



KAWARTHA PINE RIDGE  
DISTRICT SCHOOL BOARD

# ELEMENTARY WEB ACHIEVEMENT

Teacher Reference Guide

Version 2.03.01

Information Communications Technology

**EDUCATING FOR SUCCESS!**



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## GENERAL INFORMATION

The Trillium Elementary Web Achievement application allows teachers to enter grades and/or marks, comments, and learning skills for students from Junior Kindergarten to Grade 8 through a web browser. The web application interfaces directly with the Trillium Student Information System providing access to “real time” data. The application is intuitive, easy to learn and includes features you may already be familiar with, such as:

- Build/store/print personal and/or group comment banks
- View the current student’s report card, including marks and comments from subjects entered by other teachers
- Spell check a whole class of comments
- Ability to copy comments to multiple students/classes

### BENEFITS

- Teachers can access the application ‘anytime, anywhere’ provided the workstation meets the minimum requirements and there is internet connection
- Changes to data in the Student Information System are reflected instantly in the Web application
- Administrators will be able to instantly view report card data in core Trillium
- Data will be stored in one central location helping to facilitate data collection and analysis

### BROWSER VERSION & SETTINGS

The web applications have been tested on Internet Explorer version 7.0 and 8.0 in Windows environment and also on Safari 3.1.2 and 4.0 in MacIntosh environment. Only these browsers should be used to work with the web applications, using any other browser might impact performance, result in errors and data corruption.

### SECURITY

As security is such a critical issue in a web application, Trillium includes several layers to ensure the confidentiality and safety of the data. The web application has built-in security and uses encryption to ensure that confidential textual information is transmitted over the Internet in a secure manner.

Each teacher will be provided a unique user name and password to access the application. **Teachers must ensure that their user name and password information remains confidential.**

When teachers log into the application, Trillium will retrieve the appropriate security setting assigned to that teacher and grant access to students and subjects.

*The 'report period' automatically defaults to the current report period according to the report period start and end dates as defined in core Trillium.*

### JK / K Reporting Periods

There are two reporting periods (A & B) for JK and SK students. Report Period A is from September to February and Report Period B is from February to June.

### Grades 1 - 8 Reporting Periods

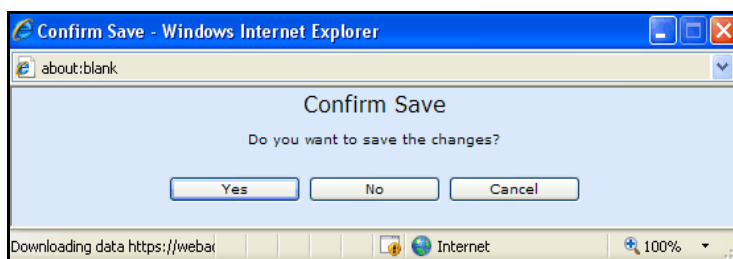
Elementary students will receive one Progress Report sent home in November. The first Provincial Report Card will go home in February and the second Provincial Report Card in June.

## IMPORTANT REMINDERS

### Save Often

In order to prevent loss of data and having to subsequently re-enter the data, it is recommended that teachers... **"Save Early and Save Often"!**

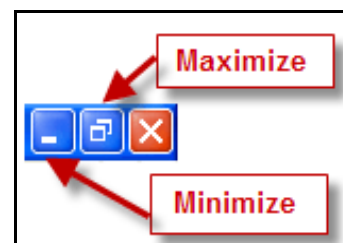
Failure to press the **Save** button before moving to another student or another screen, will result in the loss of work. The application will prompt teachers with the following message if attempting to leave the screen without saving:



Select **Yes** to save changes and proceed to the next screen. Select **No** to proceed to the next screen and without saving changes or select **Cancel** to remain on the current screen without saving changes.

### Working with Windows

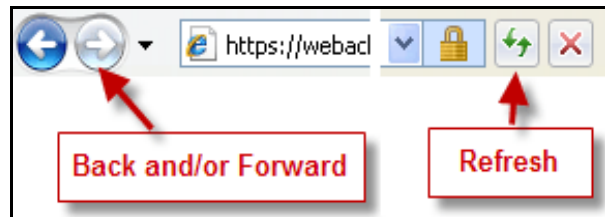
The application window can be **maximized** or **resized** by dragging the bottom right corner or the window border. The application window can also be **minimized** to the Windows Taskbar.



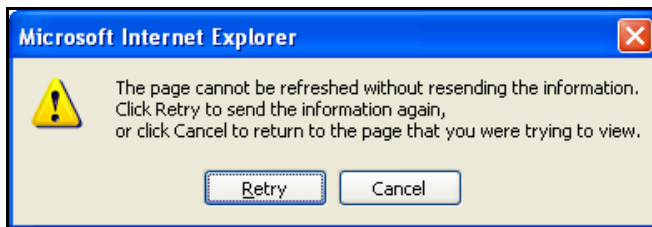
## Browser Buttons

The **Refresh** and the **Back/Forward** buttons on the browser are **NOT** supported by this application.

**Always use the Web Achievement Tabs to change screens.**



Attempts to press these buttons while logged into the application will result in the loss of information that has not been saved and the following warning:



Once this warning has been received, it will not matter which button is selected (**Retry** or **Cancel**), the application will automatically log out and any data that was not saved prior to the message being displayed

will be lost. **Teachers will be redirected back to the log on screen to re-enter user name and password information to log back into the application.**

## Timeout Feature

To help maintain the security access to the web application, an automatic “timeout” feature has been built in. After a **thirty-minute** period of **inactivity** the user will be logged off and any data not saved during that time will be lost.

The application considers activity to be any action where information is requested by the user. For example, any of the following actions are considered to be activity by the application:

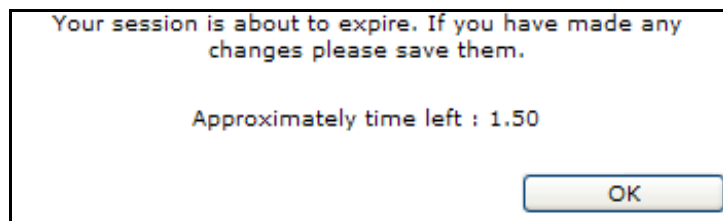
- changing tabs/screens
- moving from student to student
- saving data



Typing is considered inactivity by the application until such a time that the data is saved, or the application has performed another function (i.e. spell check).

A warning box will appear two minutes before users are logged out and will provide the opportunity to save current data and reset the session timer. To

invoke a save, the user **MUST** still press the **Save** button on the screen (simply selecting OK on the warning screen will not save the data).



## Remove Pop-up Blocker

This application utilizes “Pop Up” windows to provide alerts to the user. Please ensure the workstation has been set to allow “pop ups” from this specific URL/site. Failure to disable the “pop up” blocker for this site will prevent the user from viewing important information, i.e the timeout warning as indicated in the above screen snapshot.


<i>Step</i>	<i>Action</i>
1	Open Internet Explorer.
2	Select <i>Tools &gt; Pop-up Blocker &gt; Turn Off Pop-up Blocker</i> from the menu drop down.

## UNDERSTANDING THE APPLICATION

Below is an overview of the steps in completing administrative and teacher processes for Elementary Web Achievement.

1. **Admin:** ➤ *Define Report Periods & Mark Entry End Date in Core Trillium*  
Mark Entry End Date  
*Indicates the last date teachers will be able to enter marks and comments.*
2. **Teacher:** ➤ **Complete Teacher Subject Profile and Homeroom / Classes Profile forms**
3. **Admin:** ➤ *Create and generate subjects for teachers and assign subjects to homerooms/classes*  
➤ *Generate Achievement Records and Calculate Attendance Totals (recalculated bi-weekly)*  
➤ *Produce Teacher Profile Verification Summary and Teacher Profile Verification Details reports*
4. **Teacher:** ➤ **Verify and sign Teacher Profile Verification Summary and Teacher Profile Verification Details reports**  
➤ **Complete all mark and comment entry processes via the web application**
5. **JOINT:** ➤ *Ensure all marks and comment fields are entered*  
➤ **REVIEW AND EDIT REPORT CARD DATA**
6. **Admin:** ➤ *Print the Ontario Provincial Report Cards for students in grades 1 to 8*  
**Kindergarten Teachers:**  
➤ **Print the Junior and Senior Kindergarten Report Cards**
7. **Teacher:** ➤ **Photocopy signed copy of Report Card and file in OSR**

## LOGIN TO THE WEB APPLICATION

Step	Action
1	Open Internet Explorer.
2	Key in <b>http://www.kprdsb.ca</b> on the address line to go directly to the Board's external website.
3	Click the <b>Staff</b> link and scroll down to click on the <b>Web Achievement</b> link. Web Achievement may also be accessed through <b>myKPR</b> .
4	Enter the Web Achievement <b>User Name</b> and <b>Password</b> . <div data-bbox="792 625 1414 898" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
5	Click the <b>Submit</b> button.



If invalid login information is entered, these messages could appear:

- You have entered invalid login information. Please check the status of Caps Lock on your keyboard
- You have unsuccessfully attempted to log on 1 time(s). This user account will be disabled if you fail 4 time(s)

After **five** unsuccessful attempts, users will be temporarily “blocked” from logging in for a period of **15** minutes. Once the **15** minutes has elapsed, the user will be granted **five** new attempts to login.

Other error messages that may be encountered.

- Invalid Password
- The information you entered is invalid. Please check your username and password
- Passwords must be at least 6 characters. 20 maximum
- We are experiencing technical difficulties. Please contact your system administrator

**Please contact the Helpdesk (ext. 2088)**

**Please contact your school secretary** if these error message appear:

- School Year is invalid
- You do not have login privileges
- Sorry, not authorized to access application
- You are currently inactive at this school
- Not able to detect working report period

## WEB ACHIEVEMENT - AN OVERVIEW

The Trillium Web Elementary Achievement application opens to the **Subject / Students** Tab. Features that are common to all tabs are displayed at the top of each page: School Name, Teacher Name, School Info, Logout and About links.



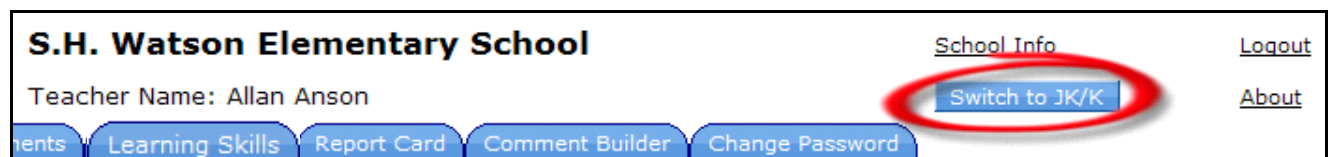
School Name  Apsley Central PS  Drop down to switch schools (if applicable) [School Info](#) [Logout](#)

Teacher Name: Lorna Izzard  Teacher Name [About](#)


**School Name:** If a teacher is assigned as a reporting teacher to two or more schools, the same Trillium User ID and Password applies, simply select the desired school from the drop down.

A selection of 'tabs' along the top of the page provides different views of class data. Each tab is designed to make certain reporting tasks easy. The title of the active tab will be displayed in 'black text' against a coloured background and the default tab is the Subject / Students Tab.

Teachers will see only those pages and selection data that pertain to the achievement grade level in which they work; either JK/K or Grades 1-8. For those few teachers that work in both the JK/K and Grades 1-8 achievement level, there will be a **Switch to JK/K button** that allows them to switch between these achievement levels.



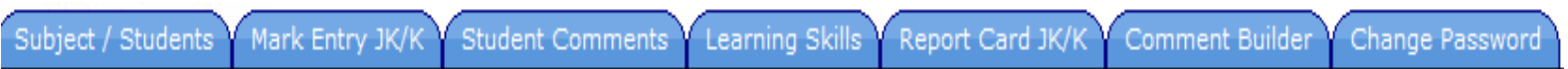
**S.H. Watson Elementary School** [School Info](#) [Logout](#)

Teacher Name: Allan Anson  [Switch to JK/K](#) [About](#)

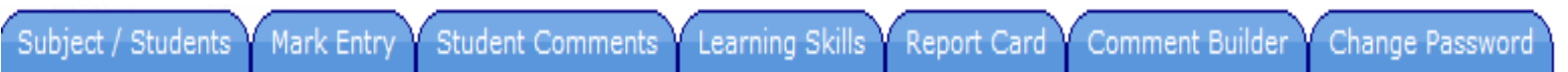
Home Learning Skills Report Card Comment Builder Change Password

## OVERVIEW OF THE TABS

### JK / K



### Grade 1-8



**Subject / Students:** Provides an overview of the subjects and students for which data will be entered. Select a class/student by clicking on the appropriate rows in the lists. Teachers can work with data for the selected subject/student in the other tabs.

**Mark Entry JK/K:** This tab allows teachers to enter achievement levels for students in Junior and/or Senior Kindergarten.

**Mark Entry:** This tab allows teachers to see the checklist for the Progress Report, as well as achievement for Report 1 and 2. Enter letter grades (Primary/Junior) or percentage marks (Intermediate) for students in grade 1 to 8 on the Provincial Report Card and enter PW, PVW, PWD for the Progress Report.

**Student Comments:** This tab allows teachers to see the class list, the achievement for each student in a subject area, as well as the comment box for a subject area. Comments for a particular subject/student may be entered on this tab. Teachers can search and access the personal or group comment bank from this tab (if comments have already been created using the Comment Builder in Web Achievement).

**Learning Skills:** This tab allows homeroom teachers (Grades 1 to 8) to see the class list, the Learning Skills for each student, the Attendance (populated from core trillium), as well as the comment box for Strengths/ Next Steps.

**Report Card JK/K:** This tab is used to enter achievement for junior and/or senior kindergarten students, one student at a time.

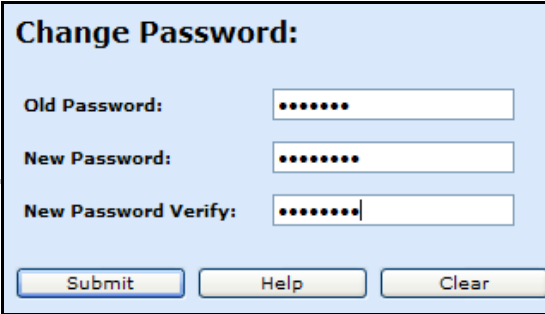
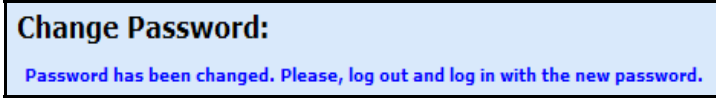


**Report Card:** This tab is a simple view similar to the paper version of the Report Card/Progress Report for students in grades 1 to 8. Marks and comments may be entered and/or edited here.

**Comment Builder:** This tab is used to create a personal and/or group bank of comments that can be saved from year to year and applied to a single student or a series of students at once.

**Change Password:** This tab is used to change the current password.

## CHANGE PASSWORD TAB

Teachers will need to change the password after the first time logging into Web Achievement.

<i>Step</i>	<i>Action</i>	
1	Click on the <b>Change Password</b> Tab.	
2	Type the old password.	
3	Enter a New Password.  The new password must be at least 6 characters in length.	
4	Enter the New Password again to verify the new password.	
5	Click the <b>Submit</b> button. The following message will be displayed.	
6	Click the Log out button located in the upper right hand corner.	
7	Click the <b>Go to Trillium Login Page</b> link to log back into the Web Achievement application.	

## SUBJECT / STUDENTS TAB

The Trillium Web Elementary Achievement application opens to the **Subject / Students** Tab. This screen is a “view only” screen where teachers can see a list of their students by subject/class. The report period displayed at the top left corner refers to the current report period for student achievement set up in Core Trillium. If a teacher is teaching in more than one school, the teacher will be given the option to change the school by selecting from the School drop-down.

Different class, homeroom and grade information will appear if the teacher is responsible for teaching more than one class and/or grade. The subject and student name that was last selected on this screen, will be the same subject and student name highlighted on subsequent screens. A shaded box on the right of the screen, displays the highlighted subject and the student’s preferred name. The student’s legal name is also displayed.

Report Period: 3

Class/ Homeroom	Grade	Subject
3A	02	Drama and Dance
3A	02	English
3A	02	Health and Physical Education
3A	02	Mathematics
3A	02	Music
3A	02	Science and Technology
3A	02	Social Studies
3A	02	Visual Arts
3A	03	Drama and Dance
3A	03	English
3A	03	Health and Physical Education
3A	03	Mathematics
3A	03	Music

Grade Student Name (Total: 5)

02	Dudley, Ada
02	Early, Mike
02	Fehti, Oscar
02	Gibbons, Willy
02	Irwin, Tom

Selected

Subject: Drama and Dance

Student: Dudley, Ada

Legal Name: Dudley, Ada

### IMPORTANT:



### VERIFY SUBJECTS AND STUDENTS **PRIOR** TO DATA ENTRY

Subjects and students may be verified on the Subject / Student Tab by non-homeroom teachers. Homeroom teachers may click on the Report Card Tab or Report Card JK/K Tab to ensure information can be entered into the appropriate subject fields. Homeroom teachers see all subjects their students receive, whether they teach them or not.

No changes can be made on the Subject/Students Tab. If subjects and/or students are incorrect, please contact the secretary to update the profile in Core Trillium **prior** to data entry.

## MARK ENTRY JK/K TAB

This screen allows teachers to enter report card achievement levels for students in Kindergarten. Past report periods for the current school year may be visible (depending on time of year) but teachers will only be able to enter data for the current reporting period (as long as the "Mark Entry End Date" is valid in Core Trillium).

### Strands description

### Marks description

## ENTER ACHIEVEMENT LEVELS

Step	Action
1	Select the Homeroom (if applicable) from the drop-down list.
2	Select the Subject from the drop-down list.
3	Click on the applicable row from the students listed alphabetically to select the student for Mark Entry.
4	Click the down arrow to select Achievement Level for the student <b>OR</b> type the first letter of the Achievement Level and tab to proceed to the next student or next strand e.g. <b>C = CN, D = DV, N = NY</b>
5	Click <b>Save</b> button when completed.

"Save Early and Save Often"!

## MARK ENTRY TAB (Grades 1 to 8)

This screen allows teachers to enter marks for students by homeroom and subject. The window defaults to the current report period for mark entry. For the progress report, select PWD (Progressing With Difficulty), PW (Progressing Well) or PVW (Progressing Very Well). For report periods 1 and 2, alpha marks will be excepted for grades 1 through 6 and numeric marks for grades 7 & 8. As well, alpha marks of R (Remedial) or I (Insufficient evidence to assign a grade) can be entered for Report Periods 1 & 2.

Within the selected homeroom, the subject drop down list allows teachers to choose the subject in which to work. At anytime teachers can move between homerooms and subjects they teach.

When completing the progress report, one progress mark is provided for each subject, not each strand. For report periods 1 and 2, marks will be entered at the strand level for the applicable subjects.

**Report 1 or 2**  
 - Letter grades for Gr. 1-6 may be entered by using the drop-down menu  
 - Key in numeric grades for Gr. 7 & 8

### CHECKMARK INDICATION for Progress Report

Step	Action
1	Select Homeroom from the drop-down list, if applicable.
2	Select Subject from the drop-down list.
3	Click on the applicable row from the students listed alphabetically to select the student.

4	Indicate a checkmark in the appropriate box - PW (Progressing Well), PVW (Progressing Very Well) or PWD (Progressing With Difficulty).
5	Click the <b>Save</b> button to save the information back to the central database.

### ENTER LETTER GRADES or MARKS for Report 1 or 2

<i>Step</i>	<i>Action</i>
1	Select Homeroom from the drop-down list, if applicable.
2	Select Subject from the drop-down list.
3	Click on the applicable row from the students listed alphabetically to select the student for mark entry.
4	<p>a) to enter numeric grades, type the grade in the applicable column and row (where multiple strands exist, ensure the mark is being entered against the correct column)</p> <p>b) to enter letter grades, select one of the following methods:</p> <ul style="list-style-type: none"> <li>• click on the drop down and select the appropriate grade from the list</li> <li>• type the letter grade directly in the field; continue pressing the letter key to scroll through the list of grades categorized by the letter</li> <li>• type the letter grade in the field and use the up and down arrow keys on the keyboard to scroll through the grades</li> </ul>
5	<p>Press the tab key or click on the field to move to either the next column for mark entry (where multiple strands exist) or to select the next student.</p> <p>Click the <b>Save</b> button to save the information back to the central database.</p>



Teachers can only enter marks for the current report period. Teachers can, however, VIEW the previous term's marks.

## COMMENT BUILDER TAB

This screen allows teachers to create specific comments thereby building a personal or group bank of comments that can be pasted to an individual student or multiple students, without having to worry about student names or gender of pronouns.

The Comment Builder Tab has two sections: *Build/Edit* at the top of the screen and *Search/Retrieve* at the bottom. There are two minor tabs associated with this screen: **Personal** and **Group**.

The screenshot displays the 'Comment Builder' tab interface. At the top, navigation tabs include 'Subject / Students', 'Mark Entry', 'Student Comments', 'Learning Skills', 'Report Card', 'Comment Builder' (highlighted with a red circle), and 'Change Password'. Below these are sub-tabs for 'Personal' and 'Group'. The interface is divided into two main sections:

- Upper Screen Build / Edit:** This section contains a toolbar with 'Spell Check', 'Save', 'New', and 'Copy to New'. It features dropdown menus for 'Comment Type' (set to 'Achievement'), 'Achievement Level' (set to 'All'), 'Subject / Skill' (set to 'All'), 'Strand' (set to 'All'), and 'Grade' (set to 'All'). There is a 'Title' input field and an 'Insert Pronoun' dropdown menu with options like 'First Name', 'Full Name', 'he/she', 'He/She', 'Him/Her', 'him/her', 'His/Her', and 'his/her'. A character count shows 'Maximum: 380 Current: 0'.
- Lower Screen Search / Retrieve:** This section includes 'Select Comments' radio buttons for 'Group' and 'Personal'. It has dropdown menus for 'Comment Type' (set to 'Achievement'), 'Achievement Level' (set to 'All'), 'Strand' (set to 'All'), and 'Grade' (set to 'All'). A toolbar at the bottom includes 'Select', 'Print', 'Copy To Group', and 'Delete'.

At the bottom, a table header is visible with columns: Comment, Subject / Skill, Strand, Grade, Type, Level, and Title.

### SIZING A COMMENT TO STORE IN COMMENT BUILDER

Currently the size of the comment box in Comment Builder is a maximum of 380 characters. The maximum number of characters for any comment box on the report card is larger and indicated by rows.

### PERSONAL MINOR TAB

Personal comments are attached to the individual teacher and can only be selected, used and modified by the teacher who created the comment. If the teacher who created the comment is teaching in different schools, the teacher will have access to the personal comment bank from each school. Teachers will have access to their Personal comment bank as long as they remain a teacher within KPRDSB. If teachers change schools, the personal comment bank will remain available to them at the new location.

## GROUP MINOR TAB

Group comments belong to teachers that have been designated as a member of the group and provide the ability for teachers to “share” a comment bank. Any member of the group (Kindergarten, Primary, Junior, Intermediate) will be able to add/modify/delete group comments. In order for teachers to create “group comments”, the group and the teachers who will belong to the designated group must first be set up in core Trillium (School secretary can assign group designation in core Trillium).


## BUILDING A GENERIC COMMENT

The screenshot shows the 'Comment Builder' window with the following elements and callouts:

- 1**: Points to the 'Subject' tab in the top navigation bar.
- 2**: Points to the 'Comment Builder' tab in the top navigation bar.
- 3**: Points to the 'Title' field containing 'T1 Comment'.
- 4**: Points to the main comment text box containing 'This is a comment entered for \*N\* .|'.
- 5**: Points to the 'Insert Pronoun' dropdown menu.
- 6**: Points to the 'Comment Type' dropdown menu.
- 7**: Points to the 'Group' dropdown menu.

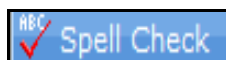
A red box with white text at the bottom right of the comment text box states: "The maximum character count for a single comment on any subject is 380 characters". Below the text box, it shows "Maximum: 380 Current: 35".

The upper portion of the comment builder window is used to create new comments or edit existing comments.

Step	Action
1	Select the appropriate Minor Tab ( <i>Personal or Group</i> ). <i>Personal</i> is the default.
2	Select the appropriate values (filters) from the <Comment Type>, <Achievement Level>, <Subject/Skill>, <Grade> and <Strand> drop down menus to further define your comment. <i>Achievement</i> is the default for Comment Type.
3	Enter the title of the comment in the <Title> field. A suggested title format to use is Term (e.g. T1, T2, T3). Check to see if your school has a standard format.  Text in this field is <b>case sensitive</b> .
4	Type the comment in the comment text box.

5	<p><b>Double click</b> on the appropriate pronoun to insert it within the comment, where applicable.</p> <p style="text-align: center;"><b>Insert Pronoun Codes</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">*N*</td> <td style="width: 25%;">First Name</td> <td style="width: 25%;">*5*</td> <td style="width: 25%;">His/Her</td> </tr> <tr> <td>*FN*</td> <td>Full Name</td> <td>*1*</td> <td>he/she (lower case)</td> </tr> <tr> <td>*4*</td> <td>He/She</td> <td>*2*</td> <td>his/her (lower case)</td> </tr> <tr> <td>*6*</td> <td>Him/Her</td> <td>*3*</td> <td>son/daughter (lower case)</td> </tr> </table>	*N*	First Name	*5*	His/Her	*FN*	Full Name	*1*	he/she (lower case)	*4*	He/She	*2*	his/her (lower case)	*6*	Him/Her	*3*	son/daughter (lower case)
*N*	First Name	*5*	His/Her														
*FN*	Full Name	*1*	he/she (lower case)														
*4*	He/She	*2*	his/her (lower case)														
*6*	Him/Her	*3*	son/daughter (lower case)														
6	Click on the <b>Spell Check</b> button once you have completed entering the comment.																
7	Click on the <b>Save</b> button to add the comment to your personal comment bank.																

## SPELL CHECK FEATURE



The **Spell Check** feature allows teachers to check the spelling of a comment that is currently displayed on the screen. The “spell check” function is available when entering comments on the **Student Comments, Learning Skills, Comment Builder** and **Report Card** screens. It is also found within the screen that is used to paste a specific comment to multiple students. **Spell Check BEFORE saving!**

<i>Step</i>	<i>Action</i>
1	<p>Click on the <b>Spell Check</b> button once the comment text has been entered.</p> <p>If the Spell Check option is selected and a spelling mistake is identified within the comment text (indicated in <b>red</b>) a choice of commands is required.</p>
2	Select the correct word from the list of suggestions or enter the word in the <Change to:> field.
3	<p>Select a command:</p> <p><b>Ignore</b> or <b>Ignore All</b> button If the identified word (highlighted in <b>red</b> text) does not need to be changed, select the Ignore or Ignore All command button.</p> <p><b>Change</b> or <b>Change All</b> button Click the Change or Change All command button to apply the correction.</p>

	<p><b>Skip</b> button Click the Skip button to ignore the change and go to the next misspelled word.</p> <p>If other words are highlighted in red, continue selecting a command.</p>
4	Click <b>Apply</b> button after the entire comment has been spell checked and to apply all changes.
5	Close this window.

## CREATING ADDITIONAL COMMENTS

To create additional comments at this time, click on the **New** button or **Copy to New** button.

**New** button 

Use the New button to create a New blank comment. All previous comment entries (Comment Type, Achievement Level, comment text) will be cleared.

**Copy to New** button 

In order to create a new comment built on the previous one, click the "Copy to New" button instead of "New" button. All selections including Comment Type, Achievement Level, Subject/Skill are copied to the new comment except for any text in the actual comment body itself.



If you want to copy the text in the comment body section, select the text and copy it (**<Ctrl> C**), prior to clicking the "Copy to New" button....then paste (**<Ctrl> V**).

## RETRIEVING/VIEWING COMMENTS

The **lower portion** of the Comment Builder window is used to display any comments that already exist in the personal or group comment bank.

The comment bank is categorized during comment building according to:

- **Categories:** <Comment Type> (mandatory), <Achievement Level>, <Subject/Skill>, <Strand>, <Grade>
- **Comment/Title** (case sensitive)

### Lower Window

Search by Comment or Title    Personal or Group Search    Select categories (filters) from the drop-downs

Select Comments:  Group  Personal

Comment Type: All    Achievement Level: All    Subject / Skill: All    Strand: All    Grade: All

Comment	Subject / Skill	Strand	Grade	Type	Level	Title
<input type="checkbox"/> This is a comment for *N* .	English	RE	01	Achievement	80-100 / A- to A+	T1 Comment
<input type="checkbox"/> This is another comment for *FN* .	English	RE	01	Achievement	70-79 / B- to B+	T1 Another Comment
<input type="checkbox"/> This is just one more comment for *FN* .	English	RE	01	Achievement	60-69 / C- to C+	T1 Just one more

Checkbox    Zoom    Edit

### Open Search - Retrieve the entire collection of comments

1    2    3    4



Select Comments:  Group  Personal

Comment Type: All    Achievement Level: All    Subject / Skill: All    Strand: All    Grade: All

Select    Print    PDF    HTML    Copy To Group    Delete

Comment	Subject / Skill	Strand	Grade	Type	Level	Title
<input type="checkbox"/> This is a comment for *N* .	English	RE	01	Achievement	80-100 / A- to A+	T1 Comment
<input type="checkbox"/> This is another comment for *FN* .	English	RE	01	Achievement	70-79 / B- to B+	T1 Another Comment
<input type="checkbox"/> This is just one more comment for *FN* .	English	RE	01	Achievement	60-69 / C- to C+	T1 Just one more

All comments will be displayed

Step	Action
1	Select Personal or Group radio button.  If Group is selected, choose a group (e.g. Kindergarten, Primary, Junior, Intermediate).
2	Set Comment Type to <b>All</b> (resets all categories to All).
3	Ensure Comment/Title box is empty.
4	Click on the Select button  and the entire list of comments will appear at the bottom of the screen.




## Narrowing the Search - Retrieve some comments

The screenshot shows a search interface with the following elements:

- 1**: Points to the **Personal** radio button under "Select Comments".
- 2**: Points to the search criteria dropdowns: **Achievement Level** (70-79 / B- to B+), **Subject / Skill** (English), **Strand** (RE), and **Grade** (01).
- 3**: Points to the **Select** button.

A red box highlights the message: "The comments meeting your search criteria will be displayed". Below this, a table shows the results:


Comment	Subject / Skill	Strand	Grade	Type	Level	Title
This is another comment for *FN* .				Achievement	70-79 / B- to B+	T1 Another Comment

Step	Action
1	<p>Select Personal or Group radio button.</p> <p> If Group is selected, choose which group (e.g. Kindergarten, Primary, Junior, Intermediate).</p>
2	<p>Search according to one of the following:</p> <ul style="list-style-type: none"> <li> <p><b>Category:</b> Using drop-down menus select search criteria from &lt;Comment Type&gt; (mandatory), &lt;Achievement Level&gt;, &lt;Subject/Skill&gt;, &lt;Grade&gt;, &lt;Strand&gt;</p> <p><b>and/or</b></p> </li> <li> <p><b>Title:</b> Click on the <i>Title</i> radio button and type in partial or full title to search in the comment/title box (remember title is case sensitive) e.g. T1</p> <p><b>or</b></p> </li> <li> <p><b>Specific Comment Text:</b> Click on <i>Comment</i> radio button and type in text to search for in the comment/title box</p> </li> </ul>
3	<p>Click on the Select button  and the comments meeting your search criteria will appear at the bottom of the screen.</p>
	<p> If teachers do not see the comments they want, widen the search or do an Open Search.</p>

### Viewing Retrieved Comments

Comment		Subject / Skill	Strand	Grade	Type	Level	Title
<input type="checkbox"/>	*N* adeptly uses familiar words, picture c...	English		01	Achievement	80-100 / A- to A+	T1 reading 1C L4
<input type="checkbox"/>	*N* competently reads a few different type...	English		01	Achievement	70-79 / B- to B+	T3Gr1Reading3
<input type="checkbox"/>	*N* competently writes short texts using a...	English	WR	01	Achievement	70-79 / B- to B+	T2 Writing 3C

#### Zoom Comment

To view expanded comment text, click on the magnifying glass icon  to the left of the comment or hover over the comment.

#### Sort Comment List:

To sort retrieved comments, click on the purple, under-lined column headings

#### Print/View Comments List

Once comments have been retrieved, choose the PDF/HTML radio button and then click the Print button.

Select Comments:  Group  All  Personal

Comment  Title    Comment Type: Achievement    Achievement Level: All    Subject / Skill: English    Strand: All    Grade: All

Select  Print  PDF  HTML  Copy To Group  Delete

Comment	Subject / Skill	Strand	Grade	Type	Level	Title
*N* adeptly uses familiar words, picture c...	English		01	Achievement	80-100 / A- to A+	T1 reading 1C L4
*N* competently reads a few different type...	English		01	Achievement	70-79 / B- to B+	T3Gr1Reading3
*N* competently writes short texts using a...	English	WR	01	Achievement	70-79 / B- to B+	T2 Writing 3C

The entire list of retrieved comments, in expanded form, will be displayed and can be printed.



30 Sep 2008 10:09    Achievement Comment List    Page 1 of 12  
 Apsley Central PS  
 Lorna Izzard  
 20082009

Subject/Skill	Grade	Achievement Level	Comment Type	Comment Text	Strand	Title
Mathematics	01	80-100 / A- to A+	Achievement	*N* adeptly identifies common 2-D shapes and sorts classifies them by their attributes with ease. *4* composes complex patterns, pictures, and designs, using common 2-D shapes. *N* persistently identifies and creates detailed symmetrical shapes and designs.	GE	T2 Geometry 4
English	01	80-100 / A- to A+	Achievement	*N* adeptly uses familiar words, picture cues and knowledge of letters and sounds when reading stories and charts. *4* is developing the ability to provide a detailed retell of stories in proper sequence. *4* will be given modelling and prompts to sequentially retell stories using pictures, words or writing.		T1 reading 1C



## MAINTAINING THE COMMENT BANK

### Editing an Existing Comment:


To edit a comment or change part of the categorization (comment type, achievement levels, subject/skill, grade, or strand):

Step	Action
1	Retrieve the comment in the lower window of the Comment Builder screen.
2	Click the <b>Edit</b>  button to the immediate left of the comment – this will load the comment into the upper window for editing.
3	Make the changes in the upper Build/Edit part of the screen.
4	Click the <b>Save</b> button.  If you edit a comment in the Comment Builder and then return to the Student Comments or Skills/Progress tabs, you must click on the Search button so that your recent comment changes are updated in the list. <b>If you don't refresh your list, your comment change will not be available.</b>

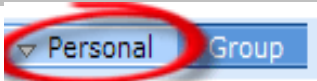
### Deleting an Existing Comment:

Step	Action
1	In the search/retrieval area of Comment Builder (lower section), click in the <b>Delete</b> box  to the left of the comment you wish to delete.  The <b>Delete</b>  <b>Delete</b> button will become active.
2	Click on the <b>Delete</b> button and you will be asked to confirm the deletion of the selected comment(s).

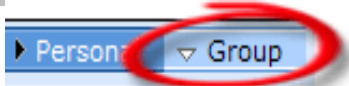
### Transferring Comments Between Banks

The **Copy To**  button allows the transfer of comments from your personal comment bank to a group comment bank (and vice versa).

### Copy a Personal Comment to a Group Comment Bank:

Step	Action
1	Ensure the Personal minor tab is selected in the upper window. 
2	Use the drop downs in the lower window to select the criteria to narrow your search.
3	Click the <b>Select</b> button to locate and display the comment(s) that match your search.
4	Click the <b>Checkbox</b> <input checked="" type="checkbox"/> to the immediate left of the comment(s) to be transferred. The <b>Copy to Group</b> button becomes active.
5	Select the group you wish to transfer the comment(s) to from the group drop down (Kindergarten, Primary, Junior Intermediate).
6	Select the <b>Copy To Group</b> button. A copy of your personal comment will now be available in the Group Comment Bank. The original comment will remain in your Personal Comment Bank.

### Copy a Group Comment to your Personal Comment Bank:


Step	Action
1	Ensure the Group minor tab is selected in the upper window. 
2	Click the Group radio button and select the applicable group from the drop down (Kindergarten, Primary, Junior Intermediate).
3	Use the drop downs in the lower window to select the criteria to narrow your search.
4	Select the <b>Select</b> button to locate and display the comment(s) that match your search.
5	Select the <b>Checkbox</b> <input checked="" type="checkbox"/> to the immediate left of the comment(s) to be transferred.
6	Select the <b>Copy To Personal</b> button. A copy of the group comment will now be available in your Personal Comment Bank.

## STUDENT COMMENTS TAB

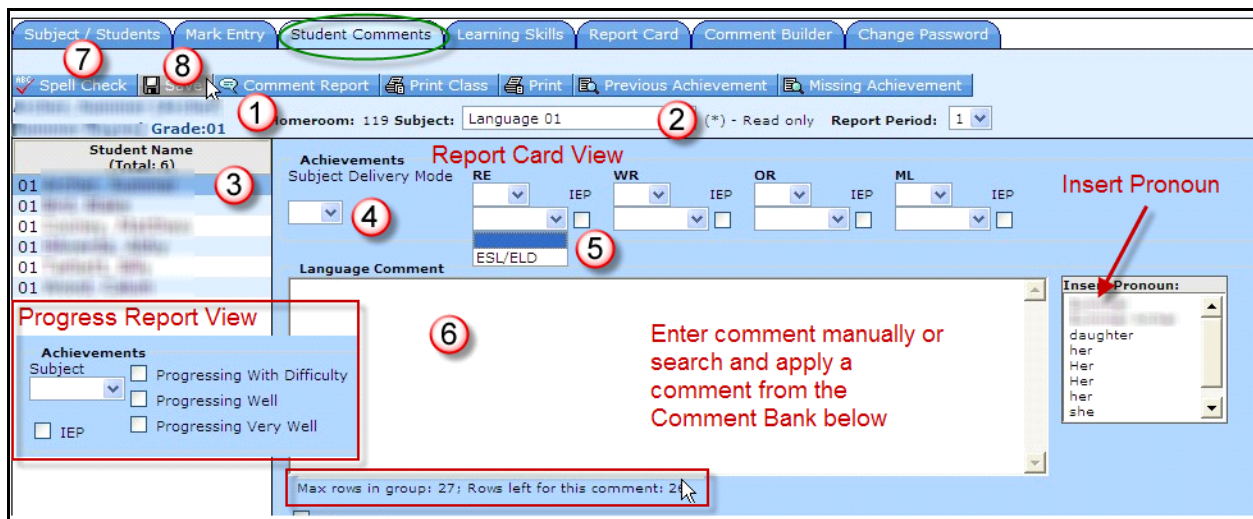
This screen may be used by teachers to enter checkmarks (Progress Report), achievement levels (JK/SK) letter grades and/or marks (Report 1 & 2) and comments by class for an individual student for the current term. Comments may be manually entered for the student or selected from the comment bank and pasted to an individual student or multiple students. Pasting is the process whereby a personal/group comment, previously created through the “Comment Builder” may be pasted to an individual student or multiple students that have been flagged to receive the comment. The maximum number of rows (Gr. 1-8) or characters (JK/SK) allowed for comment entry for the selected subject is displayed at the bottom of the comment text box.

**JK / SK**

### ENTERING STUDENT COMMENTS (JK / SK)

Step	Action
1	Select the homeroom from the <Homeroom> drop down, if applicable.
2	Select the class from the <Subject> drop down.
3	Click the selected student from the alphabetical list.
4	Check the IEP and/or ESL checkbox, if applicable.
5	Click in the comment text box and enter a comment for the student manually <b>or</b> use the Personal and/or Group Comment Banks (previously created in Comment Builder).
	 To insert a pronoun within the comment text box, double click on the pronoun.
6	Spell Check & Save.

### Grades 1 to 8



### ENTERING STUDENT COMMENTS (Grades 1 to 8)

Step	Action
1	Select the homeroom from the <Homeroom> drop down, if applicable.
2	Select the class from the <Subject> drop down.
3	Click the selected student from the alphabetical list.
4	Enter the mark if the mark was not previously entered through the “mark entry” screen.
5	Select the Subject Delivery Mode and/or IEP checkbox, if applicable.
6	Click in the comment text box and enter a comment for the student manually <b>or</b> use the Personal and/or Group Comment Banks (previously created in Comment Builder).



To insert a pronoun within the comment text box, double click on the pronoun.

7	Spell Check.
8	Save.

## Sharing Comments (Grades 1 to 8 only)

The amount of text that can be entered for the subject comment is determined by the number of rows that it will require on the printed report card, not a specific character count. The width of the comment box is adjusted to match the width available on the actual report card.

There are several scenarios where a single comment box is shared between one or more subjects. Examples of this are the one large comment box for all subjects on the progress report card, and on Report Card 1 and 2, the shared comment box for The Arts (Drama, Dance, Music, Visual Arts), History and Geography, and Health and Physical Education. This is referred to as a subject comment group.

When entering the comments for subjects belonging to a subject group, the user should enter the comment via the appropriate subject. This will ensure that one teacher cannot modify another's comment (e.g. the History teacher cannot modify the Geography teacher's comment). In the case of the progress report card, using this approach will also allow the subject comments to be displayed in the same order as the subject marks.

The number of rows available for this subject comment group is displayed below the comment as 'Max rows in group'. The amount of rows still available is displayed beside it. Any leading or trailing blank lines in the comment will be trimmed automatically when the comment is saved.

When the teacher has entered a comment that has exceeded their share of the available space within a subject comment group, the background colour of the comment will change to yellow, as a warning, however, will not prevent data entry.

The formula "number of rows divided by number of student subjects generated for the subject comment group times the number of these subjects taught by the same teacher", rounded to the lower row value, would provide the number of rows that can be entered for the single subject before the colour is changed to yellow. For example, the subject comment group for The Arts involves four subjects. If the same teacher is responsible for three of these subjects, they can use up 75% of the lines before the colour is changed to yellow.

If the maximum number of available rows is exceeded, the background colour of the comment will change to red, and the user will not be allowed to save the comment. Editing must be done to reduce the comment so it does not exceed the maximum number of rows. Once this has been done, the comment colour will be reset, and the user will be able to save the comment.

For these subject comment groups, the first teacher entering a comment is allowed to enter up to the full maximum comment size. The second teacher that attempts to enter a comment will have whatever space is left in the maximum comment size. If this is not enough room, the teachers will need to work together to share the space. A 'Show entire comment' field may be displayed to show the entire comment.

## DISPLAYING THE COMMENT BANK

The personal or group comment bank must be displayed in the lower portion of the screen in order to paste a comment to an individual student or to multiple students. To optimize the performance of the application, it is recommended that the search is narrowed when displaying the comment bank.

Maximum: 1100 Current: 52

Select Comments:  Group  Personal

Comment Type: Achievement  
Achievement Level: All  
Subject / Skill: All  
Strand: All  
Grade: All

Comment	Subject / Skill	Strand	Grade	Type	Level	Title
This is a comment for *N* .	English	RE	01	Achievement	80-100 / A- to A+	T1 Comment
This is another comment for *FN* .	English	RE	01	Achievement	70-79 / B- to B+	T1 Another Comment
This is just one more comment for *FN* .	English	RE	01	Achievement	60-69 / C- to C+	T1 Just one more

## PASTING A COMMENT TO AN INDIVIDUAL STUDENT

Alborough, Janice (Alborough, Janice ) Grade:01

Homeroom: 1A Subject: English 01 (\*) - Read only Report Period: 3 Strands description

Maximum: 1100 Current: 0


Select Comments:  Group  Personal

Comment Type: Achievement  
Achievement Level: All  
Subject / Skill: English  
Strand: All  
Grade: 01

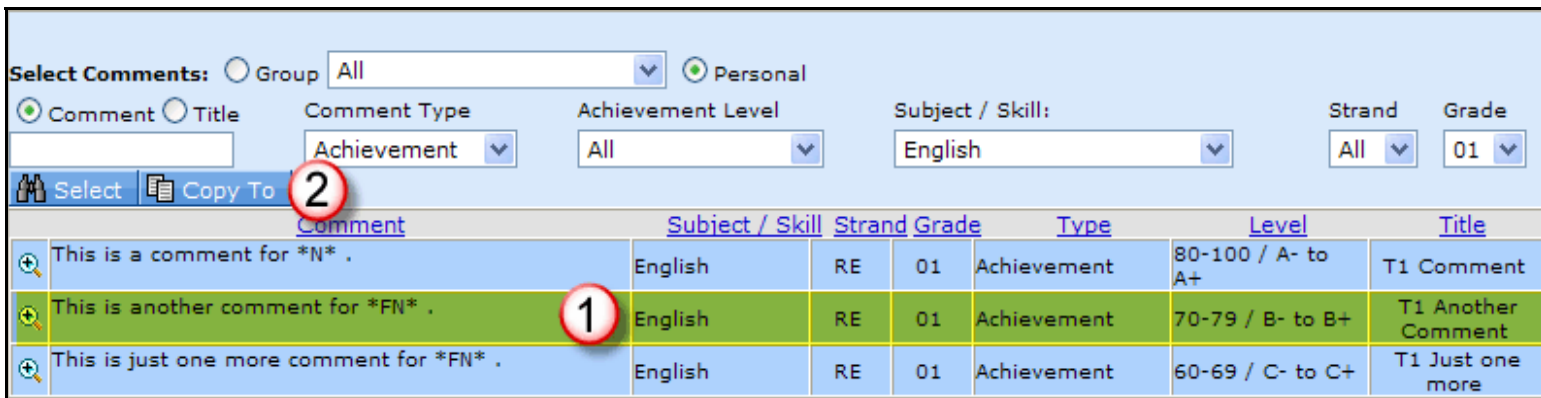
Select Copy To

Comment	Subject / Skill	Strand	Grade	Type	Level	Title
This is a comment for *N* .	English	RE	01	Achievement	80-100 / A- to A+	T1 Comment
This is another comment for *FN* .	English	RE	01	Achievement	70-79 / B- to B+	T1 Another Comment
This is just one more comment for *FN* .	English	RE	01	Achievement	60-69 / C- to C+	T1 Just one more

Step	Action
1	Select the student from the class list.

2	<p>Click in the Comment text box.</p>  <p>Ensure the cursor is positioned where the comment is to be inserted. If the cursor is in the middle of a sentence of an existing comment, the inserted comment will appear mid-sentence.</p>
3	Select Group or Personal Comment Bank radio button in the lower portion of the screen (Comment Bank search).
4	Select the criteria to narrow the search for comments using the drop-downs.
5	Click the <b>Select</b> button to locate and display the comment(s) that match the search.
6	Place the cursor on the comment to be pasted in the individual student's comment text box and <b>Double click</b> . The comment is now displayed in the student's comment text box.

## PASTING A COMMENT TO MULTIPLE STUDENTS



Select Comments:  Group   Personal

Comment  Title    Comment Type:     Achievement Level:     Subject / Skill:     Strand:     Grade:

**2**

	Comment	Subject / Skill	Strand	Grade	Type	Level	Title
<input type="checkbox"/>	This is a comment for *N* .	English	RE	01	Achievement	80-100 / A- to A+	T1 Comment
<input checked="" type="checkbox"/>	This is another comment for *FN* . <b>1</b>	English	RE	01	Achievement	70-79 / B- to B+	T1 Another Comment
<input type="checkbox"/>	This is just one more comment for *FN* .	English	RE	01	Achievement	60-69 / C- to C+	T1 Just one more

Step	Action
1	Click <b>once</b> on the desired comment to be highlighted and copied to multiple students from the list of comments in the lower portion of the screen.
2	<p>Click the <b>Copy To</b> button.</p> <p>The <b>Multiple Paste</b> window will appear displaying a list of students for the selected homeroom and subject. The selected comment will be displayed in the upper portion of the Multiple Paste window (see next page).</p>

\*4\* usually communicates ideas clearly when writing \*2\* journal. \*N\* has no difficulties making distinctions in the use of the passé composé and the imparfait. \*4\* is encouraged to edit and proofread \*2\* writing using a dictionary and a thesaurus to expand \*2\* vocabulary.

Max rows in group: 1    5 rows left for this comment: 8

Spell Check    Apply    Delete    Close



3    Edit Comment    Check and uncheck all students

Homeroom: 7FI14    Subject: French 07    (\*) - Read only


Grade	Student	OR	RE	WR	✓	
07	...	72	73	74	✓	✓
07	...				✓	✓
07	...					✓
07	...					✓
07	...	75	76	77	✓	✓
07	...					□
07	...					□
07	...					□
07	...					□
07	...					□
07	...	77	77	77		□
07	...					□
07	...					□
07	...					□
07	...					□
07	...					□

4    A red checkmark indicates a comment already exists for the student

- 3 Click on the column heading (mark or strand) to sort the list of students displayed, if you have entered marks; numeric grades will be displayed in ascending order (lowest to highest); alpha grades will be displayed in descending order (A-D). This makes it easier to find all students with the same mark.

- 4 Click in the checkbox to the right of the student's name to which the comment should be applied. To **select all** of the students click on the  icon at the top of the right-hand column. To **deselect all** the students click on the  icon.



If a red checkmark  in the "Checkmark column" is selected when the window is opened, it indicates the student already has a comment saved in the comment box for this subject. Students without a red checkmark have no comments entered yet. The new comment will be added 2 spaces after any existing comment(s).

56


Click on the **Apply** button to copy and save the comment for all flagged/selected students. As long as the whole comment will fit into the available comment space for each student, the comment will be updated and saved.



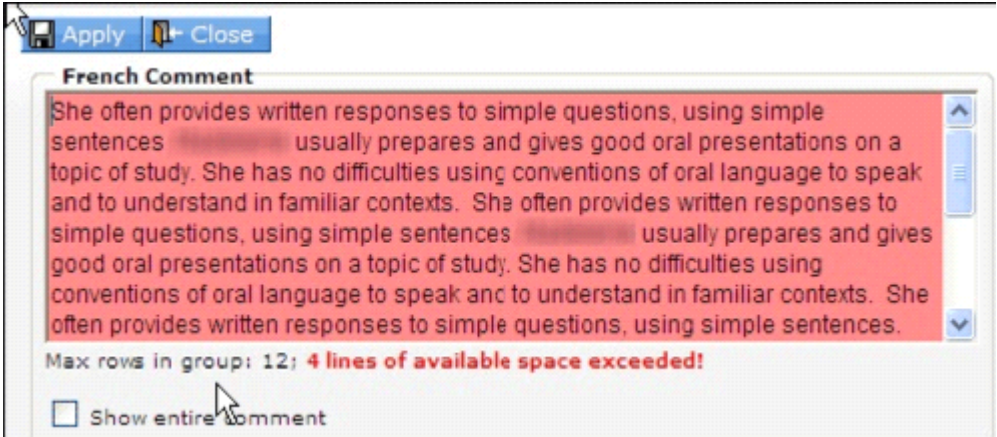
Before closing the 'Multiple Paste' window, the teacher can apply the same comment by selecting a different homeroom.

Close the window to return to the "Student Comments" screen.

**IMPORTANT:** If the comment exceeds the available comment space for a student, an error message will appear in **red**, identifying the student(s) and will not be saved.

Grade	Student	OR	RE	WR		
• Comment for <b>Madeline Sam</b> exceeds available space and will not be saved.						
07	Madeline Sam	72	73	74		<input type="checkbox"/>
07	Madeline Sam				<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	Madeline Sam				<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	Madeline Sam				<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	Madeline Sam	75	76	77	<input checked="" type="checkbox"/>	<input type="checkbox"/>

An 'Edit Comment' icon will appear for each of the students indicated in **red**.

Step	Action
1	<p>Click the 'Edit Comment' icon to display a popup with the student's comment, and edit the comment to meet the requirements.</p> 
2	<p>Click the Apply button once the comment has been edited. The 'Edit Comment' icon will disappear beside the student's name.</p>

3

Close the window to return to the "Multiple Paste" screen.



Teachers can empty the selected students' comment boxes by placing the check marks next to the students' names and clicking on the "Delete" button in the dialog window. A pop-up window will appear with the following message **"YOU ARE ABOUT TO DELETE THE ENTIRE CONTENTS OF THE COMMENT BOX FOR THE STUDENT(S)"**. Choose "Yes" to continue or "No" to cancel.

### PREVIOUS ACHIEVEMENTS (Grades 1 to 8 only)

Letter grades, marks and comments from previous report periods may be viewed even if the current reporting teacher was not the assigned subject teacher for the previous report period. Previous Report Periods View can be accessed from both the Student Comments and Learning Skills screens.

Step	Action
1	Click on the student's name.
2	Click on the Previous Achievement button.

## MISSING ACHIEVEMENT (Grades 1 to 8 only)

The Missing Achievement report may be accessed from both the Student Comments and Skills/Progress screens. This report indicates by the presence of an 'X' where there is data **missing** on each students report card for the reporting teacher subjects. This report is useful for verifying that report card data is complete for the current report period.

The screenshot shows a software interface with a top navigation bar containing buttons: 'Subject / Students', 'Mark Entry', 'Student Comments', 'Learning Skills', 'Report Card', 'Comment Builder', and 'Change Password'. Below this is a secondary bar with icons and labels: 'Spell Check', 'Save', 'Comment Report', 'Print Class', 'Print', 'Previous Achievement', and 'Missing Achievement'. The 'Missing Achievement' button is circled in red, and a red circle with the number '1' is placed next to it. Below the navigation bars, the interface displays 'Archer, Summer (Archer, Summer Rayne) Grade:01', 'Homeroom: 119', 'Subject: Language 01', and 'Report Period: 1'. A table of student names is visible on the left, and a 'Language Comment' field with 'ESL/ELD' is shown on the right.

Step	Action
1	Click on the Previous Achievement button.

## COMMENTS REPORT

The Comments Report shows all comments for all students in a particular subject selected. The students' marks and comments are displayed in a list by subject.

Step	Action
1	Click on the student's name.
2	Click on the Comments Report button.

2010 Dec 09 11:13 AM Page 1 of 2

**Subject Comments for Students**  
Westmount PS  
20102011  
Report Period: 1

Teacher: Toupin, Christian  
Homeroom: 7F114  
Subject: French

Student Name	Student Number	Grade	Strand	Mark	Comment
San, Madeleine	070549492	07	Oral Communication Reading Writing		She often provides written responses to simple questions, using simple sentences. Madeleine usually prepares and gives good oral presentations on a topic of study. She has no difficulties using conventions of oral language to speak and to understand in familiar contexts.
San, Jonathan	070547780	07	Oral Communication Reading Writing		
San, Avery	070547748	07	Oral Communication Reading Writing		

## LEARNING SKILLS TAB

Only the homeroom teacher will see the Learning Skills Tab. Grade 1 to 8 teachers have the ability to assign the learning skill for the six categories (E, G, S or N) and to enter the comment related to the individual student's "Strengths/Weaknesses/Next Steps".

Learning Skills comments may be entered manually or created through the "Comment Builder" and pasted on this screen for an individual student or multiple students. The Spell Check feature is also available on this screen.

The Attendance is also displayed on and calculated through core Trillium.

Step	Action
1	Choose a student from the list by clicking the name.
2	Select Learning Skills from the drop-downs.
3	Click in the comment field and enter a comment <b>or</b> use 'Comment Builder' to paste comments.
4	Spell Check.
5	Save.




This tab is available for all elementary teachers, however, only homeroom teachers in grades 1 to 8 are required to enter information.

## REPORT CARD JK/K TAB

This screen will allow kindergarten teachers to enter all report card data required for an individual student. Report card data entered through any other screen will be displayed here and may be edited. All teachers may view the achievement levels and comments, however only the designated subject teacher may make changes to the achievement levels and comments. Marks from previous report periods will be visible but not editable. The reporting teacher is required to flag the IEP or ESL indicator on this screen, if applicable.

The screenshot displays the 'Report Card JK/K' tab in a web application. At the top, there are navigation tabs: 'Subject / Students', 'Mark Entry JK/K', 'Student Comments', 'Learning Skills', 'Report Card JK/K' (highlighted with a red circle), 'Comment Builder', and 'Change Password'. Below these are utility buttons: 'Spell Check Class', 'Spell Check', 'Save', 'Print Class', and 'Print'. The main area shows student information for 'Buckley, Casey (Buckley, Casey) Grade:SK'. A list of students is on the left, with 'Buckley, Casey' selected (marked with a red circle 1). The student's details include 'Student: Buckley, Casey', 'Grade: SK', and 'Grade in September: 01'. There are checkboxes for 'IEP' and 'ESL'. A table below shows subjects and marks: 'Personal and Social Development' with a mark of 'B'. A 'Comment' box is on the right, marked with a red circle 3. At the bottom, there are 'Days Absent' and 'Times Late' fields. A red callout box points to the 'IEP' and 'ESL' checkboxes, stating: 'The reporting teacher is required to flag the IEP or ESL indicator on this screen.' Red arrows point to the 'Mark' column (marked with a red circle 2) and the 'Save' button (marked with a red circle 4).

Step	Action
1	Click on a student's name to select it.
2	Input marks.
3	Enter comments by typing into the comment boxes manually or by using copy and paste from other documents into the comment boxes.  Teachers using the Report Card JK/K Tab will not be able to access their Personal or Group Comments. When working on this screen, comments must be entered directly.
4	Spell Check and Save. Repeat steps 1-3 for each student.

## PRINTING KINDERGARTEN REPORT CARDS

### Printing Class Set or Individual Student

The screenshot shows a web application interface with several tabs: 'Subject / Students', 'Mark Entry JK/K', 'Student Comments', 'Learning Skills', 'Report Card JK/K', 'Comment Builder', and 'Change Password'. Below the tabs, there are buttons for 'Spell Check Class', 'Spell Check', 'Save', 'Print Class', and 'Print'. A red circle with the number 2 highlights the 'Print Class' button. Below these buttons, the interface displays 'Banks, Pisces (Banks, Pisces Marie) Grade:SK' and 'Homeroom: 120 Report Period: A'. A table lists 20 student names, with 'SKBanks, Pisces' highlighted and a red circle with the number 1 next to it. To the right of the student list, there are fields for 'Student: Banks, Pisces', 'Grade: SK', 'Days Absent: 1.0', 'Total Days Absent: 1.0', 'Times Late: 0', and 'Total Times Late: 0'. Below this, there is a section for 'Subjects' and 'Personal and Social Development' with checkboxes for 'IEP' and 'ESL', and dropdown menus for 'My Independence', 'My Friendships', and 'My World'. A 'Maximum: 1600 Current: 0' indicator is also present.

Step	Action
1	Select the desired student from the list (or any student to print a class set).
2	Select the <b>Print</b> or <b>Print Class</b> button. The report card will open in a new window.
3	Select the Print button and identify the printer location to produce the report card.

The screenshot shows a printed report card for 'Kawartha Fine Ridge DSB'. The header includes the school name, address '1994 Fisher Dr Peterborough, ON Canada K9J 7A1', and the title 'Kindergarten Report Card' with a date of '11 FEB 2011'. The report card is divided into two main sections. The left section contains student information: 'Student: Banks, Pisces Marie', 'Grade: SK', 'OEN: 622-733-863', 'Placement in September', 'School: Vincent Massey PS', and 'Address: 10 Church St Bowmanville, ON Canada L1C 1S3'. The right section contains attendance and teacher information: 'Days Absent: 1.0', 'Total Days Absent: 1.0', 'Times Late: 0', 'Total Times Late: 0', 'Teacher: P. Bunny', 'Principal: S. Scorpio', and 'Telephone: (905) 623-5502'. A red circle with the number 3 highlights the printer icon in the top toolbar of the application window.

## REPORT CARD TAB (Grades 1 to 8)

This screen will allow teachers to enter all report card data required for an individual student in grades 1 to 8. Report card data entered through any other screen will be displayed here and may be edited. Only the homeroom teacher will be able to enter the data and comments related to “Learning Skills”. All teachers may view the letter grades, marks and comments, however only the designated subject teacher may make changes to his/her subject marks and comments. Marks from previous report periods will be visible but only the current report period is available for updating. The reporting teacher is required to flag the IEP and ESL/ELD indicator on this screen, if applicable.

The screenshot shows the 'Report Card' tab selected in a navigation menu. Below the menu are buttons for 'Spell Check Class', 'Spell Check', 'Save', 'Print Class', and 'Print'. The student name 'Aquarius, Donald (Aquarius, Donald Joddi) Grade:01' and 'Homeroom: 120' are displayed. A list of students is shown on the left, with '01Aquarius, Donald' selected. The main area is divided into 'Subjects' and 'Strengths/Next Steps'. Under 'Subjects', there are input fields for 'Language' (Teacher: Bunny, Pluto) and 'Reading' (with a dropdown arrow). At the bottom, there are checkboxes for 'ESL/ELD' and 'IEP'. Red callouts are numbered: 1 points to the student list, 2 points to the 'Reading' dropdown, 3 points to the 'ESL/ELD' and 'IEP' checkboxes, and 4 points to the 'Save' button. A red arrow points from callout 3 to a text box: 'The reporting teacher is required to flag the IEP, ESL/ELD indicator on the Report Card screen, if applicable.'

Step	Action
1	Select a student.
2	Input marks by using the drop down arrows (primary) or key in marks (intermediate).
3	Enter comments by typing into the comment boxes or by using copy and paste from other documents into the comment boxes.
4	Spell Check and Save. Repeat steps 1-3 for each student.




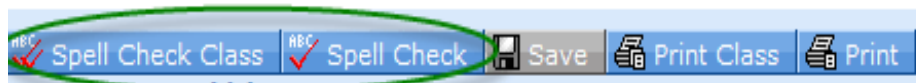
Teachers using the Report Card Tab will not be able to access the Personal or Group Comments.

### Recommendation:

Remember to save after each subject area is completed when writing report cards in this view. Teachers may experience slower performance if each subject is not saved, due to the amount of data being transmitted at one time.

**PRINTING DRAFT COPIES**

Step	Action
1	Select the desired student from the list (or any student to print a class set)
4	<p>Select the <b>Print</b> or <b>Print Class</b> button.</p> <p>The report card DRAFT will open in a new window. Select the Print button and identify the printer location to produce the “draft” copy of the report card.</p> <p> Final Report Cards will be printed at the office from core Trillium.</p>

**SPELL CHECK AND SPELL CHECK CLASS****Spell Check**

The Spell Check button remains active to allow for the checking of all subjects for a student.

**Spell Check Class**

The Spell Check Class button will spell check each subject for each student in the whole class.

## "Save Early and Save Often"!

### LOGGING OUT OF THE APPLICATION

To exit the Trillium Web Elementary Achievement application, click on the **Logout** link in the upper right hand corner of the screen.

**S.H. Watson Elementary School** [School Info](#)

Teacher Name: Allan Anson [Switch to 1-8](#) [Logout](#)

[Comments](#) [Learning Skills](#) [Report Card JK/K](#) [Comment Builder](#) [Change Password](#) [About](#)

## RESOURCES / SUPPORT

### 1. COMPUTER TRAINING DEMONSTRATIONS

Computer training demonstrations have been created to supplement the ***Elementary Web Achievement - Teacher Reference Guide***. They may be found on myKPR under the Quick Links to Applications.

Click on the *Multimedia Training & Demos* link and locate the demos within the Web Achievement (1to8) folder.

### 2. WEB ACHIEVEMENT - PEER SUPPORT CONFERENCE

This conference is a forum for discussion and a place to share questions and answers on the elementary reporting process. ICT staff will post updates to documentation as well as important messages or notices.

From the FirstClass desktop, double click on ***KPR Conferences*** and ***ICT Forums***. To add the conference to your firstclass desktop, right click > Add to Desktop.

### 3. WEB ACHIEVEMENT CAFES

Web Achievement cafes are scheduled each term after school at the each of the Labs and notices are posted in the *Web Achievement - Peer Support Conference*.

Teachers are encouraged to register for these sessions on PDPlace in order to work with support from ICT and Teaching and Learning staff on the development of their report cards.

### 4. FORGOTTEN PASSWORD? Please call the Helpdesk at ext. 2088.

### 5. SCHOOL SET UP ISSUES?

If the class list or subject assignments are not correct, please contact the school secretary. For further follow-up, please enter a service request.

### 6. SERVICE REQUESTS

Schools are encouraged to enter a service request for all issues requiring support. Please indicate "Web Achievement" in the description.