

USER GUIDE 2

ELECTRONICALLY COMPLETING AND SAVING THE REPORT CARD TEMPLATES

Introduction

The Report Card Templates can be completed in two ways:

- (a) Manual completion: Print a blank template and handwrite your reports.
- (b) Electronic completion: Download and save a blank template, type your reports, then save and print them.

This user guide explains how to **electronically** complete and save the templates by following these steps:

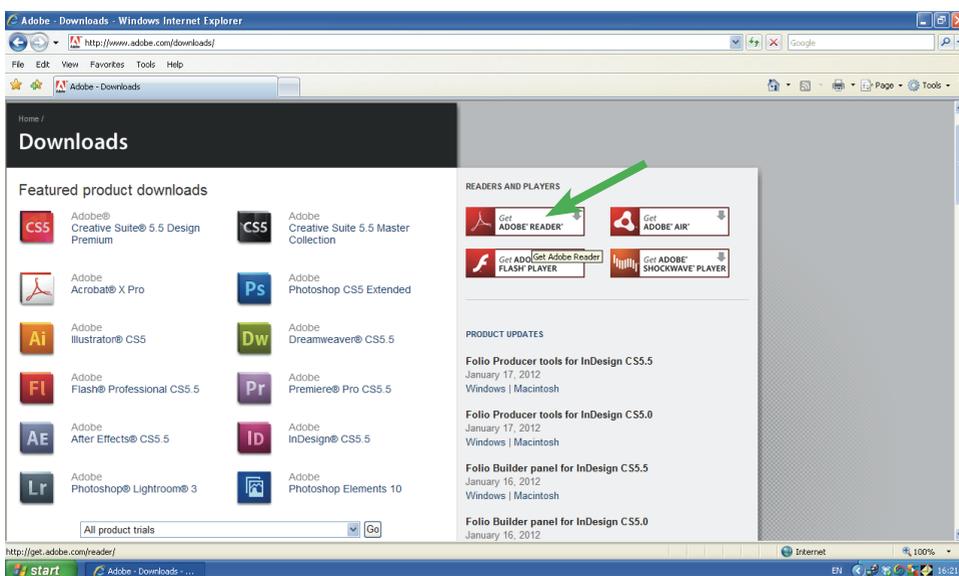
1.	Get started	2.	Choose a template
3.	Create and save a master template	4.	Add the child's details
5.	Save the child's report	6.	Print the report cards

1. Get started

Download Adobe Reader 9

In order to save any text you type into the templates you will need Adobe Reader 9, the newest version of Adobe Reader.

You can download this for free from www.adobe.com/downloads. Click on 'Get ADOBE READER' and follow the instructions to install it.



Screen shot 1:
Downloading adobe reader

If you already have an older version of Adobe Reader on your computer the system will automatically detect this and replace it with the newer version.

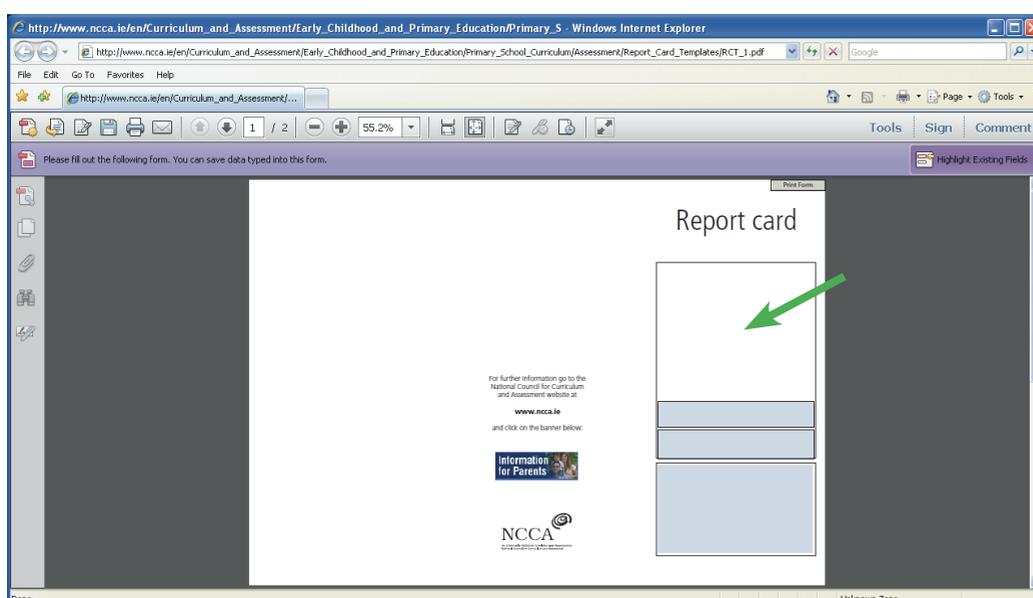
2. Choose a Template

There are 9 different templates. Each includes the same key areas for reporting children's progress and achievement, but with variations in layout and options for reporting and commenting.

The templates can be downloaded from www.ncca.ie/reportcardtemplates.

3. Create and save a master template

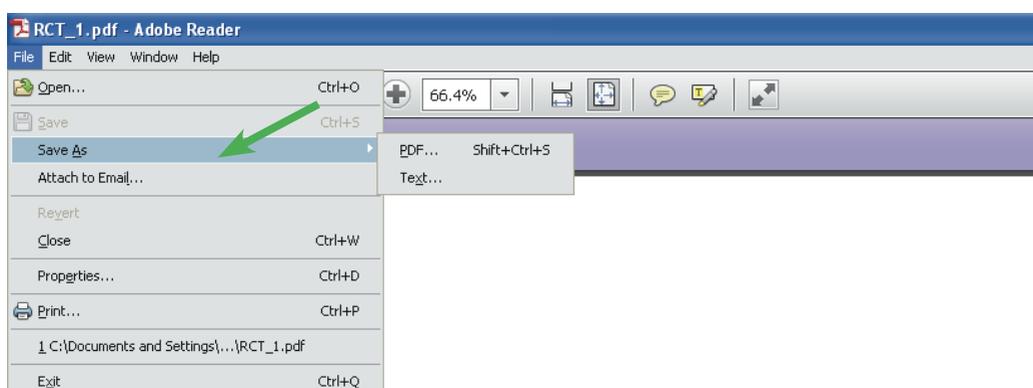
Type the school name and other details into the boxes on the cover. The font face and size is fixed and will be centred automatically, these settings cannot be changed. You can use the return key if you wish to move the text downwards in the box.



Screen shot 2: Customising the cover page

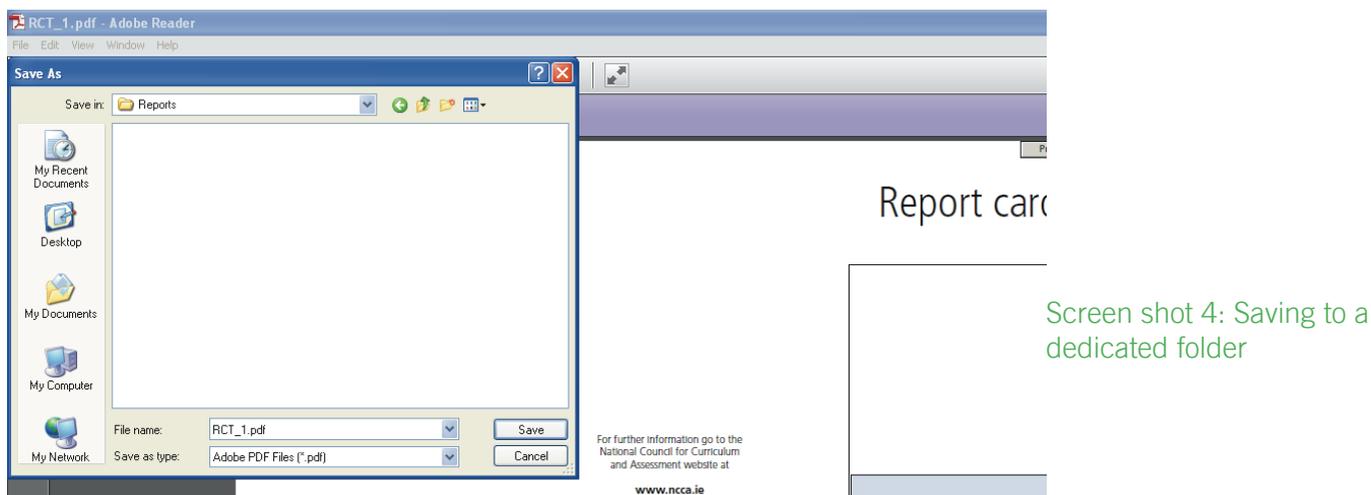
Alternatively, you may wish to put the school name in the second box, and leave the first box blank, in order to photocopy the school crest onto this page to create your own personalised cover page.

Save this as the master template. It is a good idea to create a new file specifically for report cards, and save all the cards together, grouped by class.



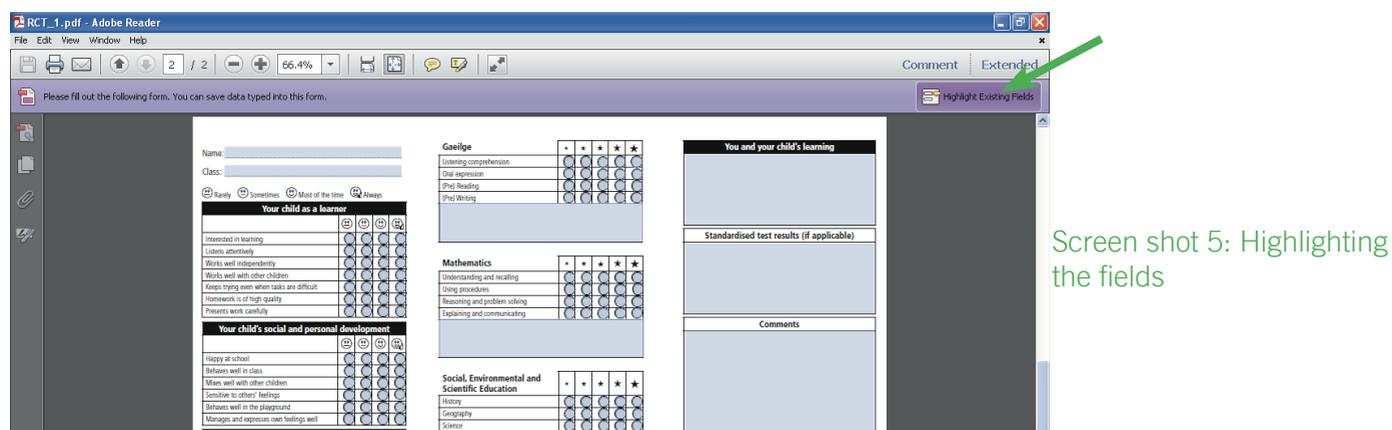
Screen shot 3: Saving the master template

It might be useful to create a new folder specifically for report cards, and save all the cards together, grouped by class and year, as shown in screen shot 4.



4. Add the child's details.

You can now create individual reports. Fill in the details on page 2 of the template. All the places where you can enter information should be highlighted in grey. If the fields are not highlighted you can do this by clicking on the button in the top right, as shown below.



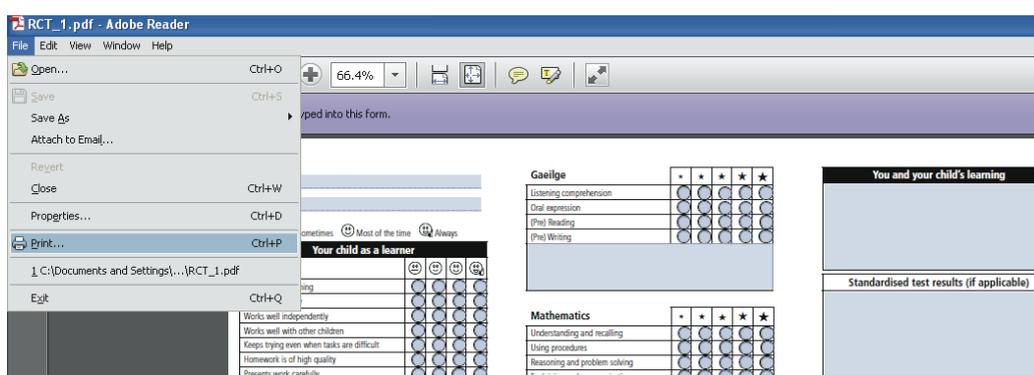
- The font face, size and alignment is fixed in all boxes where you can type in a comment, and cannot be changed.
- The template in this example has 'radio buttons' to rate the child's progress in certain areas. Click to choose the rating. If you wish to change the rating, click in a different circle – note that only one option can be chosen in any one line of the form.
- There is space at the end of the template for the teacher and principal to sign the report card. If you intend to print the cards to give to parents, then these boxes can be left blank until printed out. If the report cards are to be emailed to parents then you can fill in these details electronically.

5. Save the child's report

Choose 'Save as' again (see screen shot 3 above) to save the individual report. It's important to choose a new unique file name for each child's report, probably child's name. You will need to repeat this for every child.

6. Print the report cards

You can also print the report cards. The print command is in the 'File' menu.

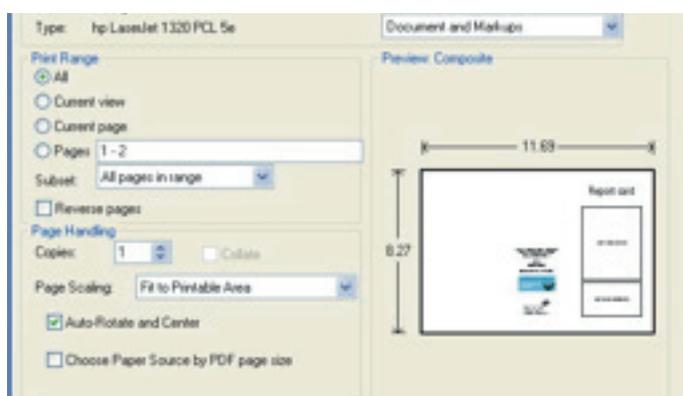


Screen shot 6: Printing

- The printer settings you choose depend on your own printer and on individual school arrangements. Two possible scenarios are outlined below.
 - if you have typed the school name and details on the cover, you can choose to print both pages of the report back to back (dual sided)
 - if you left a space in the box on the front cover and photocopied the school crest onto the template, you may already have cover pages ready in your printer. In this case you can choose to print just the second page with the individual details onto the cover page.

The printer settings for printing dual sided reports depend on your own printer. You can usually choose the settings you want by clicking on 'Properties'.

Check that the Page Scaling box reads Fit to Printable Area. If not, select this option as in screen shot 7).



Screen shot 7