## My Comments

You can create your own Comments, Import and Export them. Your comments can then be filtered by Stages and Subjects.

Filtering Options

Stage  Subject  Reporting Period

---

My Comments

Stage	Subject	Reporting Period	Comment	Controls
Early Stage 1	English	Cade - Semester 1, 2019	(he_she) communicates with peers and known adults in informal situations and structured activities dealing briefly with familiar topics. (he_she) demonstrates basic skills of classroom and group interaction, makes brief oral presentations and listens with reasonable attentiveness. (he_she) recognises that there are different kinds of spoken texts and shows emerging awareness of school purposes and expectations for using spoken language.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## New Comment

Teachers can create comments for themselves or to share with staff.

Comments can be assigned to a Stage, subject and reporting period.

### Create New Comment ✕

Comment: First Name Full Name

Stage: -- None -- ▾

Subject: --None-- ▾

Reporting Period: Semester 2, 2021 ▾

Shared Comment: Yes No

---

Save Cancel

# Publish Reports

## Target Audience

- Administration Staff

## Content

Within this course staff will learn how to:

- Assign a Template to Students
- Generate PDF's
- Proofing and Approval
- Manage Published Reports
- Email to Parents
- Email History

## Overview

Staff will learn how to Publish Reports to the Portal or via email.

## Assign Templates to Students.

This displays the actual layout the parents will receive. This is the actual layout created by the school.

### Step 1. Default Template

The purpose of a default template is to allow the user to assign one template for the 'all school' reports. (This can be adjusted in the next step).

Template Assignments	
Template	Students
Ewan Classic	161

Select the Template and **Save**.

### Step 2. Schemas

The purpose of schema layouts is to enable you to assign a different template to Schema Name, if you wish to.

Template Assignments	
Template	Students
Ewan Classic	161

### Step 3. Reporting Class Cohort

The purpose of Reporting Class Cohorts is to enable you to assign a unique template to a class or classes, if you wish to.



## Generate PDF's

The Generate Reports section allows you to generate reports for publishing to the parent portal and to email to parents. Once you click on the generate reports button below you will see the progress of your reports as they are printed.

School can generate by Roll class, Class, or School Year.

**Generate Reports**

The **Generate Reports** section allows you to generate reports for publishing to the parent portal and to email to parents. Once you click on the generate reports button below you will see the progress of your reports as they are printed.

**Filter By**

Rollclass:  ▼

Class:  ▼

Cohort:  ▼

School Year:  ▼

[Set Filter](#) [Generate Reports](#)

1. Click on Set Filter and then Generate Reports.

When the reports have been generated the screen will change slightly and a green message bar will appear.

2. A dialog box will appear to indicate the number of reports being generated.

**Generate Reports** [Cancel Generation](#)

🔔 5 reports pending.

Agnew, Zac	Buddicom, Elijah	Goll, Lola
Moses, Mason	Trouton, Zane	

3. A message will display indicating the generation process has finished.
4. Staff can also cancel generation.

## Proofing and Approval

**Individual PDF Proof** allows you to visually check the reports one at a time. You can approve or reject it and move onto the next one.

**Proof Report**

**Broadway College**  
2020 - Semester 2

Report for:  
**Alice CARDELL-OLIVER**  
Year 10

Subject	Teacher
Attendance	
Vehicle Days Absent	Partial Days Absent
Explained Whole Days Absent	Explained Partial Days Absent
Unexplained Whole Days Absent	Unexplained Partial Days Absent

Understanding This Report

**Search By**

Student Search:

Rollclass:  ▼

Class:  ▼

School Year:  ▼

[Set Filter](#)

**Report List**

- Year 10 - Cardell-Oliver, Alice
- Year 10 - Cockburn, Amelle
- Year 10 - Curley, Jade
- Year 10 - Doolan, Samuel
- Year 10 - Frewer, Marcus
- Year 10 - Frewer, Amelle
- Year 10 - Goninan, Bailey
- Year 10 - Jorgensen, Angelina
- Year 10 - Leadbeater, Eden
- Year 10 - Lillico, Ruby
- Year 10 - Lytle, Anna
- Year 10 - McCallum, Blake

[Approve Report](#)
[Reject Report](#)

**Bulk Approval** does not have a viewing feature but allows you to tick multiple reports for approval or rejection. It has a tally that changes as you work through the list.

Select to **Approve** or **Reject Reports**.

The **Reports List** will populate this work.

## Manage Published Reports

The **Overview** screen is very brief and essentially read only. You can see which class year has been published and how many reports were too.

Publish Reports Overview	
Show Reporting Period in Portal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Save</span>
Year	Published Count
10	5
8	8

It also enables the reports to be shown in Portal.

1. Click on the **Year Group** and this displays a list of the students who have published and unpublished reports.

Publish Reports					
Unpublished		Published			
<input type="checkbox"/>	Student Name	Template Name	Year	Roll Class	Options
<input type="checkbox"/>	Agneiv, Dakota	Ewan Classic	10	10H	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Auld, Eva	Ewan Classic	10	10D	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Baragwanath, Stephanie	Ewan Classic	10	10G	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Barnard, Sophie	Ewan Classic	10	10H	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Barnard, Hugo	Ewan Classic	10	10D	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Agneiv, Dean	Ewan Classic	8	8S	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Benton, Sophie	Ewan Classic	8	8T	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Cardell-Oliver, Claire	Ewan Classic	8	8C	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Cockburn, Gabrielle	Ewan Classic	8	8F	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Curtain, Jorga	Ewan Classic	8	8F	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Doolan, Ella	Ewan Classic	8	8B	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Hack, Christopher	Ewan Classic	8	8CA	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint
<input type="checkbox"/>	Prout, Taj	Ewan Classic	8	8F	<input type="checkbox"/> Reject <input type="checkbox"/> Reprint

Tally: 13 Publish to Parent Portal Feed Unpublish Reports

2. Staff can reject, reprint and Publish to Parent Portal Feed.
3. If you go to Unpublished tab, staff can publish these reports.

## Publish Screen

1. To complete the publishing process, go to the left-hand menu and click **Publish**. A submenu opens.  
**NOTE:** Once a report is published, it automatically goes into the student's profile regardless of whether (a) it has been emailed to the portal and (b) the settings in Overview.
2. Tick the reports you intend to publish.
3. Click Publish Reports.

You can check whether the process worked by clicking the **Published** tab on the top right-hand side. The screen refreshes and you can see the details of whose reports were published.

4. Tick student/s name and **Publish to Parent Portal Feed**.

If you discover an error in a single report (or multiple) reports, you can unpublish it in order to make corrections. (e.g. wrong template used, or template requires corrections).

When you **Unpublish a Report**, two things will happen:

- The report that was populated into the student profile and sent to the Portal will be withdrawn from their locations.
- The report will go from the Published to the Unpublished tab, rather than being deleted from the system.

## Email to Parents

This enables a school to publish Reports via email. This screen is to bulk publish student reports to parents via their preferred email address.

Once you click on **Email Reports** it will initiate the process of attaching relevant student reports and will be sent to parent's email address.

**Email Reports**

Publish student reports via email

**Please note:** This screen is to bulk publish student reports to parents via their preferred email address. Once you click on 'Email Reports' it will initiate the process of attaching relevant student reports and will be sent to parents email address. Outgoing emails will have student reports attached in PDF format while subject and body of the email will be common to every parent.

Subject: Student Report

Add student name to email subject (recommended)

Template: Please select a template

Template Name:

Resend Already Emailed Reports: No

Save as New Template | Update Current Template | Email Published Reports

**Summary**

Published Reports: 2

Reports emailed in this reporting period: 0

Contacts without email addresses: 11

Outgoing emails will have student reports attached in PDF format while subject and body of the email will be common to every parent.

1. Create your email a template and **Save** or **Update Current Template**.  
Once you have created a New Template, these will save and can be used in the future.
2. A legend provides information on the status.

### Summary

Published Reports: 2

Reports emailed in this reporting period: 0

Contacts without email addresses: 11

**Email History:** displays the date/time of the email sent to parents.

# Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Academic Reports. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
<b>Comment Automatic Cleaning</b>	When set to off certain comment formatting will be disabled.	On/Off
<b>Comment Fill Down</b>	Enables the comment fill down feature.	On/Off
<b>Student Names</b>	How student Names will appear on Reports.	Drop Down
<b>Student Print Format</b>	The way the student's name will be printed on final reports.	Drop Down
<b>Zip Collation Format</b>	The way the student's name will be formatted for Zip collated PDFs.	Drop Down
<b>Print Order</b>	Determines the order in which printed student reports will appear.	Drop Down
<b>Teacher Names</b>	Specifies the format to be used for teacher names when printing reports.	Drop Down
<b>No scale grade display</b>	What to show for assessments that have yet to be assigned a scale grade.	Drop Down
<b>Enable Reports Publishing</b>	If this is turned on the reports publishing section will be displayed.	On/Off
<b>Curriculum Groups</b>	Set the curriculum groups to be used by your school here.	On/Off
<b>Label</b>	Name of comment type.	Text
<b>Reports Style</b>	The report style depends on how you report – primary, interim, high.	drop down
<b>Filter By Start Date</b>	Filters students to only those enrolled after the reporting period start date.	Yes/No
<b>Staff Signoff</b>	Include support for Teacher, Supervisor and Year Advisor sign offs.	Yes/No
<b>Student Portal: Enabled</b>	Whether or not self-assessment for this reporting period is enabled in the student portal.	Yes/No
<b>Student Portal: Overall Self-Assessment</b>	Whether or not students can enter an overall self-assessment.	Yes/No
<b>Student Portal: Subject Self-Assessment</b>	Whether or not students can enter self-assessment for each subject.	Yes/No
<b>Hard Limit</b>	Truncate comments to maximum comment length.	Radio button
<b>Soft Limit</b>	Allow comments to go over the maximum limit with a warning.	Radio button
<b>Reporting Period Naming Defaults</b>	Default Names to be displayed on reports.	Text
<b>Reporting Period: Initial Setup</b>	Select a reporting period to copy the setup information from. Use common defaults or start from scratch.	Radio button

Item	Description	Type
<b>Subjects: Name</b>	The name of the subject as used throughout Sentral Reports.	Text
<b>Subjects: Print name</b>	The name of this subject to appear on the printed report. If left blank, it will use the Name field.	Text
<b>Subjects: Short name</b>	The name of the subject when space is limited.	Text
<b>Subjects: Is assessable as a secondary subject</b>	A subject that is assigned as a secondary subject can be added to a schema as an additional assessment along with the main subject.	Yes/No
<b>Subjects: Show in subjects list</b>	Whether this subject should show on the subjects list component in a report layout.	Yes/No
<b>Subjects: Include GPA</b>	Whether this subject's overall achievement grade should be included in Grade Point Average calculations.	Yes/No
<b>Subjects: Comment bank</b>	Whether to link a specific comment bank to this subject.	Drop Down
<b>Classes: Assign a teacher</b>	assign teachers to classes as assisting, teacher, supervising.	Drop Down
<b>Students: Add</b>	Pinning this student will keep them enabled in this class cohort regardless of their syncing status. Or disable this class linking.	Pin/Disable
<b>Students: Pin</b>	Add student to another class.	Drop down
<b>Scales: Sort direction</b>	The preferred sort order for scale grades achievement scale.	Radio button
<b>Scales: Average Student Grades From Zero</b>	When this option is turned on, averaging a student grade using this scale will treat the lowest grade in the scale as having a weight of 0 rather than 1.	Yes/No
<b>Course Results: Course based</b>	These results are the same for all students in a course — e.g. an average exam mark for a course.	Add
<b>Course Results: Mark Type</b>	Type of mark.	Drop down
<b>Course Results: Class based</b>	These results are the same for all students in a class — e.g. an average exam mark for a class.	Add
<b>Course Results: Student based</b>	These results are different for each student — e.g. a student mark or student rank.	Add
<b>Attitudes: Subgroup name</b>	The name of the subgroup that will be used throughout Sentral Reports.	Text
<b>Attitudes: Description</b>	Description of this subgroup of attitudes that can be displayed on the final report.	Text
<b>Attitudes: Attitude Tags</b>	Attitude Tags are an optional way of having an additional grouping for attitudes when printing.	Text
<b>Activities: Source</b>	The name of the group that will be used throughout Sentral Reports.	Text

Item	Description	Type
<b>Activities: Group name</b>	You can manually enter activities in Reports, or sync from the Activities module.	Selection
<b>Activities: Select the student lists (cycle instances) to import</b>	Select the activity cycles.	Drop down
<b>Overall Schemas: Schema Name</b>	A unique name for the schema, e.g. Stage 2 Classes.	Text
<b>Overall Schemas: Achievement Scale (Default)</b>	The default achievement scale to use for achievement grades. This is only used in assessment overview components in final reports.	Drop down
<b>Overall Schemas: Attitudes to Learning</b>	The Attitudes to Learning list to use.	Drop down
<b>Overall Schemas: Attitudes to Learning Scale</b>	The Attitudes to Learning list to use.	Drop down
<b>Overall Schemas: School Activities</b>	The School Activities list to use.	Drop down
<b>Overall Schemas: Attributes</b>	The Attributes to use.	Drop down
<b>Overall Schemas: Include a General Comment</b>	Include general comment in report.	Yes/No
<b>Overall Schemas: Include a Supervisor Comment</b>	Include supervisor comment in report.	Yes/No
<b>Overall Schemas: Include a Year Advisor Comment</b>	Include year advisor comment in report.	Yes/No
<b>Overall Schemas: Include a Principal Comment</b>	Include principal comment in report.	Yes/No
<b>Attendance: Import Type</b>	Where Sentral Reports will retrieve attendance information data from.	Selection
<b>Attendance: Date range</b>	The time period over which to count attendance information.	Calendar entry
<b>Attendance: Vary Dates By Year</b>	Allows you to set start and end dates for attendance imports per year group.	Yes/No
<b>Attendance: Tally Types</b>	Specify the type of attendance figures you would like to record on the report.	Drop down
<b>Attendance: Group Partial Absences</b>	Combines all partial absences from the same grouping option into one partial absence.	Drop down
<b>Attendance: Total Absences</b>	Shows an overall total of unexplained and explained absences combined.	Yes/No
<b>Attendance: Explained Absences</b>	Shows the number of explained absences (whole/partial).	Yes/No
<b>Attendance: Unexplained Absences</b>	Shows the number of unexplained absences (whole/partial).	Yes/No

Item	Description	Type
<b>Attendance: Exempt Absences</b>	Shows the number of days where a student was exempted from attending school.	Yes/No
<b>Student Data Clean-up</b>	Use this page to remove any student data that has been entered incorrectly.	Drop Down
<b>Schemas: Name</b>	The name of the schema.	Text
<b>Schemas: Subject</b>	The subject that the schema relates to and the number of units the subject has.	Drop Down
<b>Schemas: Default Stage</b>	The stage to default to when displaying information that can stretch across multiple stages.	Drop Down
<b>Schemas: Outline</b>	A description of the subject for the classes assigned to this schema.	Text
<b>Schemas: Print Using</b>	Whether to print the subject using the subject name or the schema name.	Selection
<b>Schemas: Continuum</b>	The continuum to sync assessment data from.	Drop-Down
<b>Schemas: Overall Subject Assessment</b>	When this option is set to Off, the subject assessment will be hidden in the interface. The grade will still exist, but users will be unable to see or edit this mark. This is used for scenarios where a breakdown of a subject is necessary, but an overall mark is not required.	On/Off
<b>Schemas: Assess By</b>	How to assess this schema. Once modified, save this schema to access the Assessment tab for setting the items to assess.	Drop Down
<b>Schemas: Grade Boundaries</b>	When this option is set to On, the subject assessment will display grade boundaries as defined in the Grade Boundaries section of the schema setup. Grade boundaries take the total of any numeric grade scale and display a value depending on the range that total sits in.	On/Off
<b>Schemas: Additional Grade</b>	Whether to also assess an additional grade separate to the main assessment.	Drop Down
<b>Schemas: Additional Grade Assessment</b>	What assessment items to assess the additional grade against.	Drop Down
<b>Schemas: Attitudes To Learning</b>	Which group of attitudes to learning to assess against.	Drop Down
<b>Schemas: Attributes</b>	Which group of attributes to assess against.	Drop Down
<b>Schemas: Comments</b>	Select comment types for this schema.	Yes/No
<b>Schemas: Add secondary assessment</b>		Drop Down
<b>Schema: Markbook Linking</b>	Link Markbooks by category and Markbook.	Yes/No
<b>Report Template: Details – Default Style</b>	The default style for components in the report. Individual components can be assigned a different style.	Drop Down

Item	Description	Type
<b>Report Template: Details – Print Layout</b>	The way this report will be printed. Booklet printing implies 2 to a page, back to back printing style and will reorder the pages to allow for mass printing of this style of report.	Selection
<b>Report Template: Details – Page Borders</b>	Whether the report should have a border.	Selection
<b>Report Template: Details – Page Border Style</b>	Page border style to use for your report.	Selection
<b>Report Template: Details – Semester and School Year</b>	Whether to show the semester and school year as numbers or words.	Selection
<b>Report Template: Details – Watermark</b>	Watermarks can add a classy touch to your published report documents. Upload the image to the Image Bank first.	Selection
<b>Report Template: Details – Headers Style</b>	Which header type to use.	Drop Down
<b>Report Template: Details – Footer Style</b>	Which footer type to use.	Drop Down
<b>Report Template: Details – Headers and Footers</b>	Which pages to show headers and footers on.	Selection
<b>Report Template: Style – Name</b>	Name of the style.	Text
<b>Report Template: Style – Font Family</b>	Font type.	Drop Down
<b>Report Template: Style – Font Size</b>	Font size.	Text
<b>Report Template: Style – Text alignment</b>	Text Alignment.	Drop Down
<b>Report Template: Style – Vertical alignment</b>	Vertical Alignment.	Drop Down
<b>Report Template: Style – Text decoration</b>	Font style.	Drop Down
<b>Report Template: Style – Colour</b>	Colour Selection for font.	Selection
<b>Report Template: Style – Border</b>	Border types.	Drop Down
<b>Report Template: Style – Background colour</b>	Colour Selection for background.	Selection
<b>Report Template: Components – Style</b>	The style of the component.	Drop Down
<b>Report Template: Components – Position</b>	Where in the report this component will appear.	Drop Down



Item	Description	Type
<b>Report Template: Components – Image Size</b>	The size of the image, 100% is the width of the page.	Text
<b>Report Template: Components – Alignment</b>	The horizontal alignment of the image.	Drop Down
<b>Report Template: Components – Text Transformation</b>	The transformation to apply to the Text content.	Selection
<b>Report Template: Components – Text Rotation</b>	The rotation for the Text.	Selection
<b>Report Template: Components – Show Headings</b>	Whether to show the headings on the table.	Yes/No
<b>Report Template: Components – Show Teachers</b>	Whether to show the teachers for each subject.	Yes/No
<b>Report Template: Components – Columns</b>	How many columns of subjects should be displayed.	Selection
<b>Report Template: Components – Result</b>	Achievement result to display.	Drop Down
<b>Report Template: Components – N/A On No Result</b>	Report Template Components.	Yes/No
<b>Report Template: Components – Comment Type</b>	The type of comment this component will get its information from.	Drop Down
<b>Report Template: Components – Comment Name</b>	Include the teachers name below the comment.	Drop Down
<b>Report Template: Components – Include Comment Name</b>	Include the teachers name below the comment.	Yes/No
<b>Report Template: Components – Per Page and Multiple Page Subjects</b>	When set to Yes, each subject will be on its own page. This also allows for subjects with multiple pages (using the page break component) to display properly. With the run on option, each new subject will still appear directly under the previous subject but will allow for multiple page splitting of subjects.	Yes/No
<b>Report Template: Components – Default Assignments</b>	When set to Yes, this component will display all the subjects that are not specifically assigned to a subject component.	Yes/No
<b>Report Template: Components – Assigned Subjects</b>	This component is not set to default assignments, the subjects listed here will be included in this component.	Drop Down
<b>Report Template: Components – Print When Data Present</b>	Only print subjects where data of the nominated types is present. Subjects without this data will be filtered from the layout.	Selection
<b>Report Template: Components – Show Label</b>	Include a label next to the student information detail.	Yes/No

Item	Description	Type
<b>Report Template: Components – Left Side Information</b>	The information to display on the left side.	Drop Down
<b>Report Template: Components – Right Side Information</b>	The information to display on the right side. If you select Do not show, then the left side information will stretch across the entire component.	Drop Down
<b>Report Template: Components – Centre Text On Single Value</b>	When there is only one option showing (i.e., the Right-Side information is set to Do Not Show) then the label should stretch to the left half of the page and the Text to the right half of the page.	Yes/No
<b>Report Template: Components – Treat Text and Data as One Cell</b>	If this is set to Yes, then the Text and the data will be placed in one cell with the data running on directly after the Text. This cell will be styled using the Heading style below.	Yes/No
<b>Report Template: Components – Overwrite Alignment</b>	Overwrite the alignment of the info depending on where the info is located. For e.g. The left info will always be left aligned.	Yes/No
<b>Report Template: Components – Include School Logo</b>	Include a school logo in the banner.	Yes/No
<b>Report Template: Components – Heading –Activity Column</b>	Heading to display on activity column.	Drop Down
<b>Report Template: Components – Heading –Result Column</b>	Heading to display on result column.	Drop Down
<b>Report Template: Components – Columns</b>	How many columns should be displayed. One column will stretch across the entire page.	Drop Down
<b>Report Template: Components – Pad Columns</b>	Include spacing between columns.	Yes/No
<b>Report Template: Components – Show Involved Check</b>	If "only involved activities" is selected above, display a tick on all involved activities.	Yes/No
<b>Report Template: Components – Show Not Involved Cross</b>	Display a cross if not involved in listed activity.	Yes/No
<b>Report Template: Components – Column Layout</b>	How to order the columns when there are more than one.	Selection
<b>Report Template: Components – Show Area Heading</b>	Whether to show the table headings.	Yes/No
<b>Report Template: Components – Tick Type</b>	Use image or Text based ticks.	Selection
<b>Report Template: Components – Cross Type</b>	Use image or Text based crosses.	Selection
<b>Report Template: Components – Display Type</b>	The way that the grades will be listed.	Selection

Item	Description	Type
<b>Report Template: Components – Display Grade</b>	Whether the grade value (e.g. A) will appear.	Yes/No
<b>Report Template: Components – Assessment Type</b>	Which type of assessment mark is being described.	Drop down
<b>Report Template: Components – Assessment Target</b>	Where should this overview get its information from. Default will give the default assessment scale for the schema.	Drop down
<b>Report Template: Components – Assessment Sorting</b>	The order in which the assessment grades will be shown.	Selection
<b>Report Template: Components – Hide Blank</b>	Whether grades with blank descriptions should be hidden.	Yes/No
<b>Report Template: Components – Signatory Location</b>	Where the signatory name should be located.	Drop down
<b>Report Template: Components – Stretch Signature</b>	Stretch the signature across the page when only one signature is used.	Yes/No
<b>Report Template: Components – Overwrite Alignment</b>	Overwrite the alignment of the signatures depending on where the signature is located. For e.g. The left signature will always be left aligned.	Yes/No
<b>Report Template: Components – Display Line</b>	Display a line to put the signature on.	Yes/No
<b>Report Template: Components – Show Average</b>	Whether to show the class average as a black line on the distribution graph.	Yes/No
<b>Report Template: Components – Mark Display</b>	What to list the marks as.	Selection
<b>Report Template: Components – Show N/A</b>	Whether to display the N/A mark.	Yes/No
<b>Report Template: Components – Tally Display</b>	How to display the tallies.	Selection
<b>Report Template: Components – Tally On</b>	How to limit the group of students/marks which are included in the tally.	Selection
<b>Report Template: Components – Grade Type</b>	The grade type this field is calculated on.	Selection
<b>Report Template: Components – Column Results</b>	The Components – Column Results	Drop down
<b>Report Template: Components – Convert To International Baccalaureate Grades</b>	When set to Yes, any course results shown will be displayed as an International Baccalaureate Grade which is on a scale of 1 (E) to 7 (A+).	Yes/No
<b>Report Template: Components – Hide Max On Zero</b>	If this option is selected, any result that has a max mark of zero will not show the max mark and will just show the achieved mark.	Yes/No

Item	Description	Type
<b>Report Template: Components – Prefix Equal Ranks</b>	If this option is selected, any rank that is shared by multiple students will be prefixed with an equal (=) sign.	Yes/No
<b>Report Template: Components – Label Above Result</b>	Set label to be above results on its own separate row.	Yes/No
<b>Report Template: Components – Add Space Between Results</b>	Set to "Yes" to add some space between each result.	Yes/No
<b>Report Template: Components – NA Marks</b>	Controls what should happen with marks of N/A. Do Not Show will remove these items from the Report, while other options specify how the N/A grade should be displayed.	Selection
<b>Report Template: Components – Assessments Without Marks</b>	Specifies whether to show or hide items without marks.	Drop down
<b>Report Template: Components – Show Strands as Headings</b>	Show strands without marks. Useful for splitting outcomes.	Yes/No
<b>Report Template: Components – Show Outcome Codes</b>	Show the outcome codes for any outcomes displayed.	Yes/No
<b>Report Template: Components – Include Scale</b>	Include a brief overview of the scale.	Yes/No
<b>Report Template: Components – Scale Type</b>	Determines what text is used when generating the scale overview.	Selection
<b>Report Template: Components – Show Strand Effort</b>	Show a separate column for strand-based effort grades.	Yes/No
<b>Report Template: Components – Show Headings</b>	Show a header row above the achieved grade (only works when Scale Display is set to Achieved Mark).	Yes/No
<b>Report Template: Components – Show Subject in Table</b>	Show the subject name in the breakdown table instead of Areas of Learning.	Yes/No
<b>Report Template: Components – Show Secondary Assessment</b>	Whether to show the main subject assessment or it is secondary assessment.	Yes/No
<b>Report Template: Components – Show Comment Header</b>	Show a heading for the comment.	Yes/No
<b>Report Template: Components – Show Comment Label</b>	Whether or not to add Comment to the end of the heading.	Yes/No
<b>Print: Generate Duplicate Reports</b>	For students who have this option checked in your school administration system.	Yes/No
<b>Print: Collation Style</b>	Whether to combine the reports as a single PDF document or to keep them separate and store them in a ZIP file.	Selection
<b>Print: Include Student Name for Zip Collation</b>	Whether the files names contained within the ZIP file should contain the student's name.	Yes/No