

THE 6TH CLASS REPORT CARD TEMPLATE CAN BE COMPLETED IN TWO WAYS:

- (a) Handwritten
- (b) On computer

This user guide explains how to save and printing a blank template if you wish to handwrite the report card. Should you wish to type the report card on computer, please see User Guide 2.

The following steps explain how to *save and print a blank template*. This option should be selected if you intend to handwrite the children's report cards.

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Click [here](#) or go to www.ncca.ie/transfer to find the 6th Class Report Card template. To view the report card, simply click on the template option. The template will open in a new window on your computer screen. The template can then be printed.

To download a copy of the template to your computer, right click on the template and select *Save target as*. Firefox or Google Chrome users should select *Save link as*.

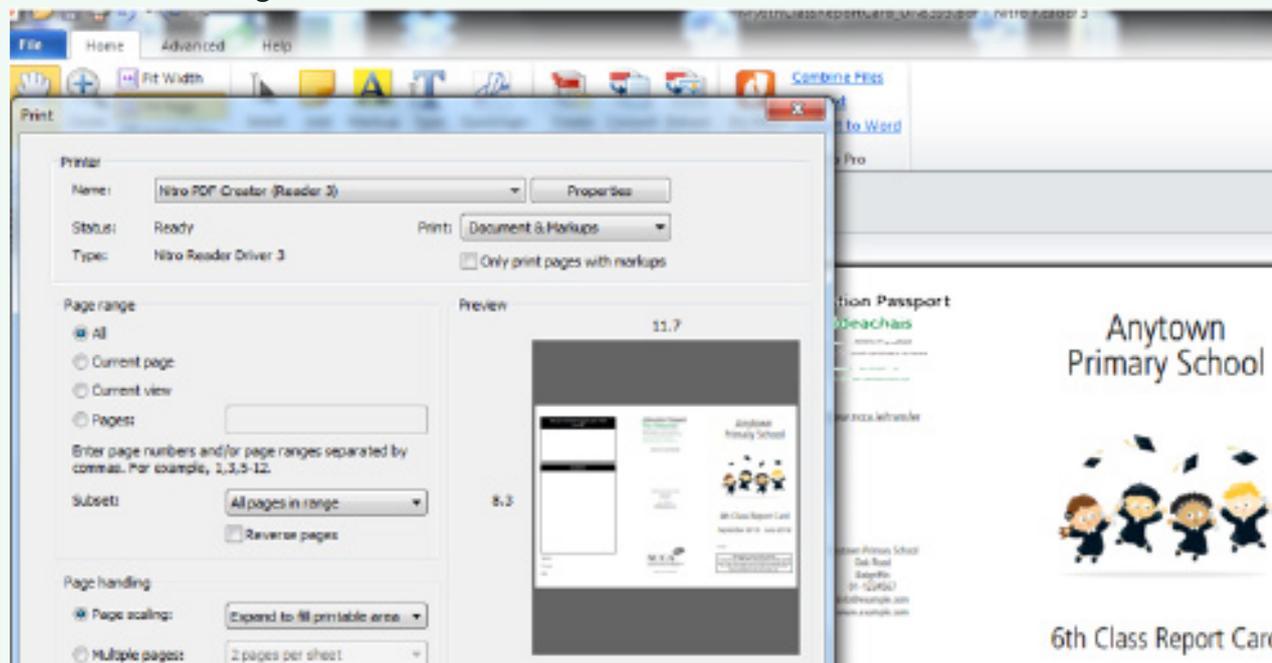
A dialogue box will appear which will enable you to save the file on your desktop.

STEP 2: HOW TO PRINT THE TEMPLATE

Before printing your template/photocopy master, adjust your printer settings to ensure the report card is centred on the page to make accurate folding possible.

Select *File* and *Print* on your menu bar. A dialogue box similar to that below will appear.

Screenshot 1: Dialogue box



Look for the section marked Page Handling. Check that the *Page Scaling* box reads *Expand to fill printable area*. If not, select this option. Click *OK* and the two page document should print correctly.



User Guide 1

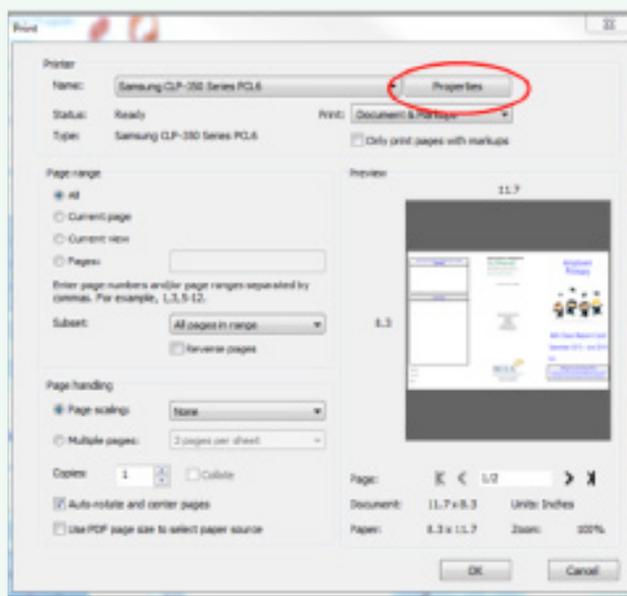
There are two options for printing the template/photocopy master:

- Print back-to-back (if your printer has such a facility)
- Single sided printing

A. PRINTING BACK-TO-BACK

The templates are automatically configured to print double-sided as a landscape (horizontal) document. However, some printers may over-ride the print properties of the document. In these instances, it will be necessary to change the print properties on your printer to ensure the page flips on the correct side when printing double-sided. Click on *Printer properties* and change to duplex settings.

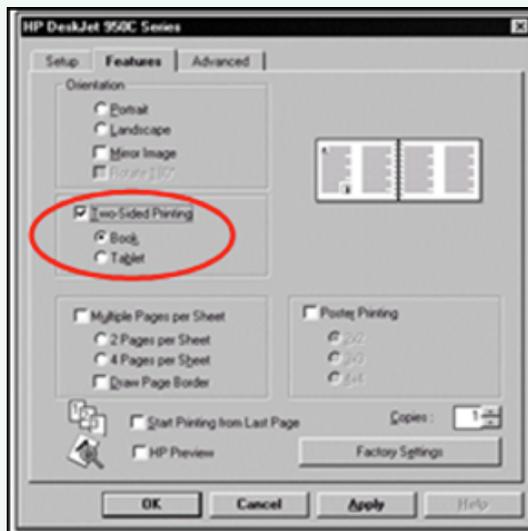
Screenshot 2: Printer properties and page scaling options



If you turn on duplex printing and the back page is printed upside down, fix this by changing the duplex side. Some printers may call this *long side* or *short side* or *Book* or *Tablet*. Tick the alternative option to change the resulting printout and retry. It may require some experimentation. For additional information please refer to the operating instructions for your printer.



Screenshot 3: Example of changing printer settings for duplex (dual sided) printers



B. SINGLE-SIDED PRINTING

In the event that a double-sided printer/photocopier is unavailable, first print the required number of copies of one side of the template.

Next put the printed copies back into the printer paper tray and print the required copies of the other side of the template.

Tip: When putting the printed copies back into the printer tray, first print just one copy to check that it prints correctly. If it prints incorrectly, change the orientation of the paper in the paper drawer and try again.

STEP 3: HOW TO CUSTOMISE THE TEMPLATE

Should you wish, you can add text to the front cover of the report card. For example, you may wish to insert the school name.

To do this, click into the appropriate box. A cursor will appear. You can then enter text as you would in a Word document. It is *not* possible to save this text. You will need to print from this page once your text has been entered.

The NCCA Report Card Creator at www.ncca.ie/primaryreporting is a user-friendly alternative to the report card template. The Creator facilitates the easy customisation of the 6th Class Report Card in three simple steps.

