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Downloading and saving the *6th Class Report Card*
User Guide 4

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National Council for Curriculum and Assessment

This user guide explains how to download and save the end-of-year *6th Class Report Card* created using the *Report Card Creator* located at www.ncca.ie/primaryreporting.

This user guide is a companion to User Guide 3: Using the end-of-year 6th Class Report Card which explains how to customise the report card cover in three simple steps using the *Report Card Creator*.

STEP 1: DOWNLOAD YOUR REPORT CARD

In step 3 of the *Report Card Creator,* click on the *Download report card* button to save the *6th Class Report Card* that you have customised to your computer. The report card file is called *My6thClassReportCard_xxxxxx.pdf*, where xxxxxx is your unique code as explained in Step 4 of *User Guide 1.*

Screenshot 1: Click on the *Download report card* button in Step 3.
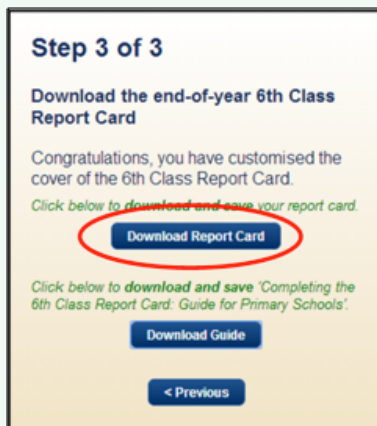
When you click on the *Download report card* button, a prompt message may appear asking *Do you want to open or save My6thClassReportCard_xxxxxx.pdf?* It will include the options to *Open, Save* or *Cancel.* The exact format/ type of message will depend on the configuration of your computer. Click on *Save* and make a note of where you saved the file *My6thClassReportCard_xxxxxx.pdf.*

Screenshot 2: Click on the *Save* button.
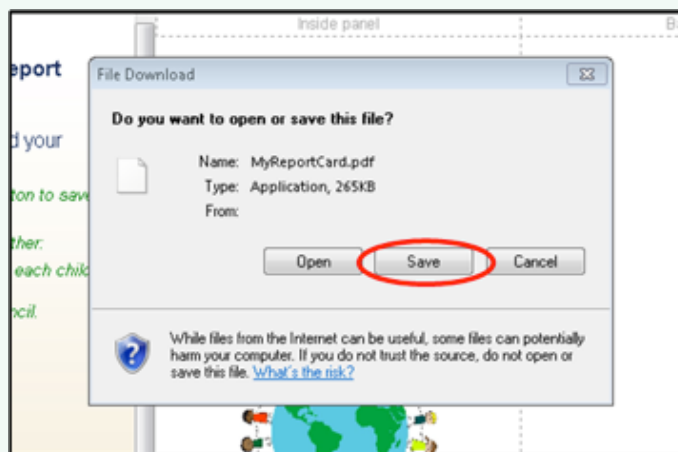
If you do not see the message shown in screenshot 2 asking you to save, or if you cannot find the report card file *My6thClassReportCard_xxxxxx.pdf*, click on *How do I locate my report card if I cannot see it downloading?* from the *Download report card* dialogue box which appears when you press the *Download report card* button in Step 3, and follow the instructions.

When you have successfully downloaded the file *My6thClassReportCard_xxxxxx.pdf* and saved it to your computer you can either:

- complete the report card on your computer for each pupil and then print it
- print the report card and handwrite your comments for each pupil.

STEP 2: COMPLETE THE REPORT CARDS ON YOUR COMPUTER

You can fill in your report card, *My6thClassReportCard_xxxxxx.pdf*, for each pupil on your computer using your administration software or any PDF reader. Then print the filled-in report cards. If you do not have PDF software we have provided you with access to free PDF software called Nitro Reader. Please turn to the next page to find out how to install Nitro Reader software on your computer.

STEP 3: INSTALL NITRO READER SOFTWARE ON YOUR COMPUTER

If you wish to fill-in and save report cards for each pupil on your computer, you will first need to install the free PDF reader Nitro Reader.

TO INSTALL NITRO READER:

(a) Go to Step 3 in the 6th Class Report Card Creator

(b) Click on the *Download report card* button.

(c) Click the option *How do I fill in my report card for each child?* This reveals the additional text.

(d) Click on the *Nitro Reader* link

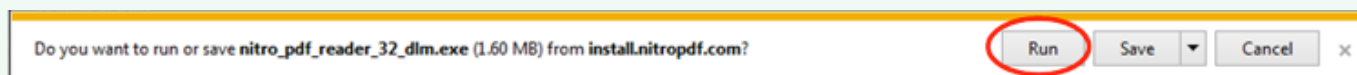Screenshot 3: Click on the *Nitro Reader* link.
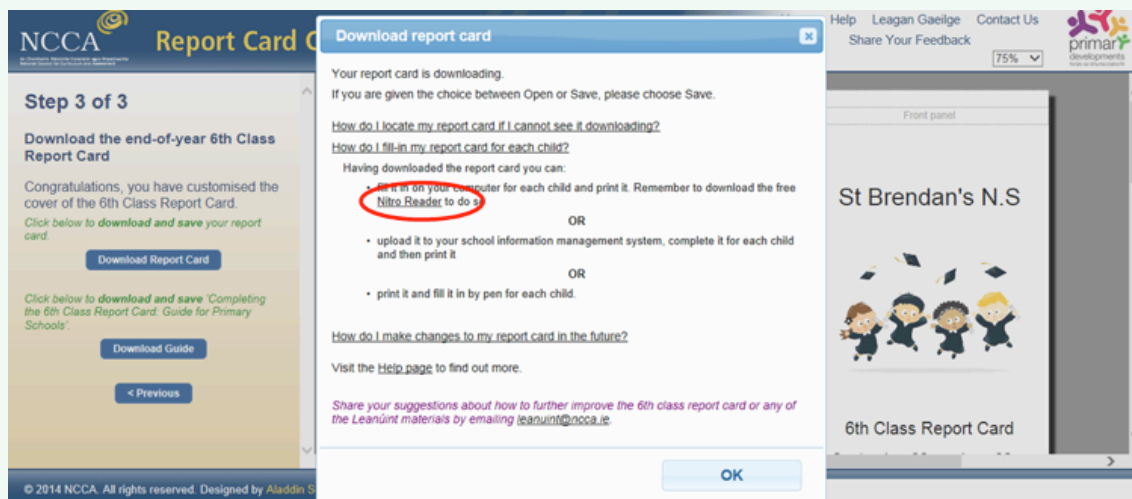
(e)   Click on either the *Download Nitro Reader 32 Bit* or the *Download Nitro Reader 64 Bit* link on the Nitro website. Please read the *Do I choose 32-bit or 64-bit* explanation on this website if you are unsure which link to choose.

Screenshot 4: Click on the appropriate *Download Nitro Reade*r option.
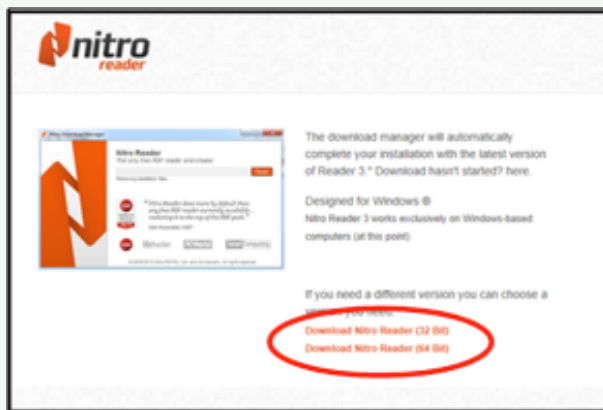
(f)   If you see a yellow or blue bar at the bottom of your browser asking if you wish to *Run*, *Save* or *Cancel*, click on the *Run* button.

Screenshot 5: Click on the *Run* button.

Do you want to run or save **nitro_pdf_reader_32_dlm.exe** (1.60 MB) from **install.nitropdf.com**?   Run   Save ▼   Cancel   ×

(g)   The following box will appear informing you that Nitro Reader is retrieving the installation files.

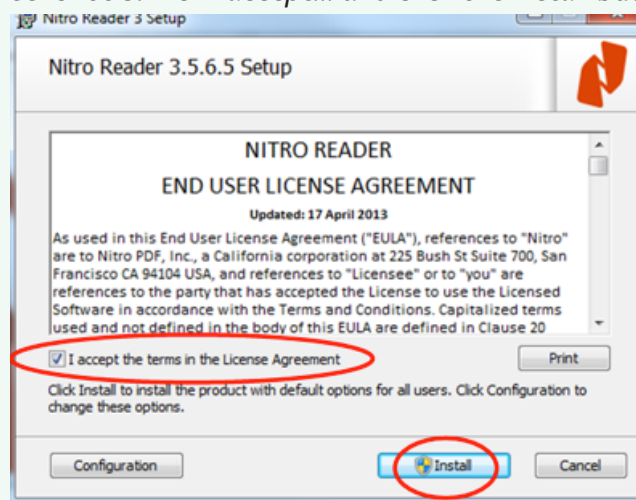Screenshot 6: Nitro retrieves the installation files
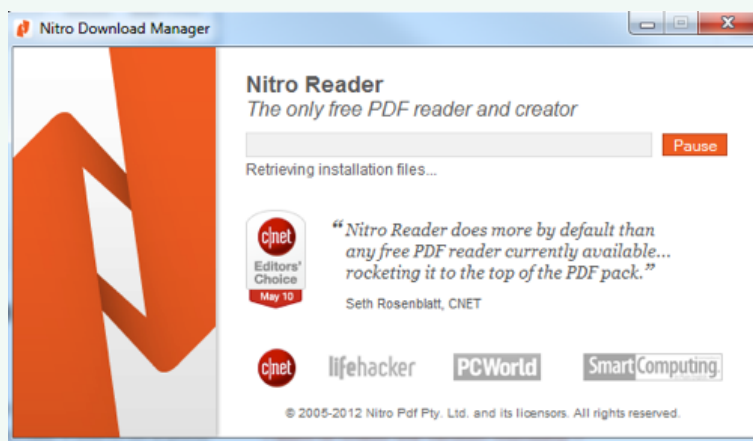
(h)   The following dialogue box will now appear.

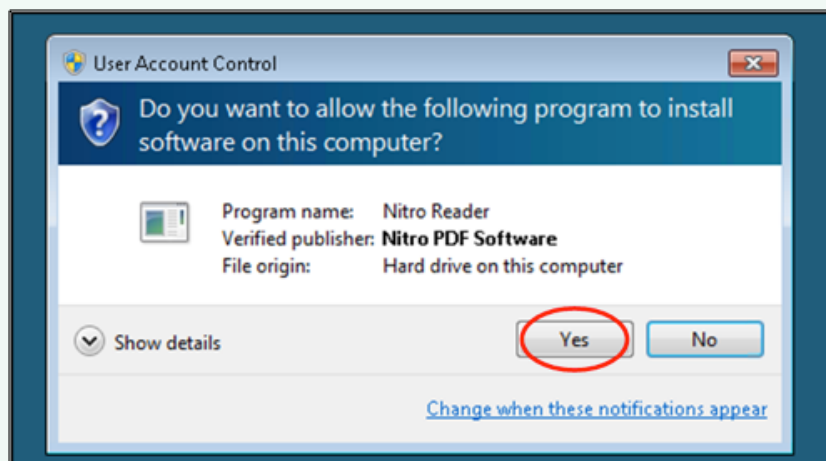Screenshot 7: Welcome to the Nitro Reader 3 Setup Wizard.

(i)   Tick the box to accept the license agreement and click on the *Install* button.

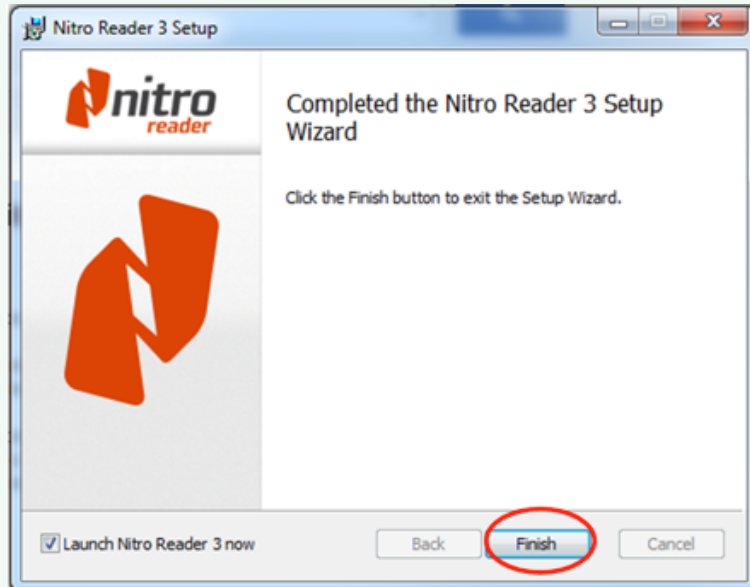Screenshot 8: Tick *I accept...* and click the *Install* button.

(j)   Please wait while the setup wizard installs Nitro. If you see this dialogue box while installing, click
        on *Yes*.

Screenshot 9: Click on the *Yes* button.

(k)   Click on the *Finish* button to complete the setup and to start Nitro Reader.
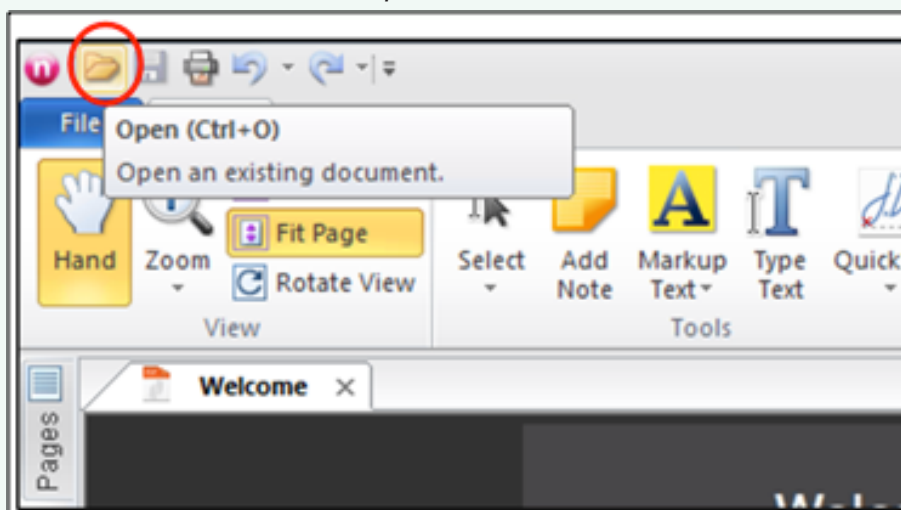
Screenshot 10: Click on the *Finish* button.

STEP 4: FILLING IN AND SAVING A UPDATED 6TH CLASS REPORT CARD

(a)   Launch *Nitro Reader* from the Start menu.

(b)   To open your report card, click on the yellow *Open* icon, go to the folder where you have saved your report card and click on the *Open* button.

Screenshot 11: Click on the *Open* icon.

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(c)   Your report card will be displayed as shown below. Click into the blue boxes to fill in the report card.

Screenshot 12: Click into the blue boxes and enter your comments.

(d)   To save the report card for a pupil, click on the blue *File* menu.   Select *Save As* and choose *PDF Document*.

**Screenshot 13: From the *File* menu select *Save As* and choose *PDF Document*.**

Remember to choose *Save As* not *Save* as you do not want to over-write your blank   *My6thClassReportCard_ xxxxxx.pdf*. We recommend that you save each pupil's report card using his/her name, initials or another appropriate identifier as the file name.

In the example below, in the *Save as* dialogue box we have entered the pupil's name as *Peter_B* in the *File name* box. We will save it in a folder called *Report cards*. Click on the *Save* button to save the file.

Screenshot 14: Saving a pupil's report card.
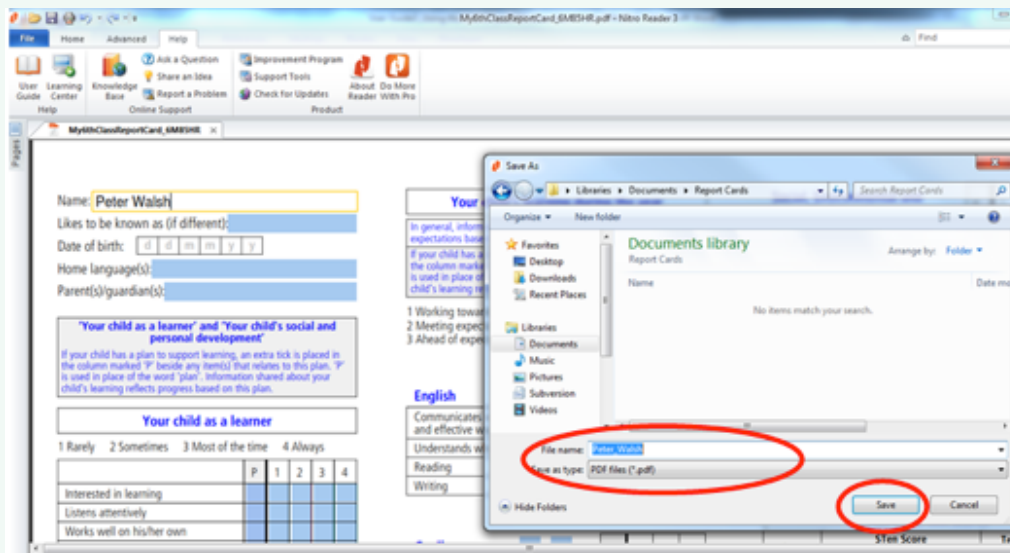
In the example below, in the *Save as* dialogue we have typed the pupil's name *MaryByrne* in the *File name* box and we will save it in a folder called *6th Class* which is a subfolder of *2013 Report Cards.*

Screenshot 15: Saving a pupil's report card in Windows 7.
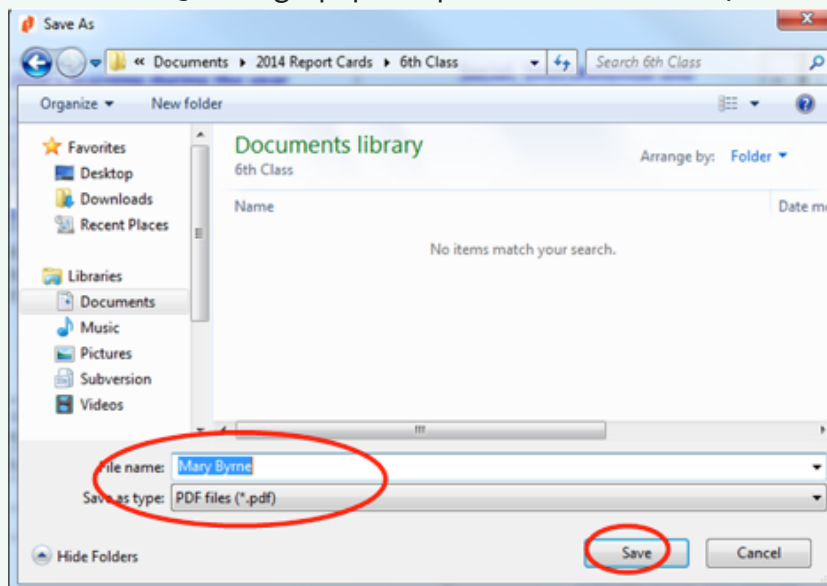
Note:

- It is recommended that you save the file as a *PDF Document* so that you can edit and modify it.
- A *Flattened PDF* file cannot be modified or edited but is a useful way to secure a completed file. Ensure that you are completely happy with it before you save it as a "flattened" file as you will not be able to modify/edit it once saved.
- It is useful to create a folder on your computer where you can save and organise your report cards. Please see the example in screenshot 15 showing how this can be organised by year and class.

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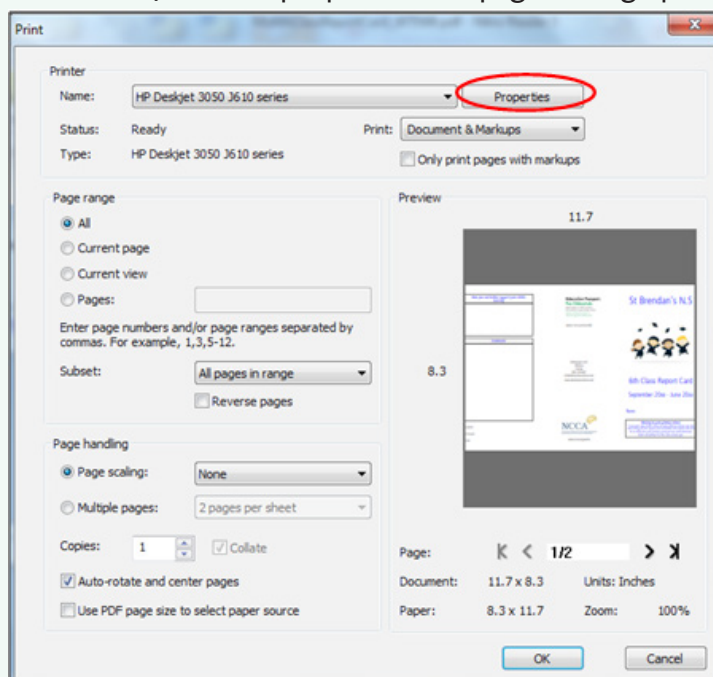
STEP 5: PRINTING THE FILLED-IN REPORT CARD

(a)   If not already open, open the pupil's report card, in this case Mary's report card. Click on the *Print* icon to print her report. Alternatively, you can click on the *File* menu and choose *Print*.

Screenshot 16: Click on the *Print* icon.
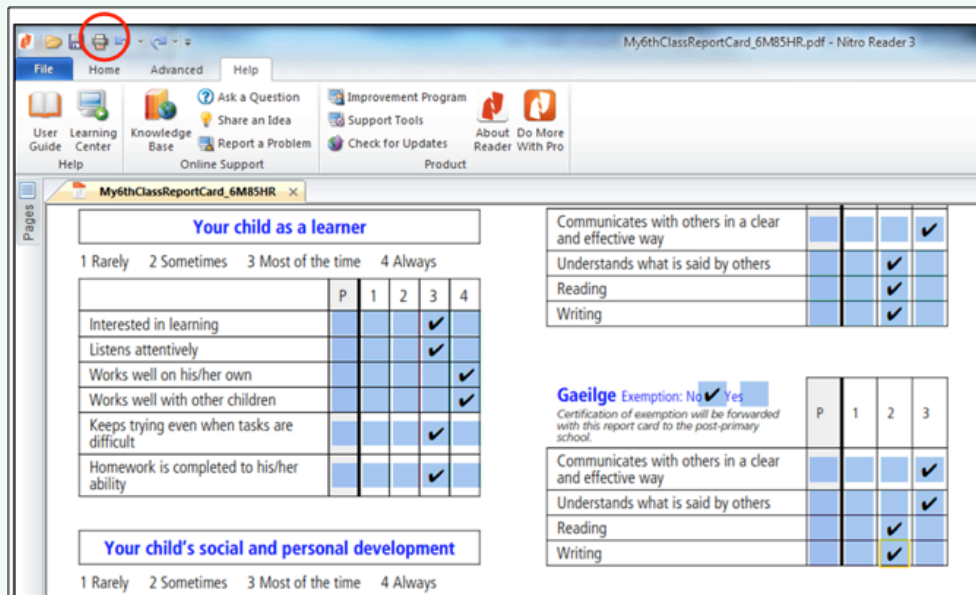
(b)   When you press the print icon, this dialogue box will appear. You can try printing straight away.
You can also try to turn off *Page scaling*. This will make folding the report card easier. However, if you do so your printer may 'cut off' part of the report.
If you have a duplex printer, one that can print on both sides of the page, click on the *Properties* button to change the duplex settings.

Screenshot 17: Printer properties and page scaling options.

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PRINT SETTINGS

The print settings are different for every printer. If you turn on duplex printing and the back page is printed upside down, you can fix this by changing the duplex side. Some printers may call this *long side* or *short side* or *Book* or *Tablet*. Tick the other option to change the resulting printout and retry. It may require some experimentation. See screenshot 18.

Screenshot 18: Example of changing printer settings for duplex (dual sided) printers
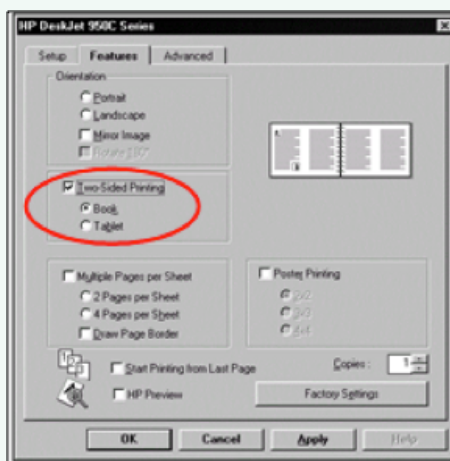
**STEP 6: BEGINNING THE NEXT REPORT CARD FOR ANOTHER PUPIL**

(a)   You will first need to access the original or master report card you created i.e. *My6thClassReportCard_xxxxxx.pdf*. If you have a pupil's report card open, click on the *X* to close this report card.

Screenshot 19: Click on the *X* to close a report card.

(b)   Click on the blue file menu at the top left corner of the screen. You will see the original report card *My6thClassReportCard_xxxxxx.pdf* in the list. Open this file and you will return to the report card editing screen. See screenshot 20.

Screenshot 20: Opening *My6thClassReportCard_xxxxxx.pdf*.
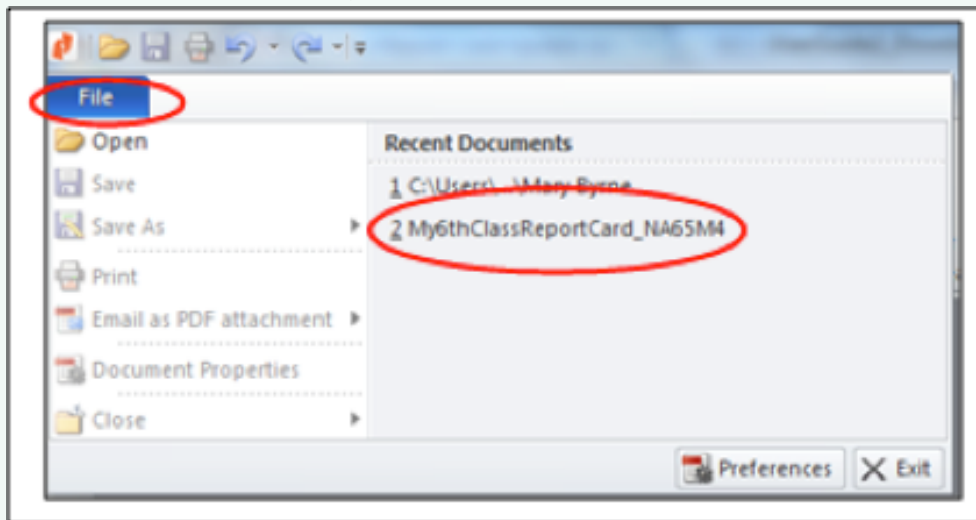
Now return to section 4 of this user guide - *Filling in and saving the report card*, part (c) - and complete a new report card for another pupil.