

The *Report Card Creator* is located at www.ncca.ie/primaryreporting. There are three simple steps to follow to customise the front cover of the *6th Class Report Card* (standard format) for your school. This user guide takes you through each of the steps. *The 6th Class Report Card* is part of the Education Passport materials at www.ncca.ie/transfer.

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 *6th Class Report Card* shown on pages 7 and 8.

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STEP 1: SELECT THE REPORT CARD OPTION

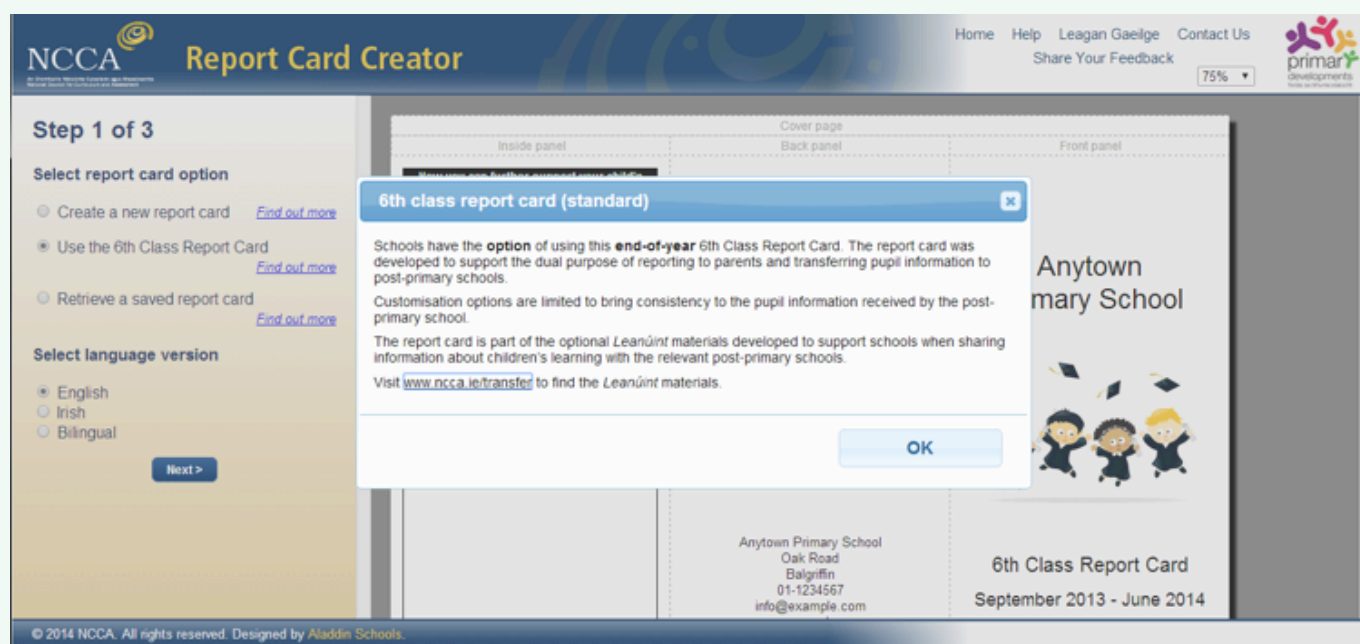
In step 1, you are given the options to **create** a new report card, to **use** the end-of-year 6th Class Report Card or to **retrieve** a saved report card using a unique code.

Please see the section *Download your customised 6th Class Report Card* in this guide for more information about the unique code and how to use it.

USE THE 6TH CLASS REPORT CARD

Select *Use the 6th Class Report Card*, and click the *Find out more* option to view more information on this report card, as below.

Screenshot 1: Select *Use the 6th Class Report Card*.



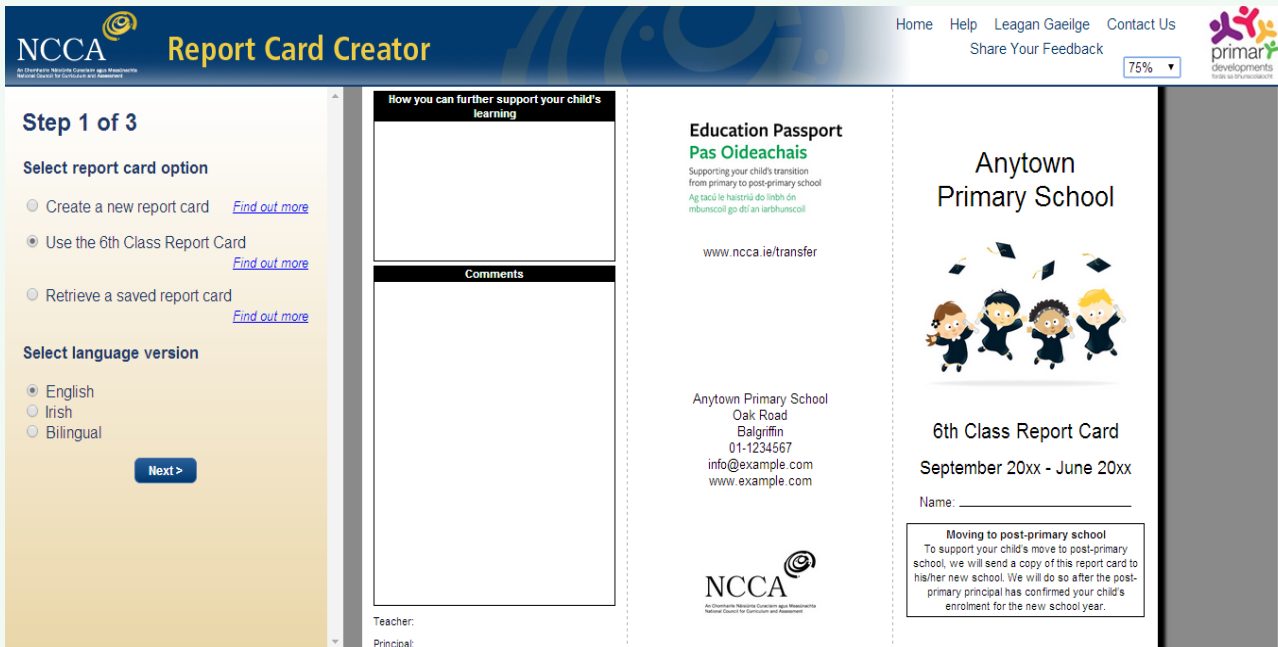
You have the option of creating a report card in an English, Irish or bilingual language version. Click on your preferred choice.

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 2.

Screenshot 2: English language option selected.



The screenshot displays the 'Report Card Creator' interface. On the left, 'Step 1 of 3' is shown. Under 'Select report card option', 'Use the 6th Class Report Card' is selected. Under 'Select language version', 'English' is selected. A 'Next >' button is visible. The main preview area shows a report card cover for 'Anytown Primary School' with the following details:

- Header: Anytown Primary School
- Image: Illustration of four children with graduation caps.
- Title: 6th Class Report Card
- Period: September 20xx - June 20xx
- Name: _____
- Text box: Moving to post-primary school. To support your child's move to post-primary school, we will send a copy of this report card to his/her new school. We will do so after the post-primary principal has confirmed your child's enrolment for the new school year.
- Contact details: Anytown Primary School, Oak Road, Balgriffin, 01-1234567, info@example.com, www.example.com
- Footer: NCCA logo and text.

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 3 we have changed the font colour to blue, entered the school name, address, phone number, email address, website, and school motto.



Screenshot 3: Example of a customised report card cover.



The screenshot displays the 'Report Card Creator' interface. On the left, the 'Step 2 of 3' panel allows for customisation. The 'Front panel' includes fields for 'School name' (St Brendan's N.S.), 'Crest or image' (with 'Select image from file' and 'Remove image' buttons), 'Reporting period' (September 20xx - June 20xx), and 'Additional text'. The 'Back panel' is for 'School contact details'. The main preview area shows the report card cover with the following content:

- Header:** Education Passport Pas Oideachais, Supporting your child's transition from primary to post-primary school, Ag tacú le haistriú do linbh ón mbunscoil go dtí an iarbhunscoil, www.ncca.ie/transfer
- School Name:** St Brendan's N.S., HillView, Carlow, 056-1234567, info@stbrendansschool.com, www.stbrendansschool.com
- Title:** 6th Class Report Card, September 20xx - June 20xx
- Name:** _____
- Notice:** Moving to post-primary school. To support your child's move to post-primary school, we will send a copy of this report card to his/her new school. We will do so after the post-primary principal has confirmed your child's enrolment for the new school year.

Delete the text in the edit boxes if you wish to remove any items from the displayed report card. All changes are optional except for the school name. You will be required to insert your **school name** before you can move on to the next step.

Should you wish to fill in the report card by pen, there is also the option in this step to choose to enter blank lines to guide the writing of the child's name, your signature etc. Tick the box to insert the blank lines.

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 the step 1.



Using the 6th Class Report Card

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STEP 3: DOWNLOAD THE END-OF-YEAR 6TH CLASS REPORT CARD

In step 3, you will see a final preview of your end-of-year 6th Class Report Card. This will be displayed on the right hand side of the screen.

Screenshot 4 and screenshot 5 show the completed cover page and inside page of the report card for St Brendan's N.S.

Screenshot 4: Our end-of-year 6th Class Report Card - cover page

How you can further support your child's learning

Comments

Teacher: _____
Principal: _____
Date: _____

Education Passport
Pas Oideachais
Supporting your child's transition from primary to post-primary school
Ag tacú le haistriú do linbh ón mbunscoil go dtí an iarbhunscoil

www.ncca.ie/transfer

St Brendan's N.S.
Hill View
Carlow
056-1234567
info@stbrendansschool.com
www.stbrendansschool.com

An Chomhairle Náisiúnaí Curáil agus Measúnaithe
National Council for Curriculum and Assessment

www.ncca.ie/parents

St Brendan's N.S

6th Class Report Card
September 20xx - June 20xx

Name: _____

Moving to post-primary school
To support your child's move to post-primary school, we will send a copy of this report card to his/her new school. We will do so after the post-primary principal has confirmed your child's enrolment for the new school year.

Screenshot 5: Our end-of-year 6th Class Report Card - inside page

Name: _____

Likes to be known as (if different): _____

Date of birth:

Home language(s): _____

Parent(s)/Guardian(s): _____

"Your child as a learner" and "Your child's social and personal development"
If your child has a plan to support learning, an extra tick is placed in the column marked "P" beside any item(s) that relates to this plan. "P" is used in place of the word "plan". Information shared about your child's learning reflects progress based on this plan.

Your child as a learner

1 Rarely 2 Sometimes 3 Most of the time 4 Always

	P	1	2	3	4
Interested in learning					
Listens attentively					
Works well on his/her own					
Works well with other children					
Keeps trying even when tasks are difficult					
Homework is completed to his/her ability					

Your child's social and personal development

1 Rarely 2 Sometimes 3 Most of the time 4 Always

	P	1	2	3	4
Manages and expresses own feelings well					
Is sensitive to others' feelings					
Mixes well with other children					
Behaves well in class					
Behaves well in the playground					

Your child's learning during the year

In general, information shared about a child's learning reflects expectations based on the primary school curriculum for 6th class.
If your child has a plan to support learning, an extra tick is placed in the column marked "P" beside any item(s) that relates to this plan. "P" is used in place of the word "plan". Information shared about your child's learning reflects progress based on this plan.

1 Working towards expectations
2 Meeting expectations
3 Ahead of expectations

English

	P	1	2	3
Communicates with others in a clear and effective way				
Understands what is said by others				
Reading				
Writing				

Gaeilge Exemption: No Yes
Certification of exemption will be forwarded with this report card to the post-primary school.

	P	1	2	3
Communicates with others in a clear and effective way				
Understands what is said by others				
Reading				
Writing				

Mathematics

	P	1	2	3
Understands and uses mathematical knowledge				
Understands and uses mathematical skills				
Uses knowledge and skills to solve problems				

Social, Environmental and Scientific Education

	P	1	2	3
Science				
History				
Geography				

Arts Education

	P	1	2	3
Music				
Drama				
Visual Arts				

Physical Education

	P	1	2	3
Social, Personal and Health Education				
Religious or Ethical Education				

Standardised test scores

Area	Sten Score			Test name
	2nd class	4th class	6th class	
Maths				6th class only
English reading				
Irish reading*				

*Sten scores: 1-3 Well below average, 4 Low average, 5-6 Average, 7 High average, 8-10 Well above average
*Irish reading test for Irish language medium primary schools only.

Attendance		Punctuality	
absences out of _____ to date of report card.		Arriving on time	
		Very good	
		Needs improvement	

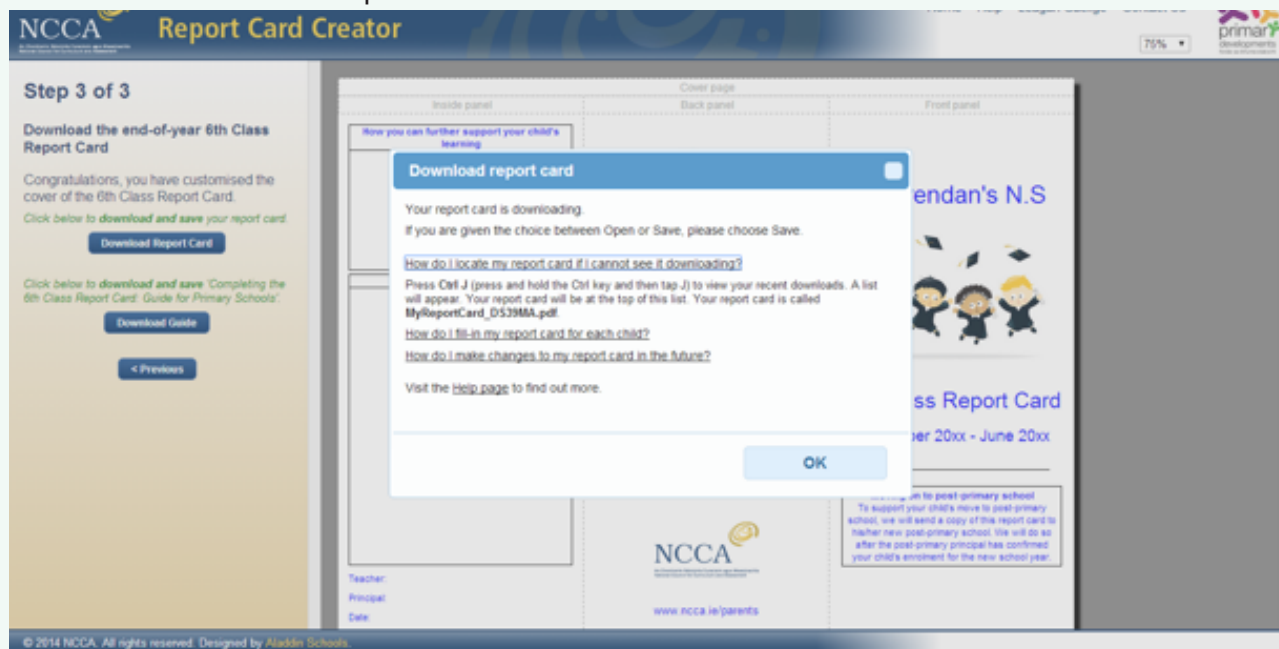
Report card completed on:



DOWNLOADING YOUR REPORT CARD

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

Screenshot 6: Download report card



A pop-up box appears on the screen as shown in Screenshot 6. 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_XXXXXX.pdf* where XXXXXX 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
- 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 6 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_DS39MA.pdf*, into the space provided and click the next button.



Screenshot 7: Retrieve a saved report card

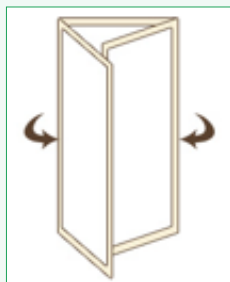


Your original customised report card will be displayed on the right-hand side of the screen. You can now make changes and update your report card using steps 1-3 as before, and then download your updated report card in Step 3. Any report card retrieved using a unique code and later modified, will receive 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 4 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 the 6th Class Report Card and the online *Help* page at <http://www.reportcard.ncca.ie/>.

