Using the *6th Class Report Card*

User Guide 3

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.

STEP 1: Select the report card option 2

STEP 2: Customise the report card cover 3

STEP 3: Download your customised *6th Class Report Card* 5

Using the *6th Class Report Card*

User Guide 3

STEP 1: SELECT THE REPORT CARD OPTION

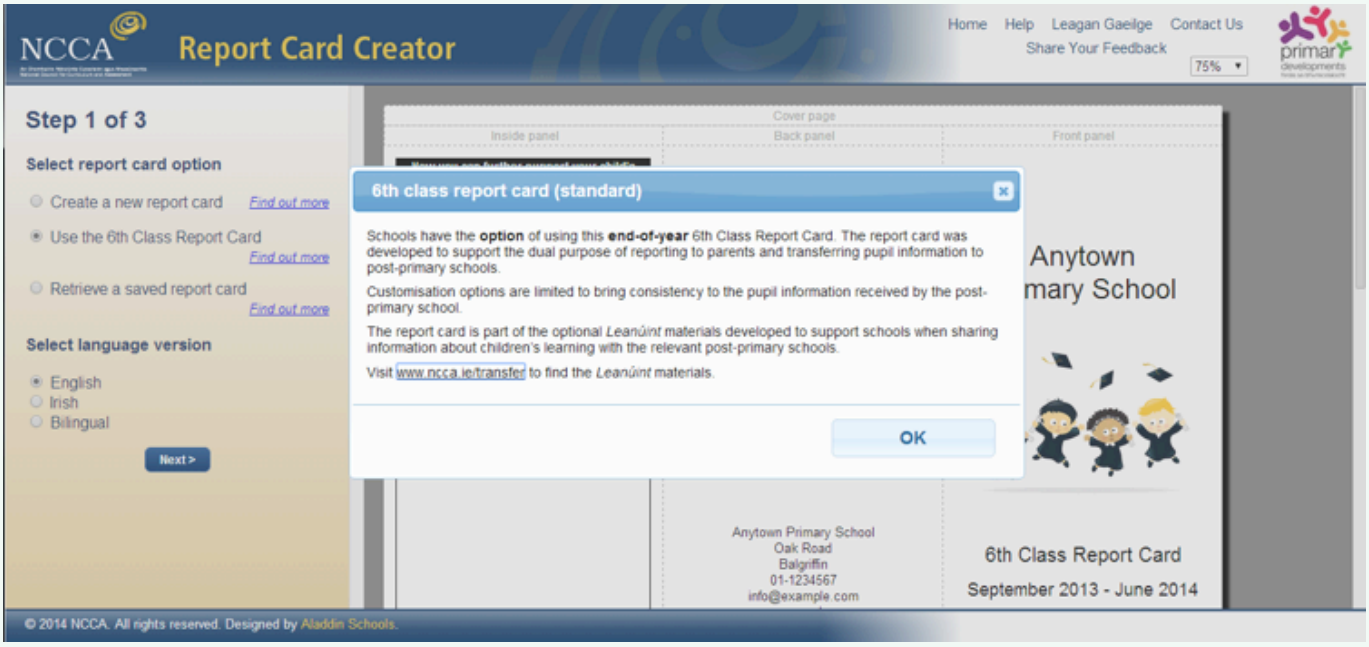
In step 1, you are given the options to **create** a new report card, to **use** the end-of-year *6th Class Report Card* or to **retrieve** a saved report card using a unique code.

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*.

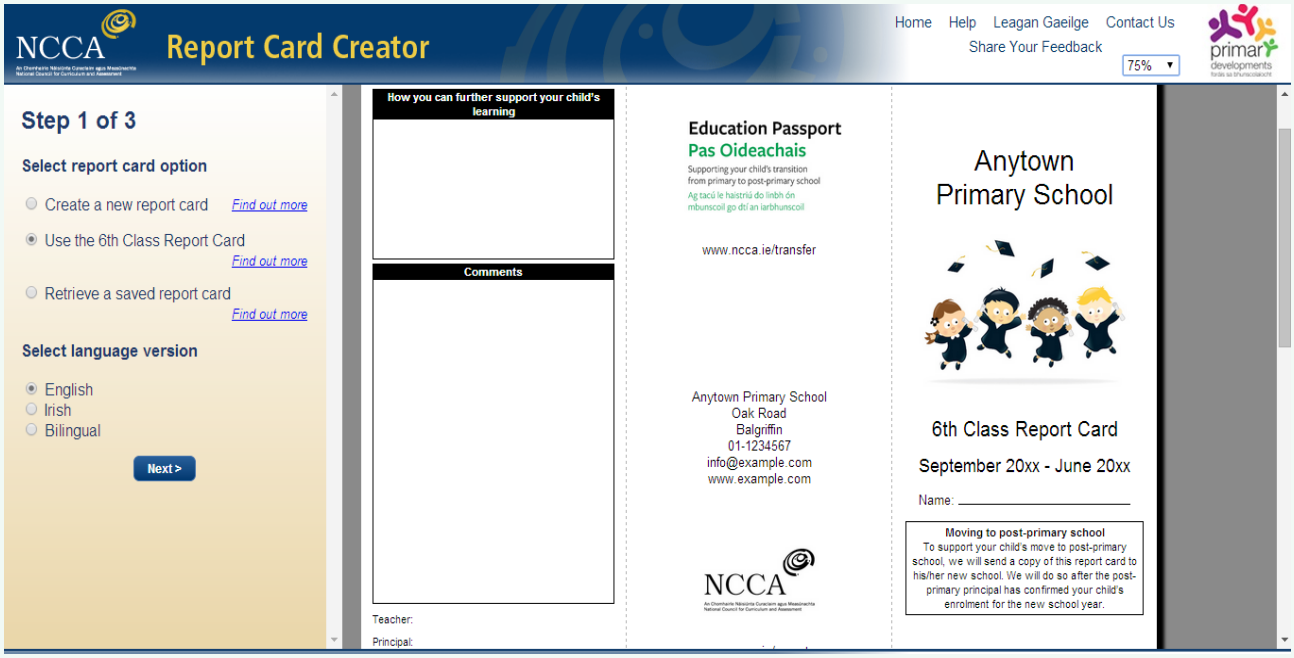


You have the option of creating a report card in an English, Irish or bilingual language version. Click on your preferred choice.

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.



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.

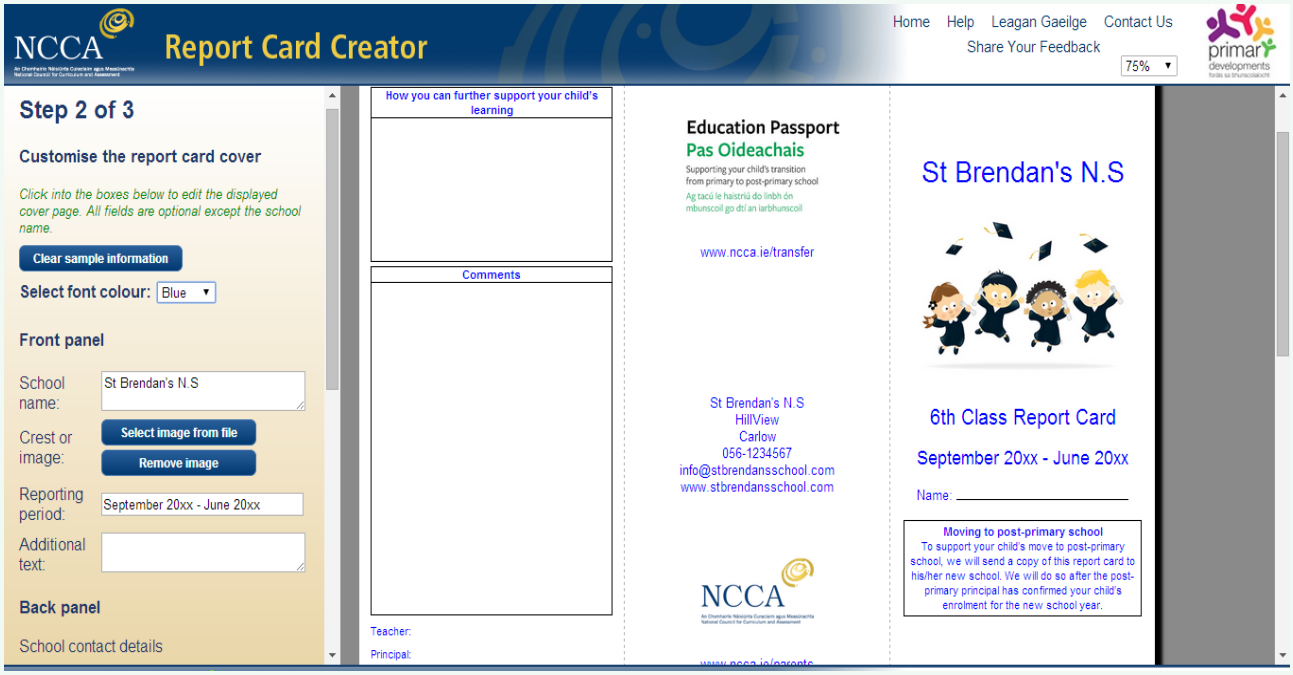
You are presented with a range of options that allow you to customise the report card cover to reflect your school's details e.g. you can change the font colour to match your school colours, upload your own images, insert your school contact details. The options are located on the left of the screen.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

Using the *6th Class Report Card*

User Guide 3

Screenshot 3: Example of a customised report card cover.



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*

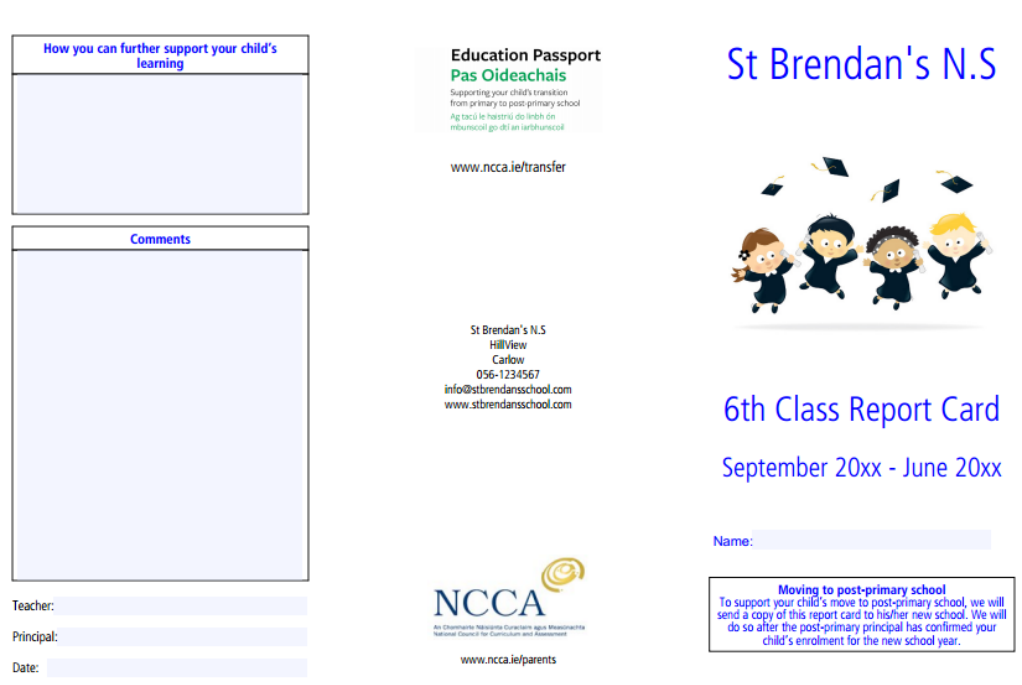
User Guide 3

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

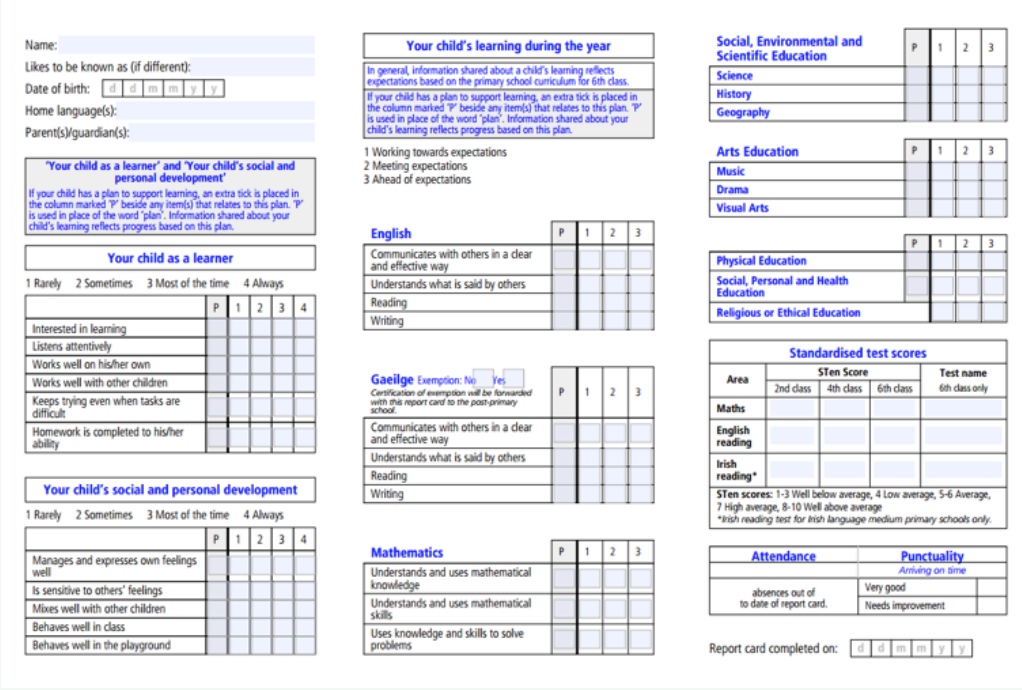
In step 3, you will see a final preview of your end-of-year *6th Class Report Card*. This will be displayed on the right hand side of the screen.

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



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



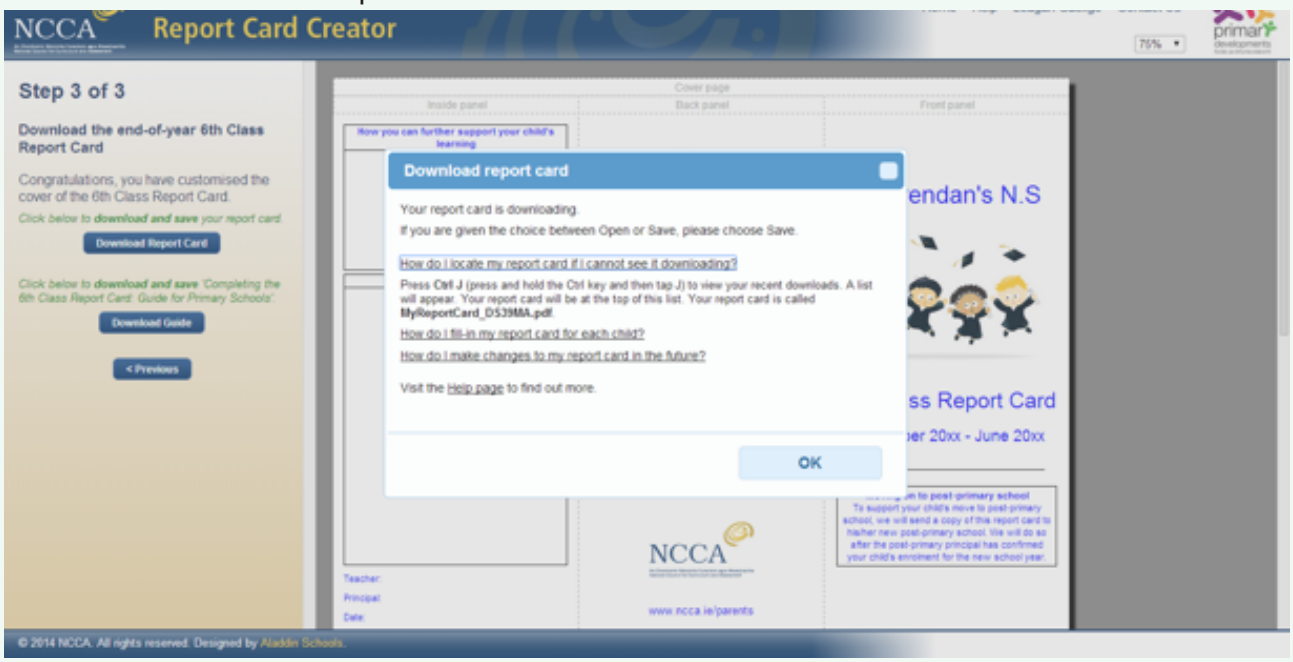
Using the *6th Class Report Card*

User Guide 3

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.

Using the *6th Class Report Card*

User Guide 3

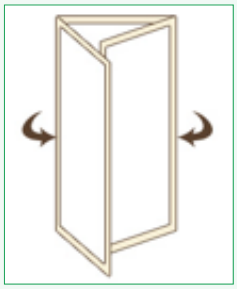
Screenshot 7: Retrieve a saved report card

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/.