



# Ed Inform Digital Reporting Guide

Oct 2022

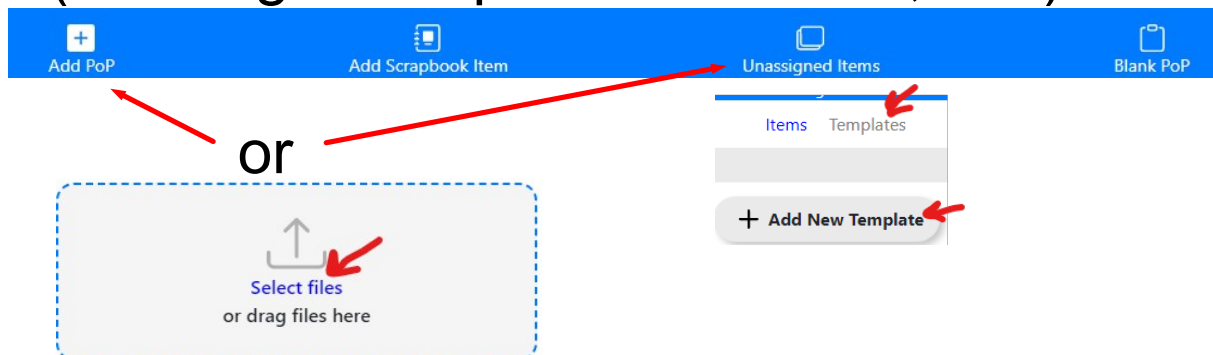
## 1. Template Creation

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

start a template



**Option B.** Start with a "common" piece of evidence by selecting Add PoP or Unassigned Items - Templates to include a video or photo as you build your template. Then add other common text information (learning description/ intentions, etc.)



## 2. Template elaboration

### Blank PoP:

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

Discard Changes      Save to Student(s)      Save as Template

Competency ▾      Subject ▾

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

Hide in Gallery:       Report Card Evidence:   
Hide Proficiency Scale:       Save As Draft:   
Allow Student Add:       IEP Evidence:

**Option B.** Tag students to Points of progress once Competencies and Subjects are selected - post goes out to all students. This will **NOT** be an "editable template."

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

Toggle on **Hide in Gallery** (hidden from students/ parents). Or **save as draft** allows the post to be visible to co-teachers but not others.

## 3. Retrieve and Edit Template

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

Unassigned Items / Templates

Add PoP      Add Scrapbook Item      Unassigned Items      Blank PoP

Items      Templates

Templates

+ Add New Template

Counting in Dakelh  
Created: October 4, 2022  
Modified: October 4, 2022  
1 Total

Select the template to edit

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

Counting in Dakelh

Discard Changes      Save Changes

Communication      Personal and Social Awareness      Thinking

ADST      Arts      Mathematics      Other      Reading      Science      Social Studies      Writing

Title:  
Counting in Dakelh

Hide in Gallery:       Report Card Evidence:   
Hide Proficiency Scale:       Save as Draft:   
Allow Student Add:       IEP Evidence:

select relevant **core competencies** & **subject areas**

When done, **Save Changes to Template**

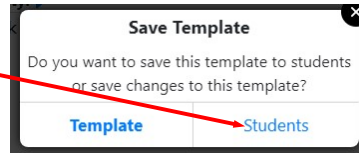
Save Template

Do you want to save this template to students or save changes to this template?

Template      Students

## 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 **Gallery Home** button and the lower **3-bars** to select a student's learning gallery. Select the post to customize.

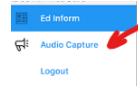
b. Add evidence of learning (photo/ video clip/ file).

Note options to retrieve pic/video from device or take a live pic/video

Option to select multiple pictures from your camera roll!

"Browse" for files from Google Drive

d. Audio recording is available from top 3-bars of Ed Inform and select "Audio Capture"



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

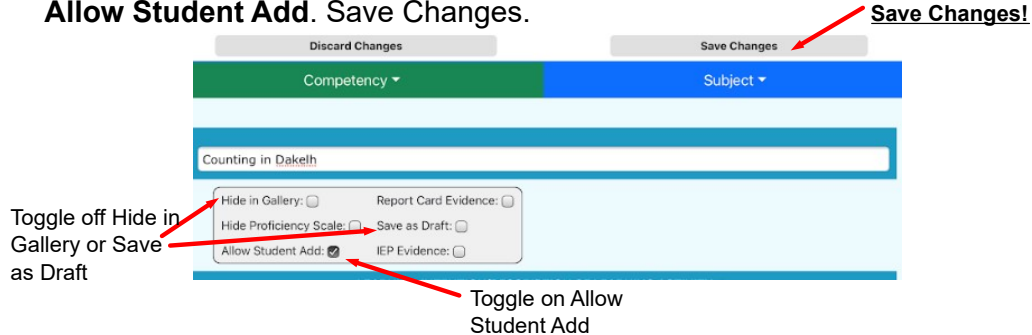
These comments will describe what the student has learned and how the student can further grow the skillset. Provide descriptive feedback so that parents can understand and make sense of their child's learning experience to supplement the attached evidence of learning. For a continuous or "ongoing" post, preface the comments with a date stamp (e.g., Dec 2022) and newest information at the top of the textbox.

f. Select proficiency level and save changes!



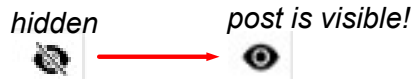
## 6. Student reflections (optional)

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.

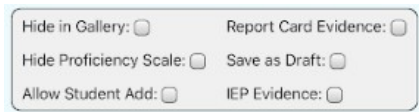


Student Self Reflection:   
 I felt that this was a good first try for the persuasive letter. Next time I will add more details.

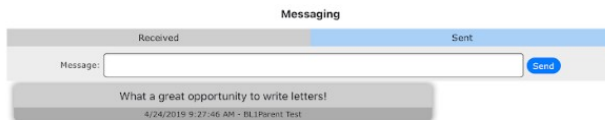
## 7. Publishing



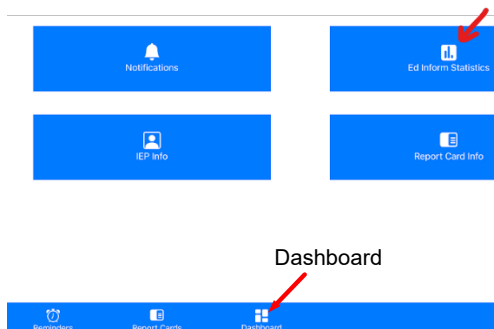
Check the post over. Make sure to turn off Hide in Gallery and Save as Draft toggles. Save Changes. **"Allow Student Add"** will also give rights for parents to add evidence. Parents can provide feedback in the Messaging area to encourage their child's learning.



**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, MyEd email, or another app (e.g., Class Dojo)



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



Number of students: 3  
 Unique Student Logins: 3  
 Total Student Logins: 12  
 Unique Parent Logins: 2  
 Total Parent Logins: 5

login frequency

Parent Login Details:	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	

most recent visit