

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 complete the report card template on computer. Should you wish to handwrite the children's report cards, please see User Guide 1.

The following steps will explain how to electronically complete and save the template.

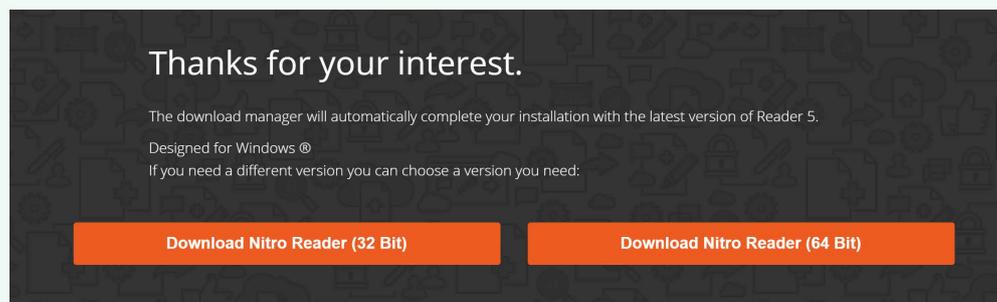
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STEP 1: GET STARTED

Download the free software called **Nitro Reader** on your computer. If you do not already have the programme, it can be downloaded at <https://www.gonitro.com/pdf-reader/download>

In order to save any text you type into the templates you will need Nitro Reader.



Do I choose 32-bit or 64-bit?

Windows 7, 8, and 10

The majority of Windows 7, 8, and 10 users will need the 64-bit version (especially if you're on a pretty new version).

Windows Vista

Most Vista users need the 32-bit version.

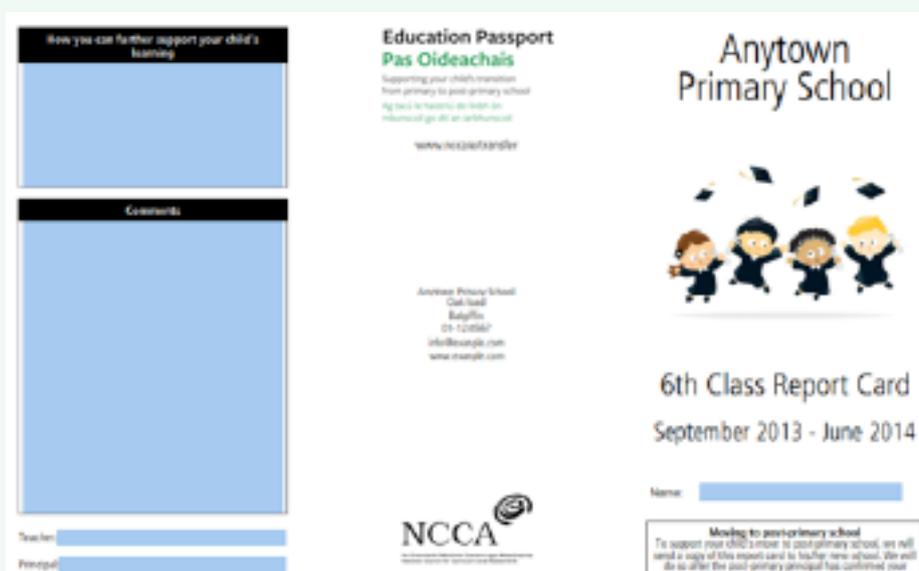
Spread the Reader love:



STEP 2: 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.

Screenshot 2: Customising the front cover.



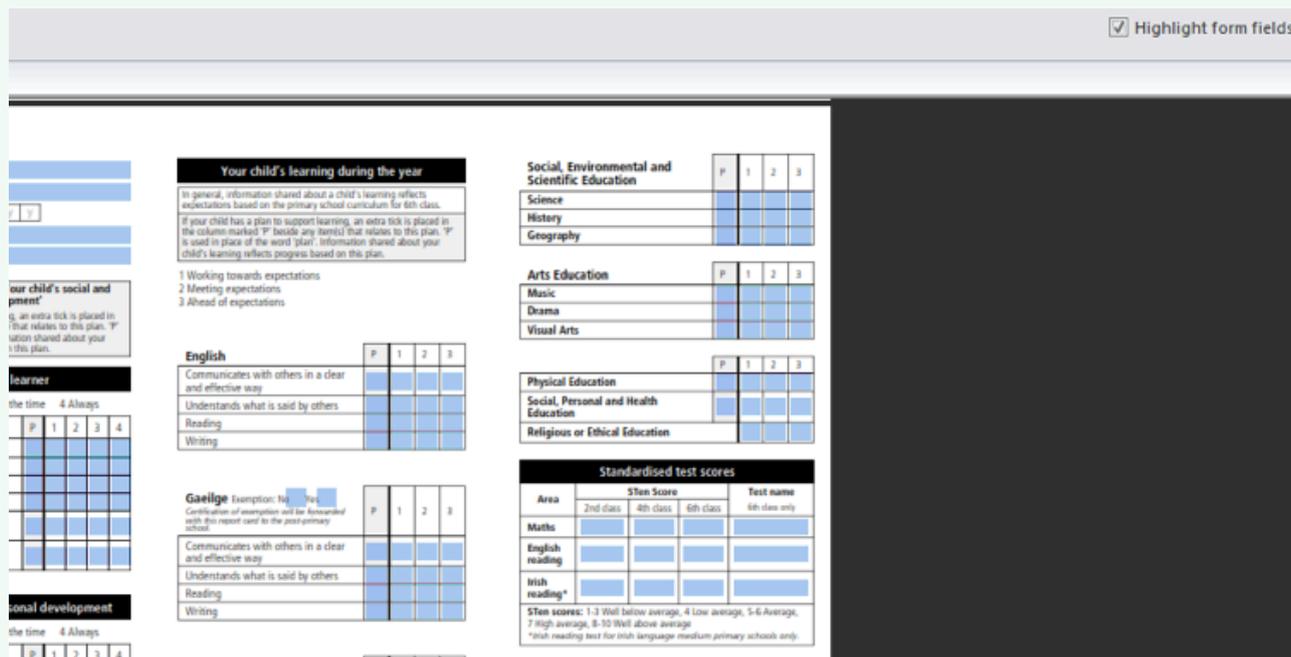
Save this as the master template. It is a good idea to create a new file specifically for report cards, and save all the cards together, grouped by class.



STEP 3: 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 are highlighted in blue. If the fields are not highlighted you can do this by clicking on the button in the top right, as shown below.

Screenshot 3: Highlight the fields by clicking on the button in the top right.



The font face, size and alignment is fixed in all boxes where you can type in a comment, and cannot be changed.

Click to choose the rating. It should be noted that multiple options can be ticked on each line so if you change your mind about a rating, you will need to re-click the unwanted tick to remove it or there will be two ticks on the same line.

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.



STEP 4: SAVE THE CHILD'S REPORT

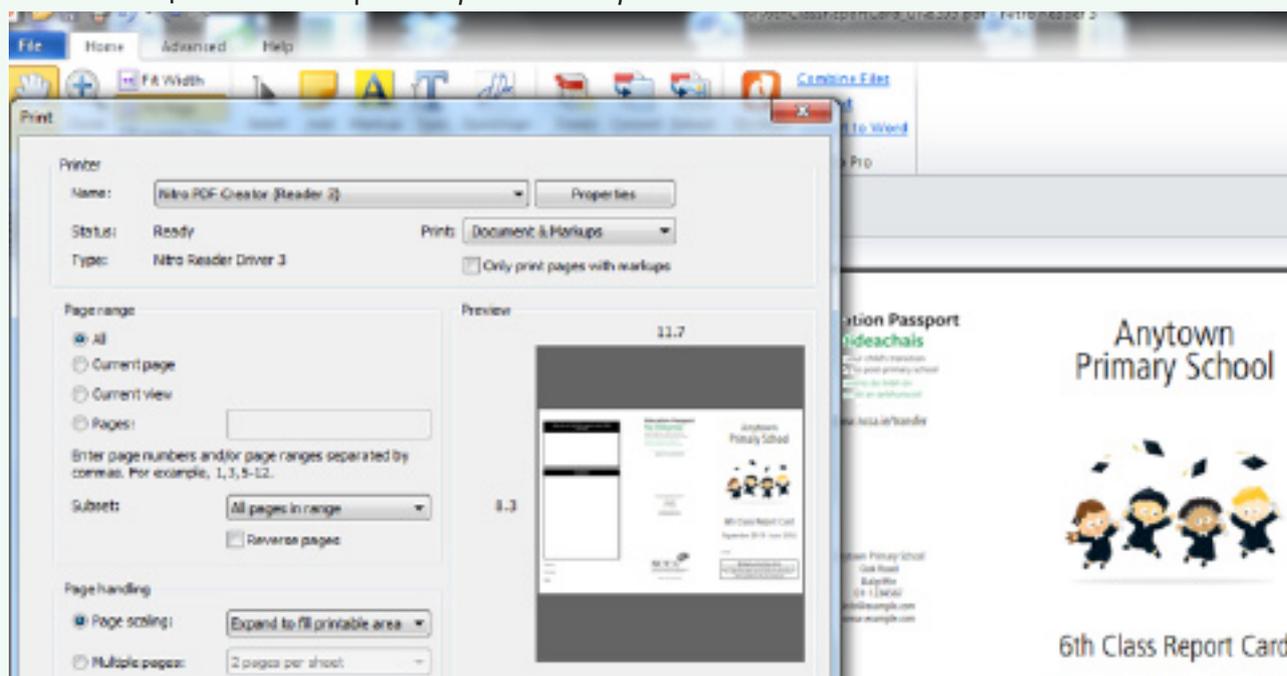
Choose Save as to save the individual report. It's important to choose a new unique file name for each child's report. Using the child's name is an option. You will need to repeat this for every child.

STEP 5: PRINT THE REPORT CARDS

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

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 *Expands to fill printable area*. If not, select this option as in screen shot 4.

Screenshot 4: Select the option *Expands to fill printable area*.



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

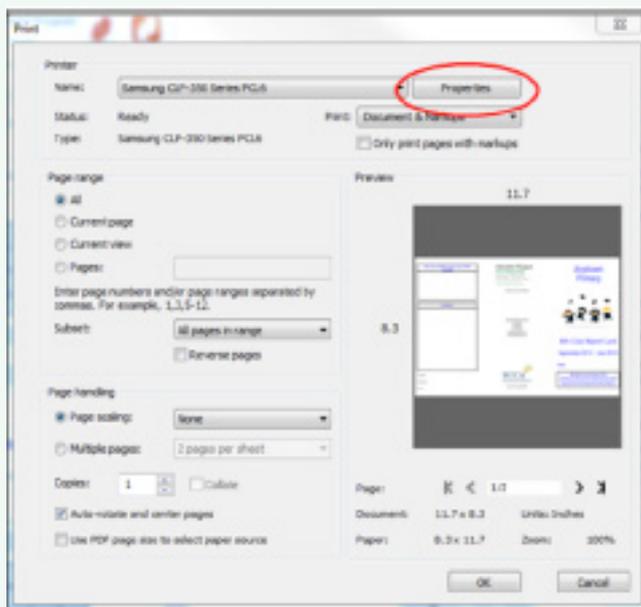
- Print back-to-back (if your printer has such a facility)
- Single sided printing

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.

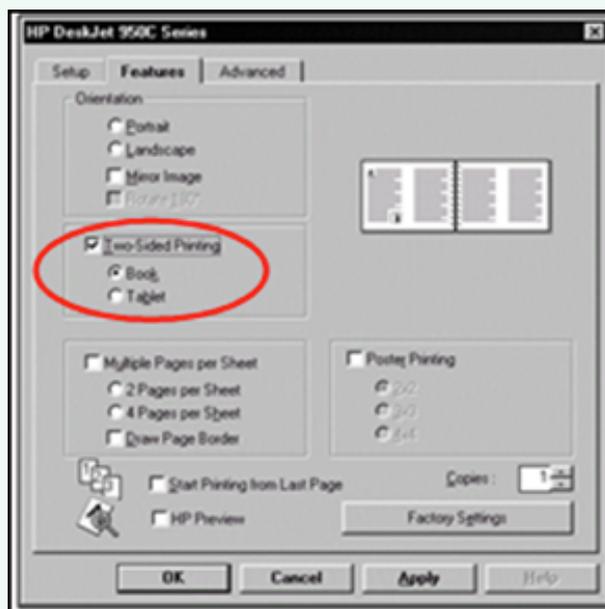


Screenshot 5: Printer properties and page scaling options



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 6: 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.

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.

