

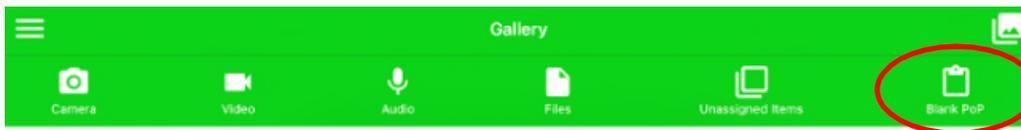


# Ed Inform Digital Reporting Guide

Sept 2021

## 1. Template Creation

**Option A.** *Blank PoP* to build template (learning description/ intentions, title, curricular/ core competencies for tagged students and/or student self-reflection starters.

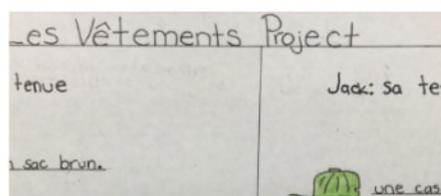


start with a **Blank PoP** (Point of Progress)

**Option B.** Common picture (Camera), Video clip or File as a starting point for blank sample ("Add to New") and then add other common text information (learning description/ intentions, etc.)

Camera  
(picture from camera roll or quick capture)

"Add to New"



## 2. Template elaboration

Blank PoP:

**Option A (recommended).**  
To work on the template later, **Save as Template**

Toggle on **Save as Draft** for co-teachers to view (hidden from students/ parents)

**Option B.** Tag students to Points of progress (select students) and Core/ Curricular Tags. Save to Students.

Title:  
Reader's theatre poster

Learning Intention/Description of Learning Activity:  
Students design a captivating poster to get people to want to see the show! Persuasive techniques are used to capture interest. Graphic design and colour helps to make the design visually appealing.

Fill in textboxes that are common to all students (Title, Learning Intention, Proficiency? Student Self Reflection starter?)

## 3. Retrieve and Edit Template

Click on the **Unassigned Items** button and **Templates**

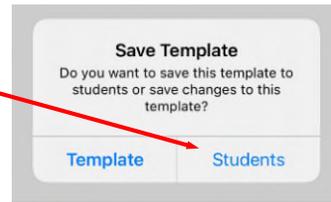
Select the template to edit

In the template, select Core and Curricular Competencies. Edit and make changes to the template and toggles as needed.

When done, **Save Changes to Template**

## 4. Push out a template to Students

Save Changes to Student. Select which students to include. Save changes to students a second time and the template will show up in the student learning galleries.



## 5. Personalize a post.



a. Click the Home button and the 3-bars to open a student gallery. Select the post to customize.

b. Add evidence of learning (photo/ video clip/ audio/ file).

video or pics (from device) or in-app      Audio (in-app)      File from Drive

Note the option to select multiple pictures from your camera roll!

Teacher Comments/Feedback: has been noticing words all over the classroom. He is looking at

c. Add comments: **Teacher Comments/Feedback** and **Next Steps**

These comments will describe what the student has learned and how the student can further grow the skillset. Provide descriptive feedback so that parents can understand and make sense of their child's learning experience to supplement the attached evidence of learning. For a continuous or "ongoing" post, preface the comments with a date stamp (e.g., Dec 2021)

d. If applicable, select proficiency level

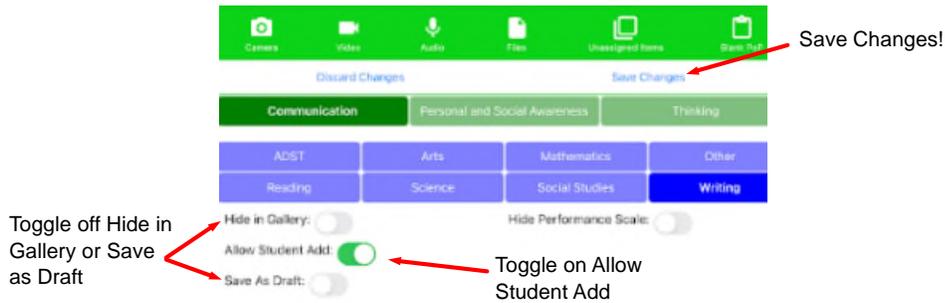


e. Save changes!



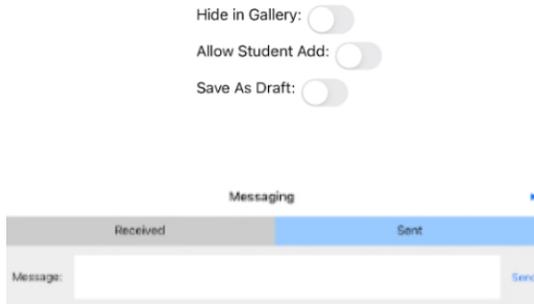
## 6. Student reflections (optional)

Students are able to add information to Student Self Reflections textbook as long as the post is visible (not hidden or in draft). To allow students or parents to add evidence of learning, toggle off Save as Draft and Toggle on **Allow Student Add**. Save Changes.



## 7. Publishing

Check the post over. Make sure to turn off Hide in Gallery and Save as Draft toggles. Save Changes. Parents can provide feedback in the Messaging area to encourage their child's learning.



**Notifications:** when a post is updated by another, notice a highlighted colour on the student and post in the learning gallery until the post has been opened. To make sure that parents are aware of a new post, you can share the news through the student planner or another app (e.g., Class Dojo)

**Dashboard:** Parent login history and frequency can be viewed in Dashboard and Ed Inform Statistics

The screenshot shows a dashboard with three green tiles: 'Notifications', 'Ed Inform Statistics', and 'EP Info'. To the right, a table displays login statistics and details. A red arrow points from the 'Ed Inform Statistics' tile to the table. Another red arrow points from the 'login frequency' label to the '# of Logins' column. A third red arrow points from the 'latest visit' label to the 'Last Login' column.

First Name:	Last Name:	# of Logins:	Last Login:
BL1Parent	Test	4	8/31/2021
BL2Parent	Test	0	
BL3Parent	Test	0	
PLGParent	Test	5	9/21/2021