





Elementary Web Achievement

Grades JK / SK Quick Step Guide Version 2.03.01

Resources / Supports

	Elementary Web Achievement - Teacher Reference Guide
 FirstClass	Web Achievement Peer Support Conference <i>KPR Conferences > ICT Forums</i>
	Assessment Conference <i>KPR Conferences > Teaching & Learning Conferences</i>
	Kindergarten Conference <i>KPR Conferences > Teaching & Learning > Elementary K-8 > Kindergarten</i>
Service Requests	HelpDesk

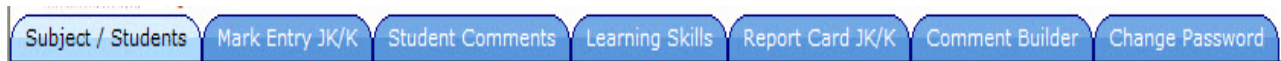
Fast Facts:

- Web Achievement will log out after approximately 30 minutes unless data has been saved. Remember to **Save Early and Save Often!**
- **Do not use the Back**  **or Refresh**  **button** - any unsaved information will be lost!
- Turn **off** your pop-up blocker while working on Web Achievement
- Use the '**Log out**' link. Do not just close the page
- Web Achievement has been tested on Internet Explorer version 7.0 and 8.0 in the Windows environment and also on Safari 3.1.2 and 4.0 in Macintosh environment
- For home use, your Windows Operating Systems must be updated with the latest Service Pack. The Adobe Reader Software must be updated to Adobe 8.0.
- Error Message: 'Unable to detect Report Period' - Contact the school office to extend the Mark Entry End Date in core trillium
- Group Comment Bank Access - contact the school secretary to assign the appropriate group

Report Card Process - Start to Finish:

1. Complete and submit to the office the [Teacher Subject Profile and Homeroom / Classes Profile forms](#).
2. Verify, sign and submit the [Teacher Profile Verification Summary and Verification Details reports](#). If changes are required, notify the school secretary.
3. [Build/Edit Personal and/or Group comments from the Comment Builder Tab](#).
4. [Enter marks on the Mark Entry Tab](#).
5. [Add comments on the Student Comments or Report Card Tabs](#).
6. [Run a Spell Check](#).

Web Achievement Overview



Subject / Students:

- Provides an overview of the subjects and students for which data will be entered (view only)

Mark Entry:

- This tab allows teachers to see achievement for Report A and B.
- The TAB key can be used to move to the next column or next student
 1. Select a Homeroom and/or Subject from the drop down menus.
 2. Select a student from the list on the left.
 3. Select Achievement Level.
 4. Click Save.

Student Comments:

- This tab allows teachers to see the class list and the comment box for a subject area
- Multiple buttons are available under the Tabs to provide a Spell Check, Save and Comments Report
 1. Select a Homeroom and/or Subject from the drop down menus.
 2. Select a student from the list on the left.
 3. The Delivery Mode and/or an IEP checkmark may be indicated.
 4. Add comments for students. There are three ways to add a comment:

Create a comment for an individual student manually:

1. Select the Homeroom, Subject, and student.
2. Type the comment. The "Insert Pronoun" box is available on the right. Double-click a name/pronoun to enter it into the comment.
3. Spell Check and Save.

Create a comment for an individual student using a Comment Bank:

1. Select the Homeroom, Subject, and student.
2. Search the Comment Bank (Personal or Group) using the appropriate radio button.
3. Set the appropriate filters (Comment or Title, Comment Type, Achievement Level, Subject/Skill, Strand, Grade) and click the Select button to search and view the comments meeting the selection criteria.
4. **Double-click** on the desired comment. The comment will then appear in the comment field to be edited, if necessary.
5. Spell Check and Save.

Create a comment for multiple students using a Comment Bank:

1. Select the Homeroom, Subject, and student.
2. Search the Comment Bank (Personal or Group) using the appropriate radio button.
3. Set the appropriate filters (Comment or Title, Comment Type, Achievement Level, Subject/Skill, Strand, Grade) and click the Select button to search and view the comments meeting the selection criteria.
4. **Click once** on the desired comment to select it and click the “Copy To” button. The Multiple Paste Window will open and show a list of the students and marks (if they have been previously entered). The selected comment appears at the top of the window.
5. Put a checkmark in the rightmost checkbox of the students who should receive the selected comment.
6. Click the Apply button. The comment gets saved for those students that have enough room in their comment box (red checkmark is indicated). Those students that do not have enough room in their comment box, an error message appears at the top of the table, identifying the student.
7. Close out of the Multiple Paste Window when finished.

- The maximum number of characters is indicated below the comment box

Learning Skills:

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

Report Card:

- This tab is a simple view similar to the paper version of the Report Card/Progress Report
- Marks, comments, IEP checkbox, Delivery Mode and promotion status can be entered or edited
- Multiple buttons are available under the Tabs to provide a Spell Check Class, Spell Check, Save, Print Class and Print
- Teachers have access to edit only those subjects which they teach, but have viewing rights for all subjects for the individual student
- The Comment Bank cannot be accessed from this tab
- The maximum number of characters allowed, and the number of rows left in the current comment is indicated below the comment box
- Remember to Save often when using the Report Card Tab
- A copy of the report card will be printed on this tab

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 multiple students

Create a New Comment

1. In the top half of the page, select Personal or Group Tab
2. Select Comment Type, Achievement Level, Subject/Skill, and Grade using the drop down arrows.
3. Enter an appropriate and consistent Title to allow for ease in searching comments in the future e.g. TAMusicKC (Term A, Music, Grade K, Achievement Consistent).
4. Type the comment in the comment field. Insert a pronoun/name code where appropriate by double-clicking on the code in the "Insert Pronoun" box.
5. Spell Check and Save.

Search for Comments in a bank

These steps can be followed in Comment Builder, Student Comments or Learning Skills Tab.

1. Select the comment bank to be searched (Personal or Group) by clicking the appropriate radio button in the bottom half of the page.
2. Choose the search criteria using any or all of the filters (Comment or Title, Comment Type, Achievement Level, Subject/Skill, Strand, Grade).
3. Click the Select button. The comments matching the search criteria will appear in the field at the bottom of the page.

Please refer to the **Elementary Web Achievement - Teacher Reference Guide** for details regarding the Web Achievement application.