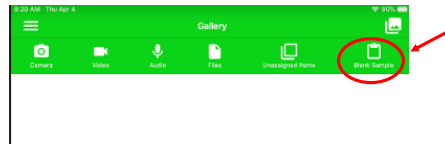


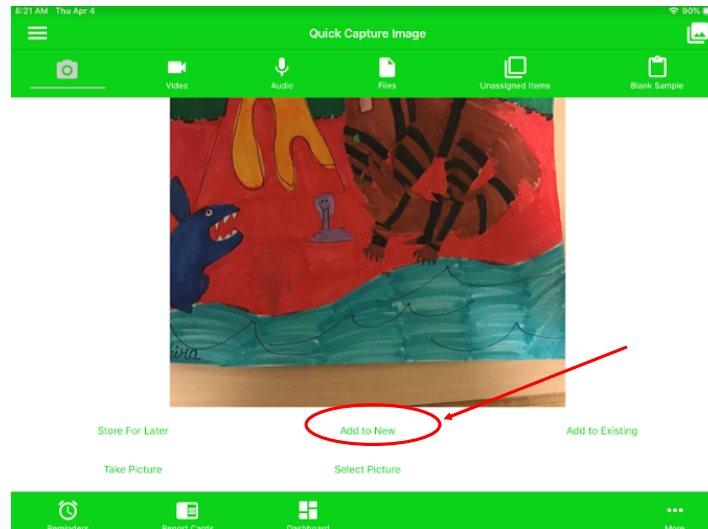
Ed Inform Digital Reporting

1. Template creation

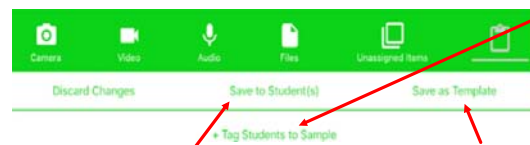
Option A. Blank sample to build template (learning description/intentions, title, curricular/core competencies for tagged students and/or student self-reflection starters)



Option B. Common picture (camera) or video clip as starting point for blank sample ("add to new") and then add other common elements (learning description/ intentions, etc.)



2. Save template or push out post to selected students.

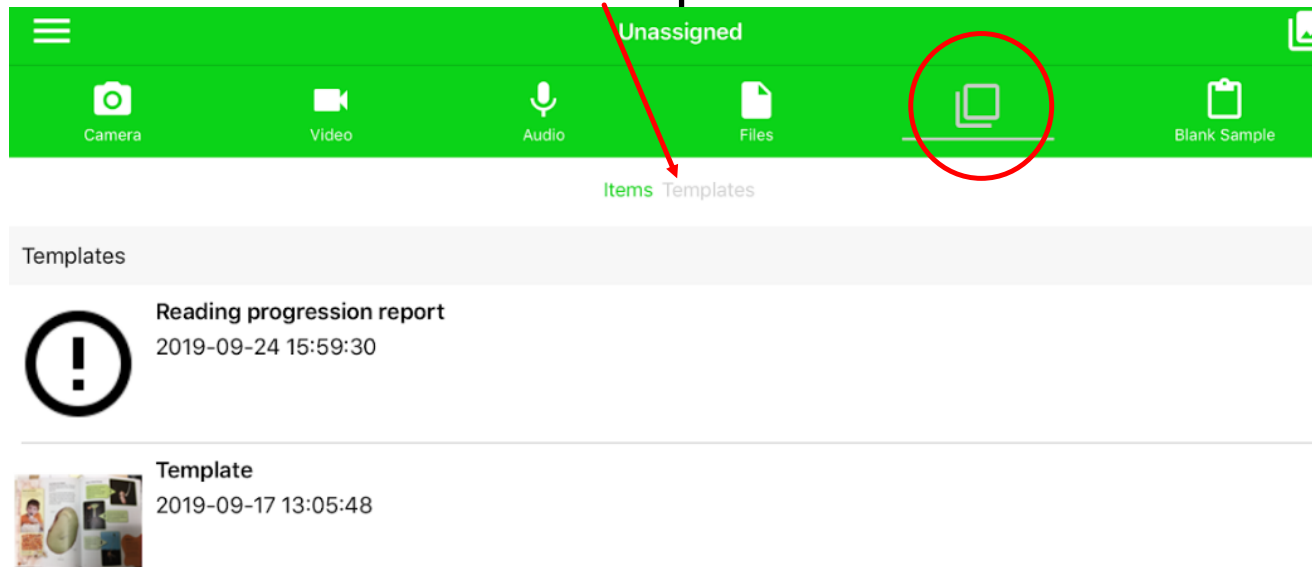


+ Tagging students will allow core comp. & subjects to appear for selecting. **

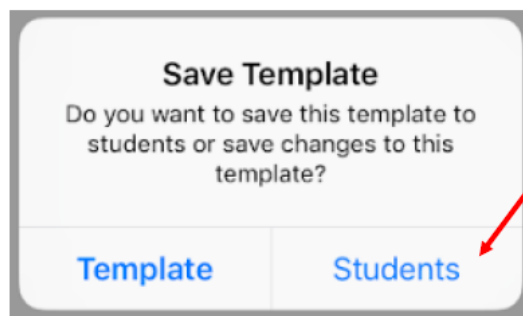
Option A. A template can be created when there is a block of uninterrupted time (App times out after 30 minutes of inactivity). Save changes only when all edits are to your satisfaction as the posts will be generated for each tagged student.

Option B (recommended). **Save as Template** to return to complete or edit the post and/or add common evidence at a later time

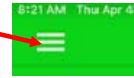
3. To retrieve Templates, go to "Unassigned Items" and click "Templates"



4. Edit and make changes to your template, including adding common Learning Evidence (e.g., files, pictures). When ready to personalize template for each student, Save changes on template "to students"



5a. Personalizing a post - Select a student from top left corner

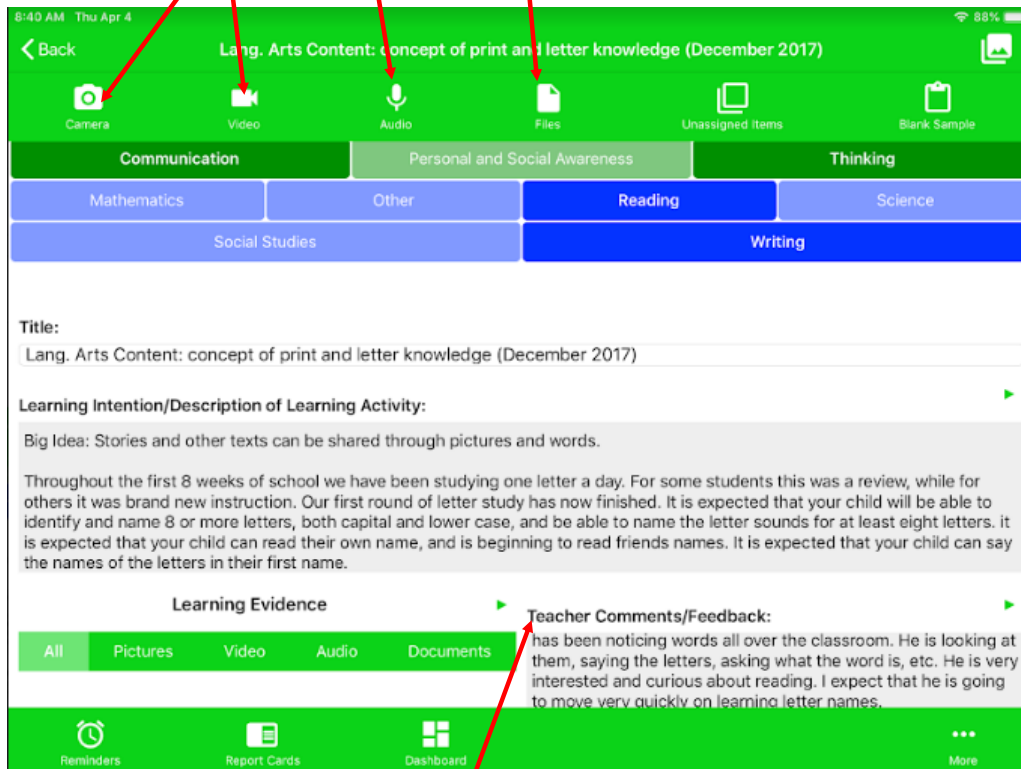


A. Add evidence

video or pics
from device
(best) or in-app

audio
(<2 min)

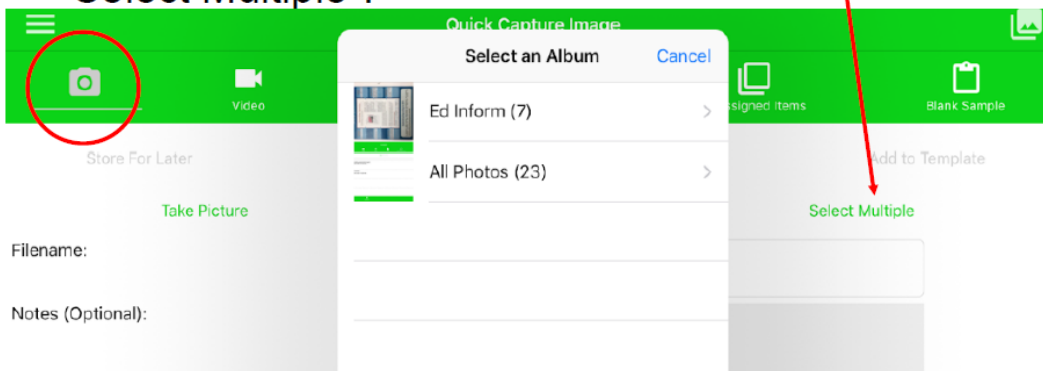
files (e.g., pdf) from
Google Drive



B. Comments: Teacher Comments/ Feedback & Next Steps

These comments will describe what the student has learned and how the student can further grow the skillset. This can provide descriptive feedback so the parents can understand and make sense of their child's learning experience, to supplement the attached evidence of learning. If you plan to set this as an "ongoing post," start the comments with **today's date**.

5b. Personalizing posts: Note that the camera has multiadd option for you to select several pictures: "Select Multiple"!



6. Pre-publishing

6b. Dashboard: to view parent login history, go to Dashboard and "Ed Inform Statistics"

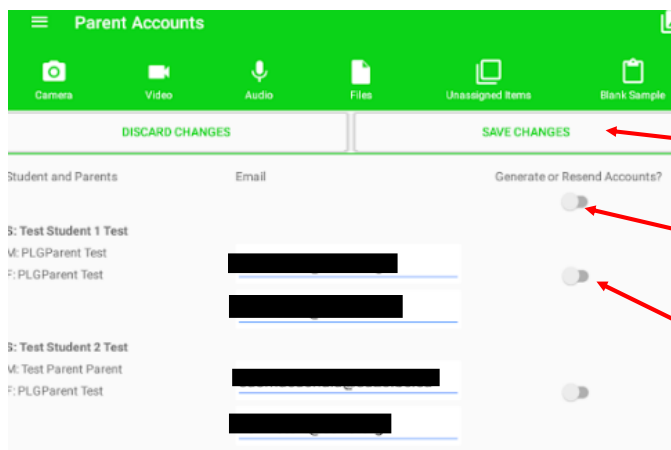
Hide Sample in Gallery: Hide Performance Scale:
 Allow Student Add: Use on Report Card:
 Save As Draft:
 Save as draft indicates that the post isn't "report-card" ready
 Hidden in Gallery means that other users (students/parents) can't see the post.

Don't use as this doesn't apply to SD28!



Report Card icon no longer there!

6a. Invite parents to access accounts



...More & Parent Accounts

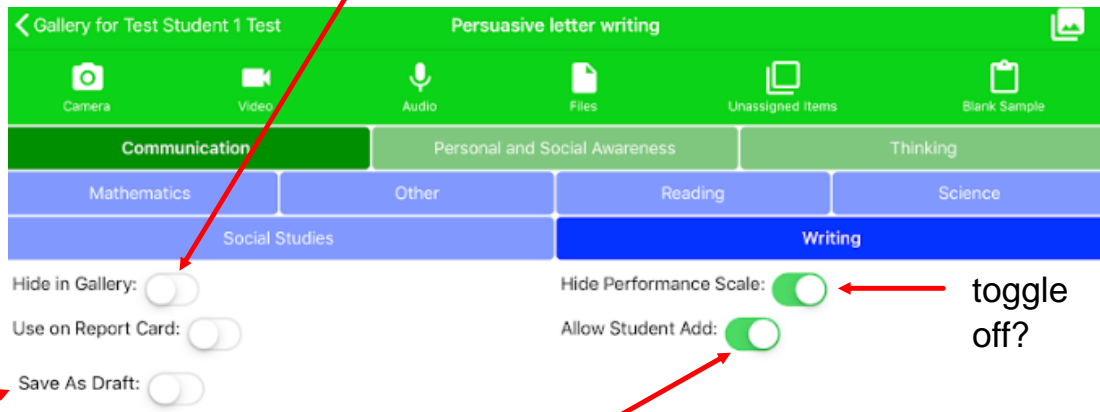
Invites get sent after selecting "Save changes"

Toggle on to invite parents of class roster

Toggle on to invite specific families

7. Publishing

A. Visible to parents/ students: Make sure that it is not "**Hidden in Gallery**". Click off the toggle.



B. Student Add: To allow students to complete self-reflections or attach evidence in SSDAS or Ed Inform App, "**Allow Student Add**" toggle should be on.

C. Additional considerations:

For formal reporting, make sure that "**Save as Draft**" is toggled off so that parents can see that a reporting post is ready. Consider also whether the **performance scale** (Emerging, Developing Proficient, Extending) should be visible.