

# Creating SSDAS Report Cards

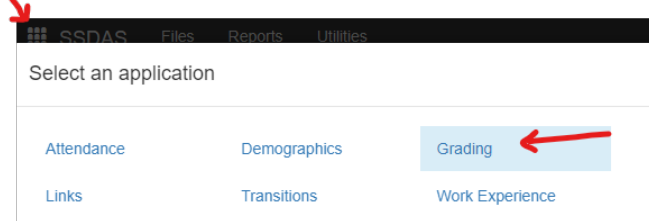
**Step 1.** In Ed Inform, check the tickbox "Report Card Evidence" for posts that you want included in the SSDAS Report Card. The **teacher comments** and **next steps** will be imported by default. ...or open post and check "Report Card Evidence"

click "save as report card" button...

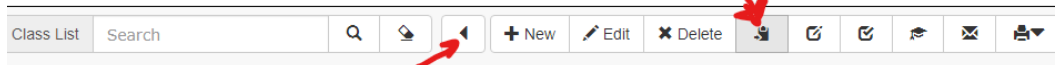


Hide in Gallery: <input type="checkbox"/>	Report Card Evidence: <input checked="" type="checkbox"/>
Hide Proficiency Scale: <input type="checkbox"/>	Save As Draft: <input type="checkbox"/>
Allow Student Add: <input type="checkbox"/>	IEP Evidence: <input type="checkbox"/>

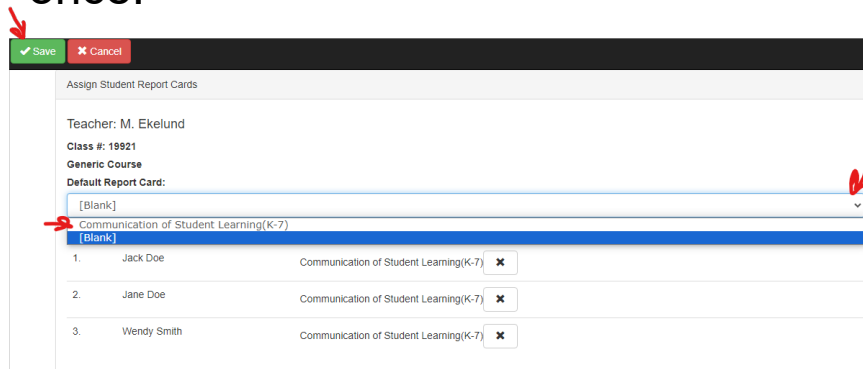
**Step 2.** Fill in comments **by subject area** or **by student** by going to 9-dot waffle and "Grading"



Prepare report entry by clicking on the expanding arrow ▶ and selecting "Assign Student Report Cards"

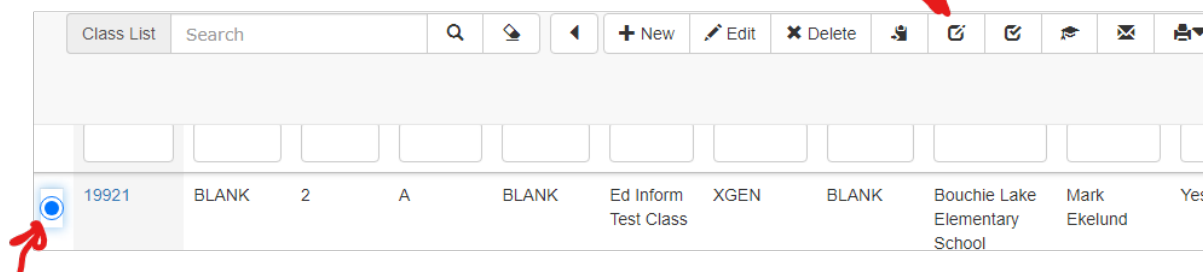


Select "Communication of Student Learning (K-7)" from the drop down options and **Save** changes. This should only need to be done once.



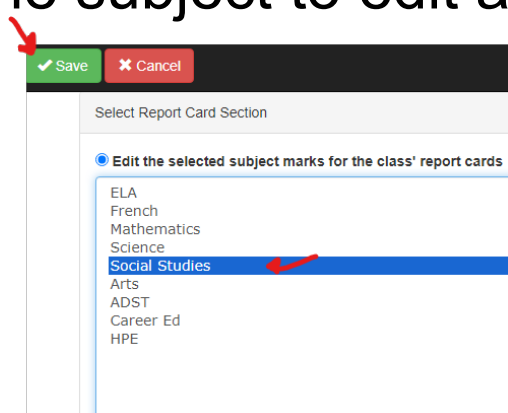
# Subject-by-subject reporting

A. For building reports **by subject area**, fill in the circle for your class and click on  icon -



Class List	Search	Q	🔍	◀	+ New	✎ Edit	✖ Delete	🗑	📄	📧	🎓	✉	🖨
<input type="radio"/>	19921	BLANK	2	A	BLANK	Ed Inform Test Class	XGEN	BLANK	Bouchie Lake Elementary School	Mark Ekelund	Yes		

Select the subject to edit and click "Save" -




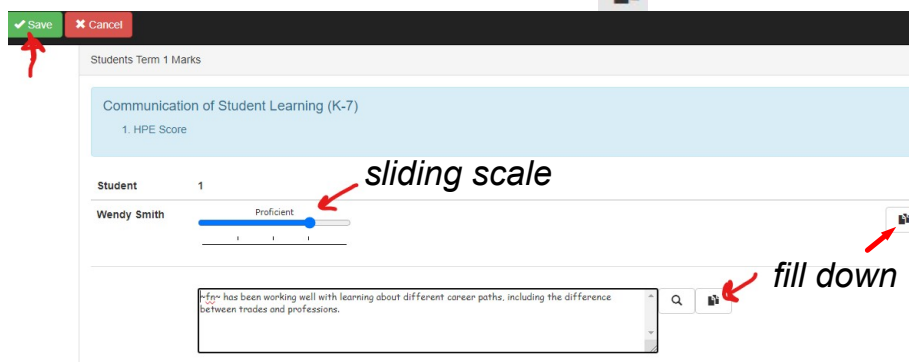
Save Cancel

Select Report Card Section

Edit the selected subject marks for the class' report cards

- ELA
- French
- Mathematics
- Science
- Social Studies**
- Arts
- ADST
- Career Ed
- HPE

To fill down a generic comment (*be careful not to overwrite what has been brought in from the posts!*), type the comment for the first student and click on the "set as default comment"  icon. Click "Save."



Save Cancel

Students Term 1 Marks

Communication of Student Learning (K-7)

1. HPE Score

Student 1


Wendy Smith

Proficient

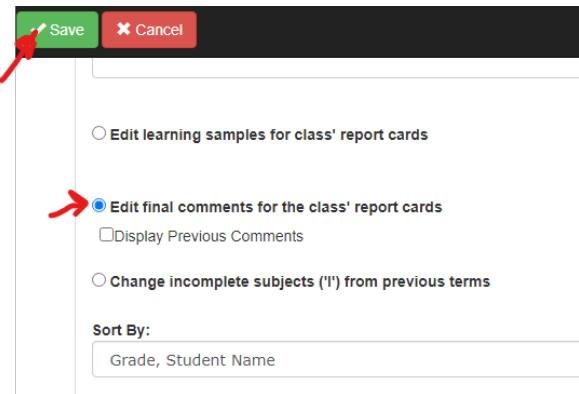
sliding scale

fill down

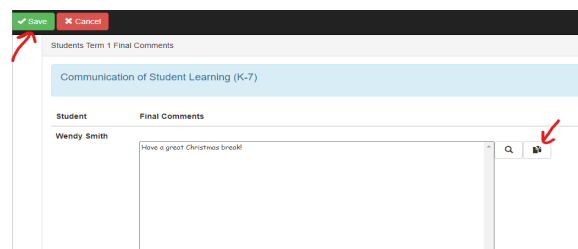
Wendy Smith has been working well with learning about different career paths, including the difference between trades and professions.

Information for textboxes and performance sliding scale imports from Ed Inform posts. Note option to fill down with  icon. Save changes.

B. For global editing of **Term Comments**, fill in the circle by "*Edit final comments for the class' report cards.*" Note the option to check "Display Previous Comments". Click **Save**.



Type or paste the generic comment for the first student and the fill down  feature will duplicate the comments for all students. Be careful not to overwrite pre-existing TERM comments! Click **Save**.



## Comment Bank

### Special Keys

\*\*remember to include the ~ key (the key above Esc; hold down shift when pressing the *tilda* key)\*\*



#### Variables

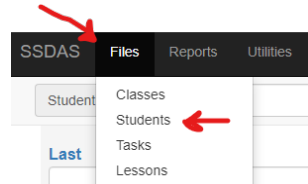
~fn~  
 ~ln~  
 ~sfn~  
 <s/he>  
 he/she  
 <S/HE>  
 He/She  
 him/her  
 Him/Her  
 his/hers  
 His/Hers  
 his/her  
 His/Her  
 himself/herself  
 Himself/Herself  
 <course>  
 <COURSE>  
 %  
 @comment #@


#### Result Produced

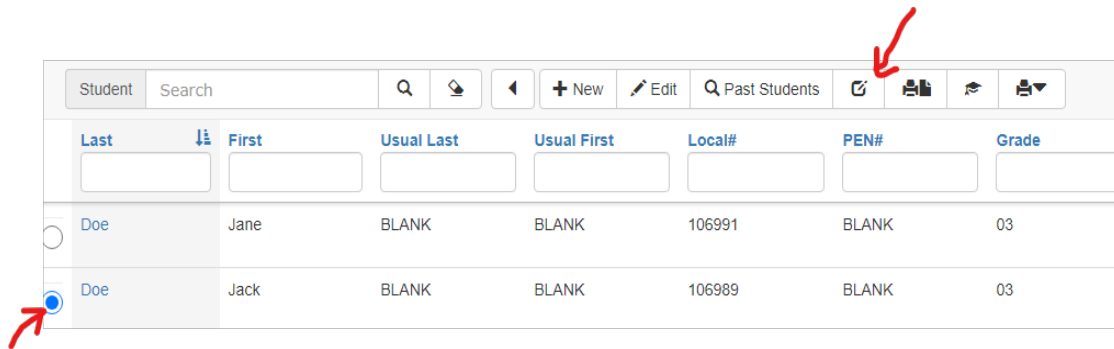
will enter a student's first name as it has been typed into the field  
 will enter a student's last name as it has been typed into the field  
 will enter a student's full name as it has been typed into the field  
 will enter she or he for use in the middle of a sentence - no capitals  
 will enter she or he for use in the middle of a sentence - no capitals  
 will enter she or he for use in the beginning of a sentence - all capitals  
 will enter He or She for use at the beginning of a sentence  
 will enter him or her for use in the middle of a sentence  
 will enter Him or Her for use in the beginning of a sentence  
 will enter his or hers for use in the middle of a sentence  
 will enter His or Hers for use at the beginning of a sentence  
 will enter his or her for use in the middle of a sentence  
 will enter His or Her for use in the beginning of a sentence  
 will enter himself or herself for use in the middle of a sentence  
 will enter Himself or Herself for use in the beginning of a sentence  
 will enter the course name as it has been typed in the field  
 will enter the course name as it has been typed in the field  
 will enter the student's calculated percent from Ed Organize  
 will automatically enter in the specified comment number

# Student-by-student reporting

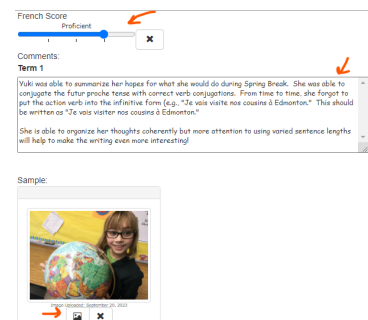
C. For building reports **by student**, click on the "Files" and "Students" menu.



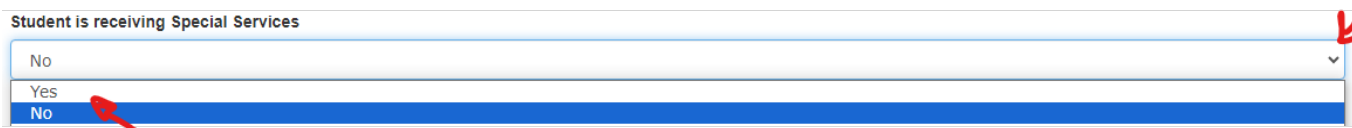
Fill in the circle of the student's report to work on from your class roster. Click on the  ("Enter Report Card Info") icon. Click **Save** for each student to prepare the reports.



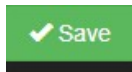

Teacher comments, proficiency scale levels, and the default image will import from Ed Inform posts for each subject area. Note that you have the option to adjust comments and proficiency levels and add images for each subject area. Note the option to add **term comments**.




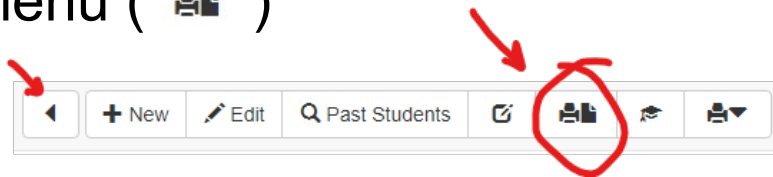
If the student has an IEP, update that information at the top of the report



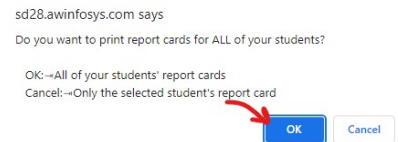
### Step 3. Printing Written Learning Updates (Report Cards)

 your changes and note the option to print the report. 

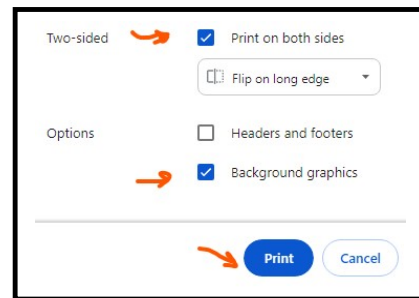
\*\*Print report cards for your class by selecting the print icon from the *Files and Students* menu (  )




Click "OK" to generate reports for your entire class or cancel for a specific student that you had selected.

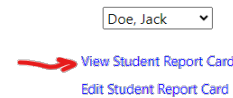


Hold down **Ctrl P** to get the Printing Prompt. Select *Toshiba copier on Papercut*, print in **colour** and check the box next to **Background Graphics**



*double-sided works well for even # of pages*

Note that teachers (and parents...*when the reports go out*) can view the Reports from **Ed Inform!** 



Other resources:



\*\*SSDAS Reports manual & videos:

<https://www.awinfosys.com/wace/awis/help-reportcards.html>