

USER GUIDE 1

USING THE REPORT CARD CREATOR

Revised 2013

Introduction

The *Report Card Creator* is located at www.ncca.ie/primaryreporting. There are seven simple steps to follow to create a report card for your school. This user guide takes you through each of the steps and describes how to use this online tool to create a report card that suits your school.

For illustration purposes the user guide uses a fictitious primary school to create a pupil report card. This school is “St. Brendan’s N.S.” and it is a mainstream English language medium school. The user guide will demonstrate how the Report Card Creator was used by “St. Brendan’s N.S.” to create the customised pupil report card shown on pages 18 and 17.



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Step 1: Select the report card option

In step 1, you are given the options to [create](#) a new report card, to [retrieve](#) a saved report card using a unique code or to [try](#) the updated end-of-year 6th class report card.

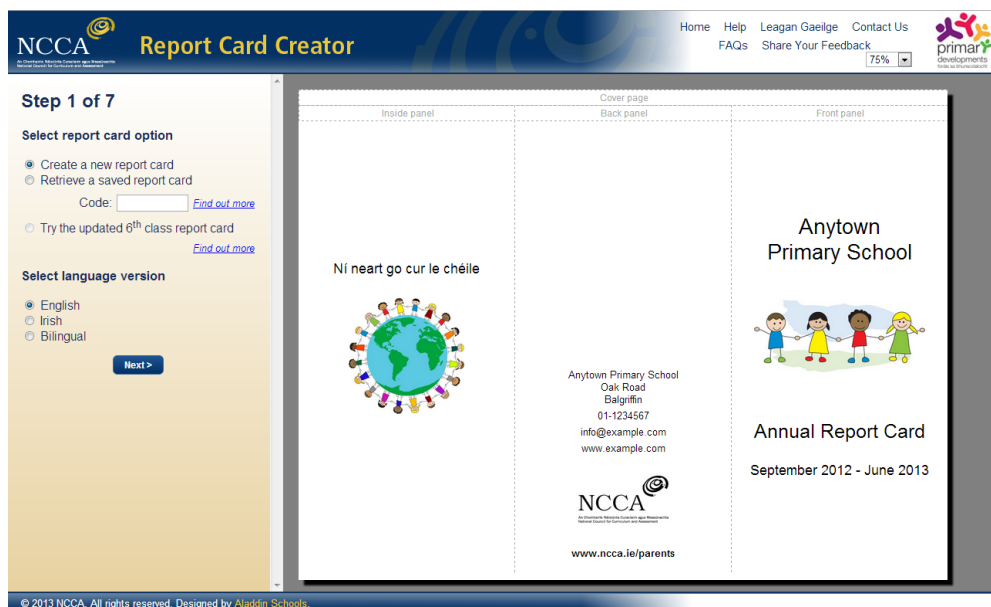
Please see the section *Download your customised report card* in this guide for more information about the [unique code](#) and how to use it.

We invite you to try the [updated end-of-year 6th class report card](#) to share information about children's progress and achievement with parents and the post-primary school. Tell us what you think about the updated report card by clicking on *Share your feedback* in the Report Card Creator. Your feedback will help us finalise this 6th class report card for 2014.

Create a new report card

You have the option of creating a report card in an English, Irish or bilingual language version. Click on your preferred choice.

The preview of the report card on the right hand side of the screen will be immediately updated to reflect your selections. Occasionally your internet browser may not show the preview completely accurately. For example, lines may be missing or details may 'fall off' the bottom of the page. If this happens, do not worry, as the completed report card will appear correctly when downloaded. We have selected the English language option in [screenshot 1](#).



The screenshot displays the 'Report Card Creator' web application. On the left, a sidebar indicates 'Step 1 of 7' and provides three options for report card creation: 'Create a new report card' (selected), 'Retrieve a saved report card' (with a code input field), and 'Try the updated 6th class report card'. Below these are language options: 'English' (selected), 'Irish', and 'Bilingual'. A 'Next >' button is visible. The main area shows a preview of the report card cover page, divided into 'Inside panel', 'Back panel', and 'Front panel'. The 'Front panel' features the school name 'Anytown Primary School', a cartoon illustration of four children, and the title 'Annual Report Card' for the period 'September 2012 - June 2013'. The 'Back panel' contains the school's address, contact information, and the NCCA logo. The 'Inside panel' shows the Irish phrase 'Ní neart go cur le chéile' and a globe graphic. The top navigation bar includes links for Home, Help, Leagan Gaeilge, Contact Us, FAQs, and Share Your Feedback, along with a zoom level of 75% and the primar developments logo.

Screenshot 1: English language option selected.


Click on the *Next* button to move to the next step.

Step 2: Customise the report card cover

In step 2, you will customise the cover page of your report card.

You are presented with a range of options that allow you to customise the report card cover to reflect your school's details e.g. you can change the font colour to match your school colours, upload your own images, insert your school contact details. The options are located on the left of the screen. Click into the edit boxes to make changes to the displayed report card.

In [screenshot 2](#) we have changed the font colour to blue, entered the school name, address, phone number, email address, website, and school motto.



The screenshot shows the NCCA Report Card Creator interface. On the left, there are input fields for school name, crest, title, class, reporting period, and additional text. Below these are sections for 'Back panel' (school contact details) and 'Inside / back panel' (school motto). The main area displays a preview of the report card cover, divided into three panels: 'Inside panel', 'Cover page', and 'Front panel'. The 'Cover page' is further divided into 'Back panel' and 'Front panel'. The preview shows a globe with children, school contact details, and the school motto 'Mol an óige agus tíoclaídh sí'.

Screenshot 2: Example of a customised report card cover.

Delete the text in the edit box if you wish to remove any items from the displayed report card. All changes are optional except the school name. You will be required to insert your [school name](#) before you can move on to the next step. You can also replace the sample images in the displayed report card with your own. If you have removed the sample images and later wish to restore them, remove any other uploaded images by clicking on *Remove image* and then click on *Restore Sample Information* to get back the sample images.

Click on the *Next* button when you have finished customising the cover page of your report card. Click on *Previous* to return to step 1.

Step 3: Report on...

Your child as a learner

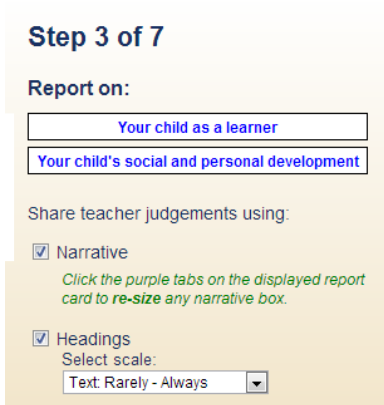
Your child's social and personal development

In step 3, customise how you report under the following two areas:

- Your child as a learner
- Your child's social and personal development

You are first presented with the option to add a comment box in the report card. Tick the *Narrative* check box as illustrated in [screenshot 3](#).

Tick
Narrative.



Step 3 of 7

Report on:

Your child as a learner

Your child's social and personal development

Share teacher judgements using:

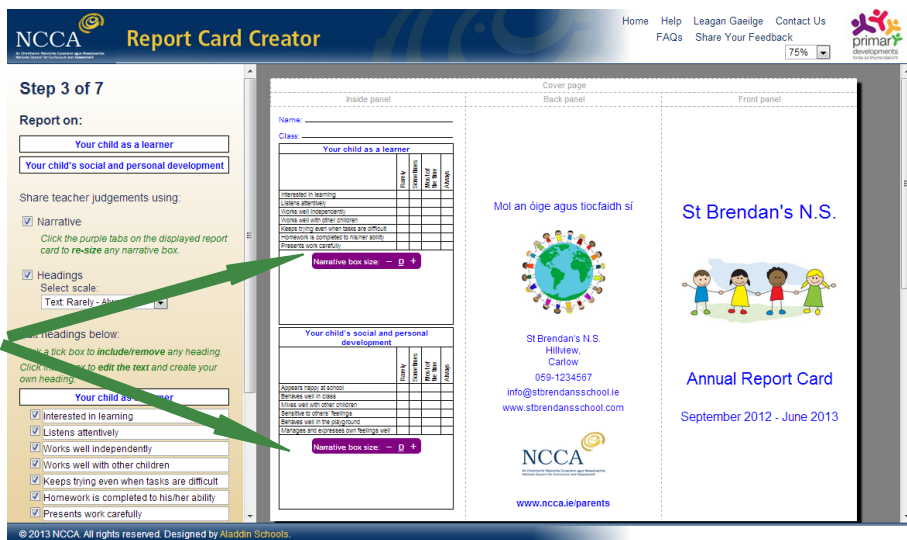
Narrative
Click the purple tabs on the displayed report card to re-size any narrative box.

Headings
Select scale:
Text: Rarely - Always

Screenshot 3: Selecting the narrative reporting option.

When you select the Narrative option, the two reporting areas *Your child as a learner* and *Your child's social and personal development* will be moved to the inside panel of the cover page. This is illustrated in [screenshot 4](#). This creates space for the narrative comment boxes.

Teacher narrative comment boxes are added and can be resized.



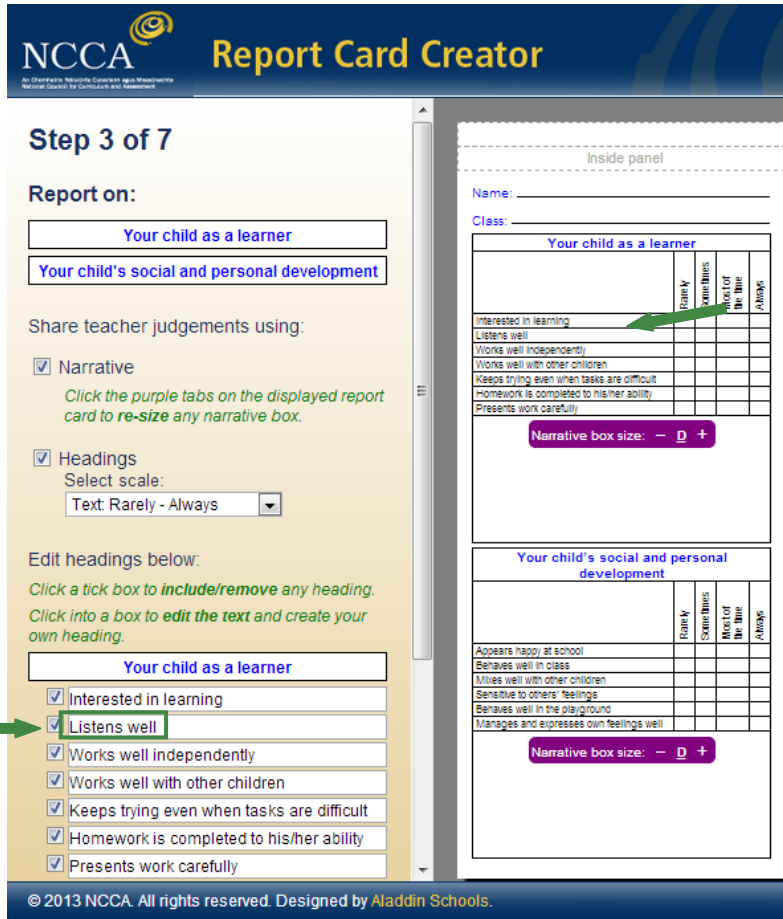
Screenshot 4: *Your child as a learner* and *Your child's social and personal development* moves to the cover page.

The narrative comment boxes may be increased or decreased in size by clicking on the + or - keys in the purple spaces shown above. Clicking the D option will return the narrative box to the default size.

You can also share teacher judgements using a range of default headings in the report card. Simply click on *Headings*. The headings will immediately appear under the two reporting areas.

Having clicked on *Headings* you can now:

1. Select the rating scale for the two reporting areas. Simply click on your preferred choice from the drop-down menu next to *Select scale* e.g. Text: Rarely – Always.
2. Edit the wording of the default headings by clicking into the box to edit the text or create your own heading. Screenshot 5 illustrates how we have changed the default text *Listens attentively* to *Listens well*.



Step 3 of 7

Report on:

Your child as a learner

Your child's social and personal development

Share teacher judgements using:

Narrative
Click the purple tabs on the displayed report card to **re-size** any narrative box.

Headings
Select scale:
Text: Rarely - Always

Edit headings below:
Click a tick box to **include/remove** any heading.
Click into a box to **edit the text** and create your own heading.

Interested in learning

Listens well

Works well independently

Works well with other children

Keeps trying even when tasks are difficult

Homework is completed to his/her ability

Presents work carefully

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Click into the edit box to change the default heading.

The change is reflected here.

Screenshot 5: Changing the wording *Listens attentively* to *Listens well*.

Step 4: Report on...

Your child's learning during the year

How you can further support your child's learning

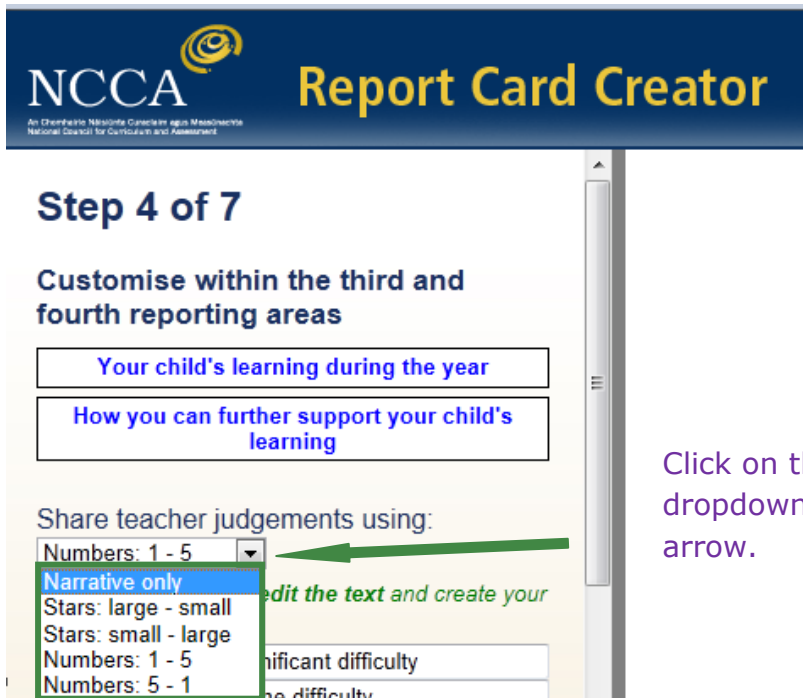
In step 4, customise how you report under the following two reporting areas:

- Your child's learning during the year
- How you can further support your child's learning

Customise teacher judgements and the supplied headings.

1. Teacher judgements

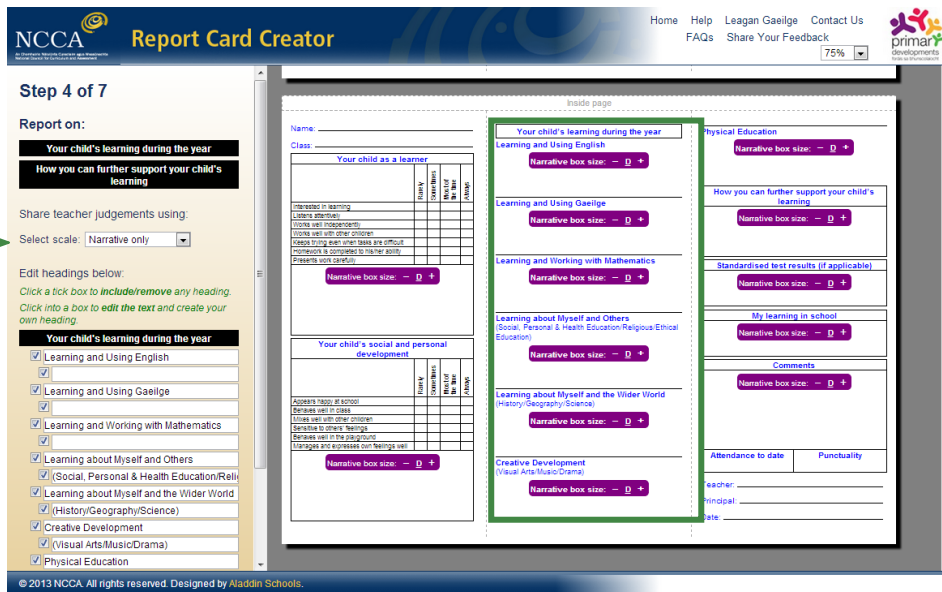
First decide how you will share teacher judgements in the report card. [Screenshot 6](#) shows your options.



Screenshot 6: Teacher judgement options.

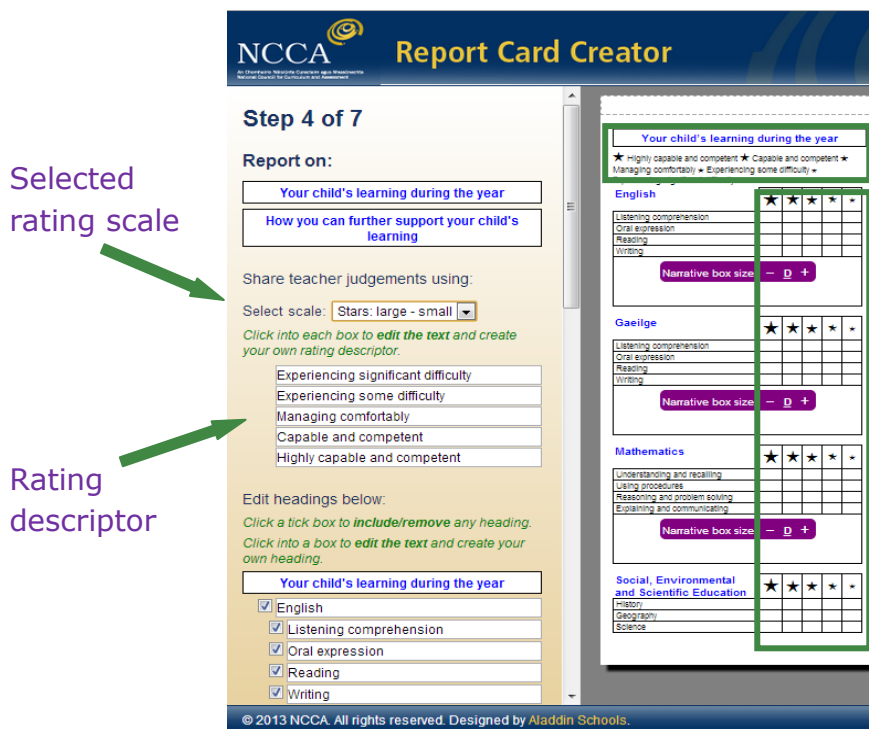
By clicking on the *Narrative only* option the displayed report card will change. It will now show a space for narrative comment under every subject/learning area. This is shown in [screenshot 7](#).

Select
Narrative only.

Screenshot 7: Share teacher judgements using *Narrative only* option

If you click on any of the other four options e.g. Stars: large – small, the rating scale and rating descriptor will display in the report card. This is shown in [screenshot 8](#).

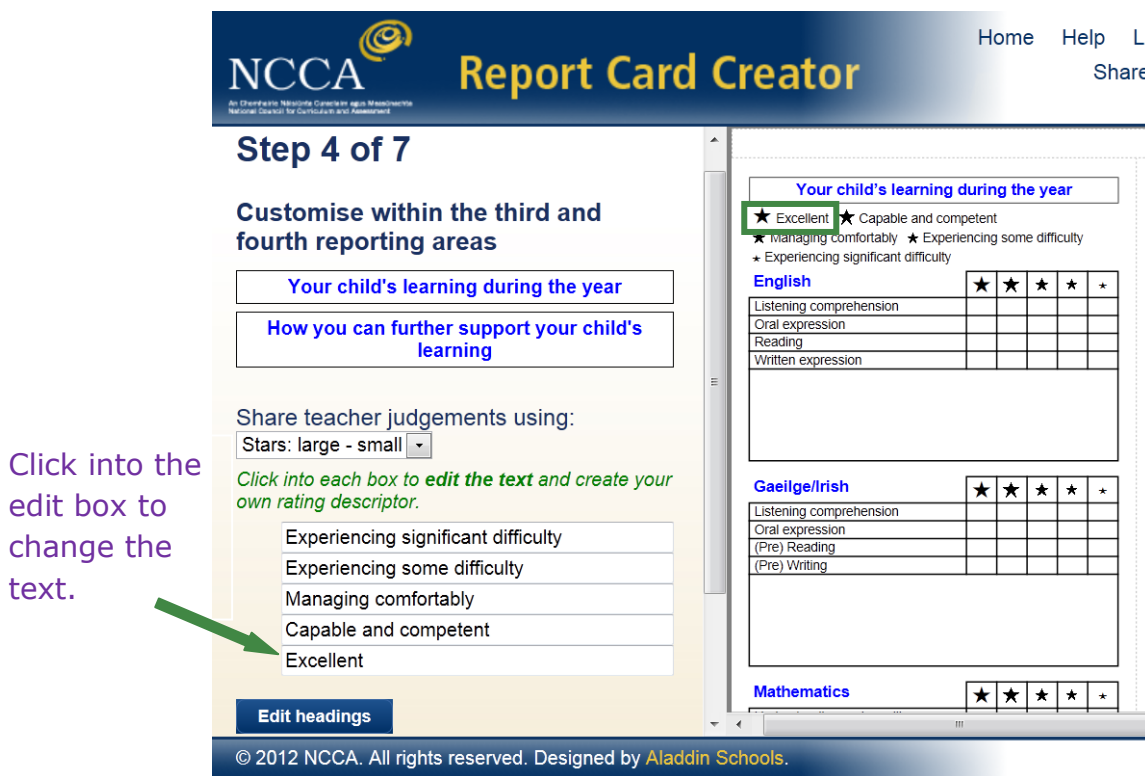


Selected rating scale

Rating descriptor

Screenshot 8: Share teacher judgements using the option *Stars: large-small*.

You can edit the displayed rating descriptor by clicking into the edit box to edit the default text. Screenshot 9 shows how the descriptor *Highly capable and competent* is replaced with *Excellent*.



NCCA Report Card Creator

Home Help Le Share

Step 4 of 7

Customise within the third and fourth reporting areas

Your child's learning during the year

How you can further support your child's learning

Share teacher judgements using:
Stars: large - small

Click into each box to edit the text and create your own rating descriptor.

- Experiencing significant difficulty
- Experiencing some difficulty
- Managing comfortably
- Capable and competent
- Excellent

Edit headings

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Your child's learning during the year

★ Excellent ★ Capable and competent
★ Managing comfortably ★ Experiencing some difficulty
★ Experiencing significant difficulty

English ★ ★ ★ ★ ★

Listening comprehension					
Oral expression					
Reading					
Written expression					

Gaeilge/Irish ★ ★ ★ ★ ★

Listening comprehension					
Oral expression					
(Pre) Reading					
(Pre) Writing					

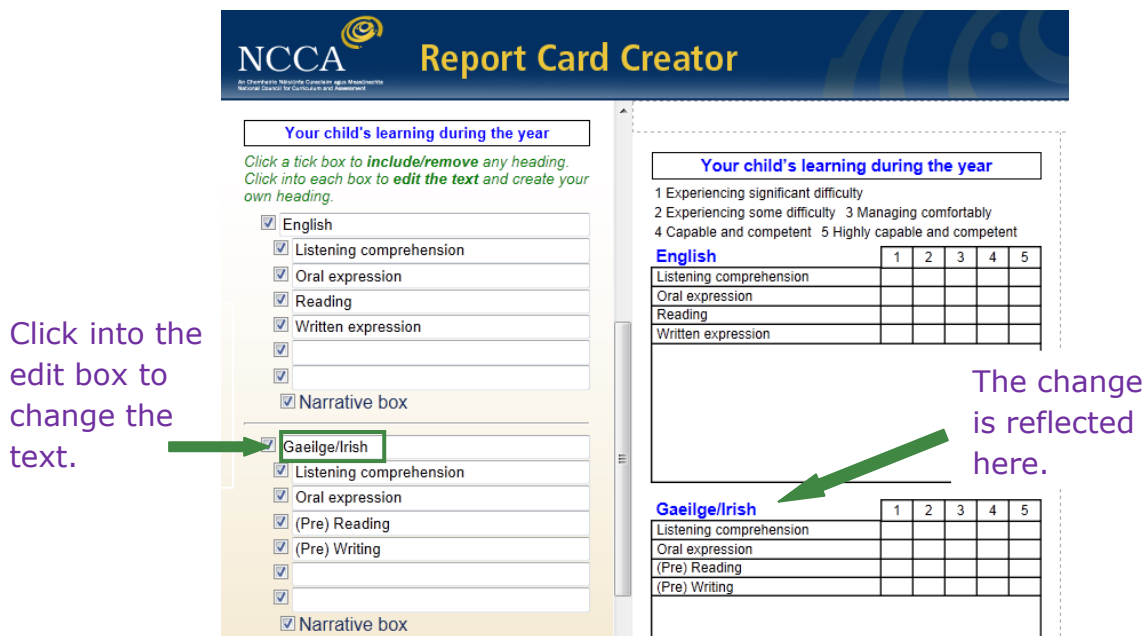
Mathematics ★ ★ ★ ★ ★

Screenshot 9: Changing the rating descriptor.

This report card sample shares teacher judgements using the default rating scale *Numbers 1-5*.

2. Edit headings

Click a tick box to include/remove any heading. Edit the text or create your own heading by simply clicking into the edit boxes and make your changes. [Screenshot 10](#) illustrates how we have changed the default text *Gaeilge* to *Gaeilge/Irish*.



Your child's learning during the year

Click a tick box to **include/remove** any heading.
Click into each box to **edit the text** and create your own heading.

- English
- Listening comprehension
- Oral expression
- Reading
- Written expression
-
- Narrative box
- Gaeilge/Irish**
- Listening comprehension
- Oral expression
- (Pre) Reading
- (Pre) Writing
-
- Narrative box

Your child's learning during the year

1 Experiencing significant difficulty 2 Experiencing some difficulty 3 Managing comfortably 4 Capable and competent 5 Highly capable and competent

English

	1	2	3	4	5
Listening comprehension					
Oral expression					
Reading					
Written expression					

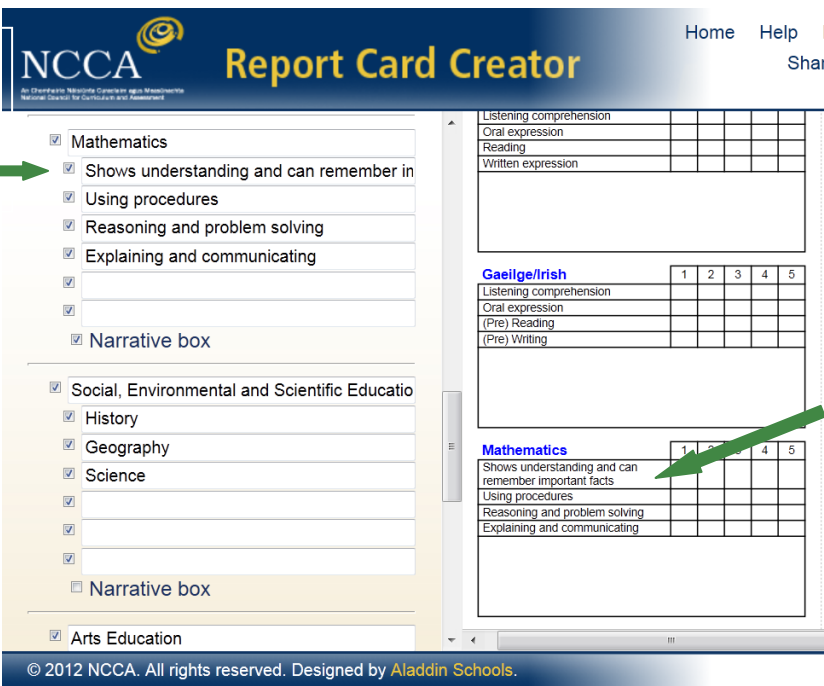
Gaeilge/Irish

	1	2	3	4	5
Listening comprehension					
Oral expression					
(Pre) Reading					
(Pre) Writing					

Screenshot 10: Changing *Gaeilge* to *Gaeilge/Irish*

You can also edit the default headings under the subjects. For example, you may wish to simplify the wording used in a heading. This is shown in [screenshot 11](#) where, in Mathematics, the default heading *Understanding and recalling* is changed to *Shows understanding and can remember important facts*.

Click into the edit box to change the text.



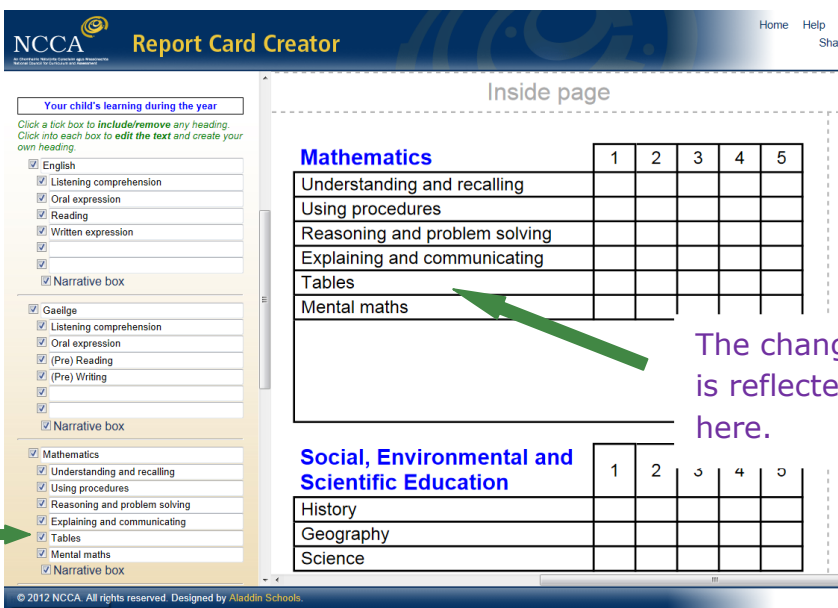
The screenshot shows the NCCA Report Card Creator interface. On the left, there is a list of subjects with checkboxes. The 'Mathematics' section is selected, and its default heading 'Shows understanding and can remember important facts' is highlighted with a green arrow pointing to an edit box. On the right, a preview of the report card is shown, with a green arrow pointing to the same heading in the preview, indicating that the change is reflected there.

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The change is reflected here.

Screenshot 11: Editing default headings

You may also include additional headings when reporting. For example, you may wish to include *Tables* or *Mental maths* under Mathematics. This is shown in [screenshot 12](#).



The screenshot shows the 'Report Card Creator' interface. On the left, there are three sections for selecting criteria: English, Gaelige, and Mathematics. Each section has a list of criteria with checkboxes. On the right, the 'Inside page' view shows a table for each subject. The 'Mathematics' table includes headings for 'Tables' and 'Mental maths', which are highlighted with a green arrow and text. The 'Social, Environmental and Scientific Education' table includes headings for 'History', 'Geography', and 'Science'.

Click into the edit boxes to change the text.

The change is reflected here.

Screenshot 12: Including additional headings under subjects

In step 4, you are also given the option to remove the rating scale grid for a single under subject and replace it with a narrative comment box. This option accommodates the preference of some schools not to use a rating scale when reporting on some subjects.

In the example shown in [screenshot 13](#), we want to remove the subjects displayed under *Arts Education* and create a single narrative box.

Before

Arts Education	1	2	3	4	5
Music					
Drama					
Visual Arts					

After

Arts Education

Screenshot 13: Removing a rating scale grid

To do this, we must first un-tick the check boxes beside the subjects *Music*, *Drama* and *Visual Arts* and then tick the option *Narrative box*. This is illustrated in [screenshot 14](#).

Before

Arts Education

Music

Drama

Visual Arts

Narrative box

After

Arts Education

Music

Drama

Visual Arts

Narrative box

Screenshot 14: Changing settings to remove a subject grid

You can see how *Arts Education* will appear in our report card by turning to page 19 of this user guide.

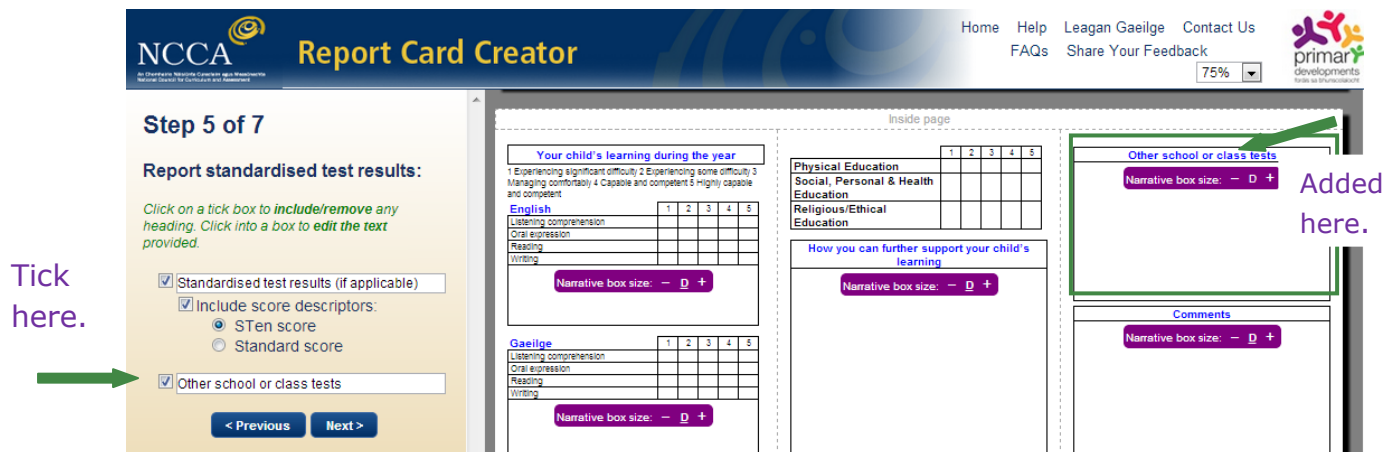
Step 5: Report standardised test results

In step 5, you are presented with options to report standardised test scores and/or report on other school or class tests.

If you choose to remove the default space for the reporting of standardised test results, a pop-up message will appear to remind you that schools are required to include this item in end-of-year report cards for children in 2nd, 4th and 6th classes.

You will be given the option to include the score descriptors for the standardised test results in your report card.

Screenshot 15 shows how we have also opted to include the section *Other school or class tests*.



Tick here.

Added here.

Screenshot 15: Adding the option to include *Other school or class tests*

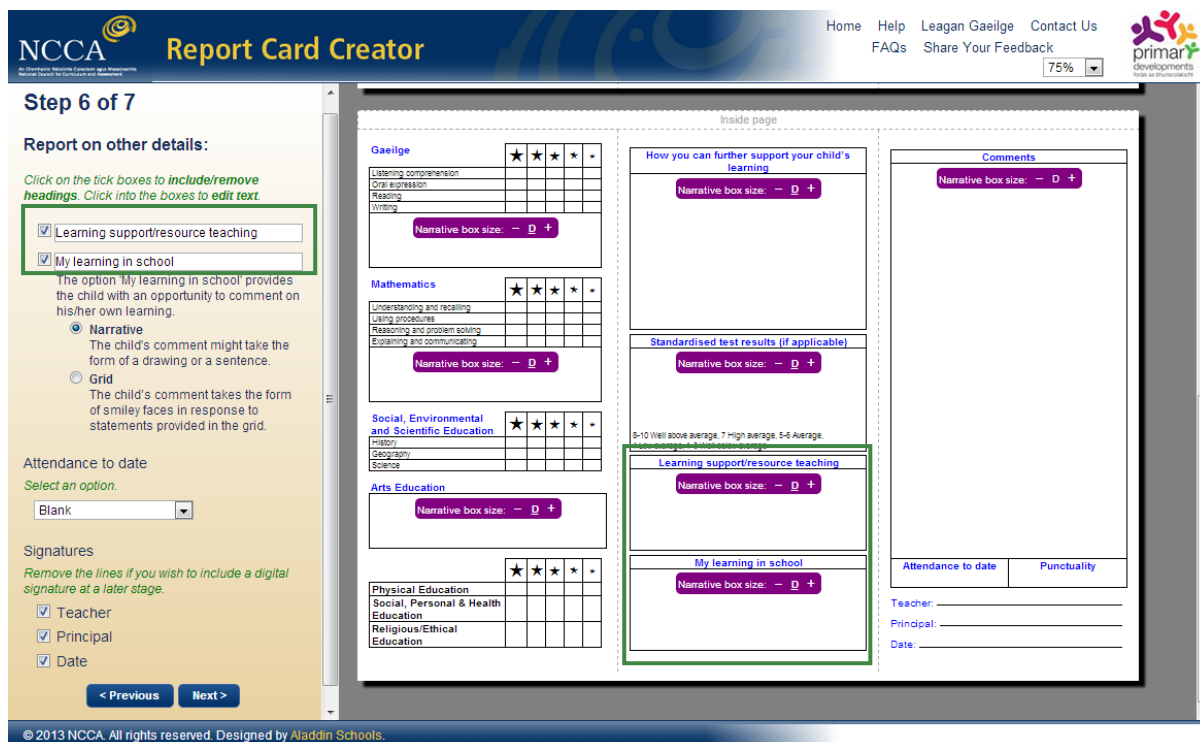
Step 6: Report on other details

In step 6, you can decide to include the following items in your report card:

- learning support/resource teaching
- child's comment on his/her own learning.

You are also given options for reporting on attendance. Options include entering *__days present out of __* or *__days absent out of __*. You can also opt to remove lines beside the words 'Teacher', 'Principal' and 'Date' should you wish to include digital signatures later.

In the example in [screenshot 16](#), we have included sections for learning support/resource teaching and the child's comment on his/her own learning. We have also decided to leave the attendance box blank, and retained the signature lines.



NCCA Report Card Creator

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FAQs Share Your Feedback 75%

Step 6 of 7

Report on other details:

Click on the tick boxes to include/remove headings. Click into the boxes to edit text.

Learning support/resource teaching

My learning in school

The option 'My learning in school' provides the child with an opportunity to comment on his/her own learning.

Narrative
The child's comment might take the form of a drawing or a sentence.

Grid
The child's comment takes the form of smiley faces in response to statements provided in the grid.

Attendance to date
Select an option.
Blank

Signatures
Remove the lines if you wish to include a digital signature at a later stage.

Teacher
 Principal
 Date

Inside page

Gaeilge ★ ★ ★ ★

Learning comprehension
Oral expression
Reading
Writing

Mathematics ★ ★ ★ ★

Understanding and recalling
Using procedures
Reasoning and problem solving
Explaining and communicating

Social, Environmental and Scientific Education ★ ★ ★ ★

History
Geography
Science

Arts Education

Physical Education ★ ★ ★ ★

Social, Personal & Health Education
Religious/Ethical Education

How you can further support your child's learning
Narrative box size: - D +

Standardised test results (if applicable)
Narrative box size: - D +

8-10 Well above average, 7 High average, 5-6 Average, 3-4 Below average, 1-2 Well below average

Learning support/resource teaching
Narrative box size: - D +

My learning in school
Narrative box size: - D +

Comments
Narrative box size: - D +

Attendance to date **Punctuality**

Teacher: _____
Principal: _____
Date: _____

< Previous Next >

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Screenshot 16: Report on other details


Step 7: Download your customised report card

In step 7, you will see a final preview of your customised report card. This will be displayed on the right hand side of the screen.

Screenshot 17 and screenshot 18 show the completed cover page and inside page of the report card for St Brendan's N.S.


Name: _____				
Class: _____				
Your child as a learner				
	Rarely	Sometimes	Most of the time	Always
Interested in learning				
Listens well				
Works well independently				
Works well with other children				
Keeps trying even when tasks are difficult				
Homework is of high quality				
Presents work carefully				
Your child's social and personal development				
	Rarely	Sometimes	Most of the time	Always
Happy at school				
Behaves well in class				
Mixes well with other children				
Sensitive to others' feelings				
Behaves well in the playground				
Manages and expresses own feelings well				

Mol an óige agus tiocfaidh sí



St Brendan's N.S.,
Hillview,
Carlow.


059-1234567
info@stbrendansschool.ie
www.stbrendansschool.com



NCCA
An Chomhairle Náisiúnta Curraicim agus Measúnachta
National Council for Curriculum and Assessment

www.ncca.ie/parents

St. Brendan's N.S.



Annual Report Card

September 2011 - June 2012

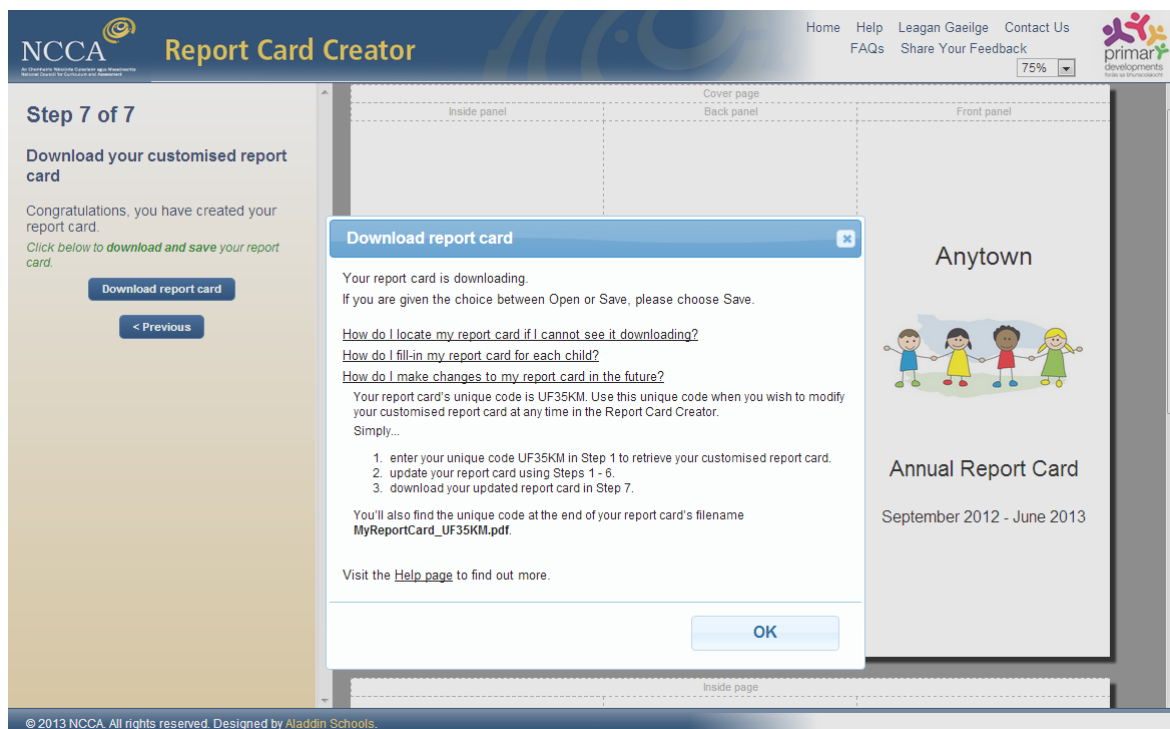
Screenshot 17: Our customised report card - cover page

<p style="text-align: center;">Your child's learning during the year</p> <p>1 Experiencing significant difficulty 2 Experiencing some difficulty 3 Managing comfortably 4 Capable and competent 5 Excellent</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;">English</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Listening comprehension</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Oral expression</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Reading</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Written expression</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="6" style="height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;">Gaeilge/Irish</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Listening comprehension</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Oral expression</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>(Pre) Reading</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>(Pre) Writing</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="6" style="height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;">Mathematics</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Shows understanding and can remember important facts</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Using procedures</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Reasoning and problem solving</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Explaining and communicating</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Tables or mental maths</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="6" style="height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;">Social, Environmental and Scientific Education</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>History</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Geography</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Science</td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	English	1	2	3	4	5	Listening comprehension						Oral expression						Reading						Written expression												Gaeilge/Irish	1	2	3	4	5	Listening comprehension						Oral expression						(Pre) Reading						(Pre) Writing												Mathematics	1	2	3	4	5	Shows understanding and can remember important facts						Using procedures						Reasoning and problem solving						Explaining and communicating						Tables or mental maths												Social, Environmental and Scientific Education	1	2	3	4	5	History						Geography						Science						<p style="text-align: center;">Arts Education</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f0ff;">Physical Education</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>Social, Personal & Health Education</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Religious/Ethical Education</td> <td></td><td></td><td></td><td></td><td></td> </tr> </table> <p style="text-align: center;">How you can further support your child's learning</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="text-align: center;">Standardised test results (if applicable)</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">8-10 Well above average, 7 High average, 5-6 Average, 4 Low average, 1-3 Well below average</p>	Physical Education	1	2	3	4	5	Social, Personal & Health Education						Religious/Ethical Education						<div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Other school or class tests</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Learning support/resource teaching</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p style="text-align: center; font-size: small;">My learning in school</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Comments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; font-size: small;">Attendance</td> <td style="width: 50%; text-align: center; font-size: small;">Punctuality</td> </tr> </table> <p>Teacher: _____</p> <p>Principal: _____</p> <p>Date: _____</p>	Attendance	Punctuality
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Screenshot 18: Our customised report card - inside page

Downloading your report card

Click on the *Download report card* to save the report card to your computer.



Screenshot 19: *Download report card*

A pop-up box appears on the screen as shown in [Screenshot 19](#). Your report card will download to your download folder. Press Ctrl J (press and hold the Ctrl key and then tap J) to view your recent downloads. A list will appear. Your report card will be at the top of this list. Your report card is called *MyReportCard_XXXXX.pdf* where XXXXX is your unique code.

Please see User Guide 2 [Downloading and saving a report card](#), for more information on how to:

- download your report card
- complete the report card on your computer
- install Nitro PDF
- fill-in on computer* and save a report card
- print the filled-in report card
- begin the next report card for another pupil.

*You can print also fill-in your customised report card in pen for each pupil.

Retrieving your saved report card

Screenshot 19 shows how your downloaded report card was allocated a unique code. This code will be needed if you want to make changes at a later stage to a report card you have already customised and downloaded. For example, you may wish to change the date or change a heading. To do so, open the Report Card Creator at Step 1, enter the unique code from your saved report card filename e.g. MyReportCard_CC72AD.pdf, into the space provided and click the next button.



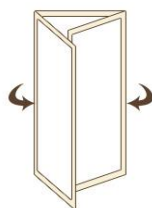
Screenshot 20: Retrieve a saved report card

Your original customised report card will be displayed on the right-hand side of the screen. You can now make changes and update your report card using steps 1-6 as before, and then download your updated report card in Step 7. Any report card retrieved using a unique code and later modified, will receive a new unique code when the download option is selected.

You may like to share your unique code with colleagues to allow them to access and/ or adapt your report card on their computers. They will receive a new unique code for the report card when they download it in step 7 after customising it to suit their needs and preferences.

Printing your saved report card

The report card is designed to be printed on the front and back of an A4 page. The image below illustrates how to fold the report card.



For more information on printing, please see [User Guide 2: Downloading and saving a report card](#) and the online *Help* page at www.ncca.ie/primaryreporting.