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Nova Scotia Student Information System

Nova Scotia Public Education System

# Administrator's Report Card Guide – P-12

User Guide

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Following are some hints, tips, and reminders prior to printing report cards.

## 1 FIRST STEP: TEACHER INFORMATION

- ❖ Ensure teachers have entered grades, Learner Profile, and comments into to the correct reporting term in their gradebook.
- ❖ Have teachers run verification reports from PowerTeacher Pro to verify grades, Learner Profiles, and comments and edit them, if necessary, BEFORE you store the grades for the term.
- ❖ Check that the teachers have the correct format for the smart text.

<first name> <b>note: there is no underscore</b>	<last name, first name>
<first name last name>	<He/She>
<last name> <b>note: there is no underscore</b>	<he/she>
<His/Her>	<Him/Her>
<his/her>	<him/her>

## 2 SECOND STEP: STORING GRADES

- Ensure you have your region/CSAP specific directions on storing grades prior to storing.
- From the PowerSchool Start Page, under the menu, **School Management > Academics**, click on **Store Grades**.
- Follow your regional/CSAP instructions for dates and settings to enter for the storing grades. **Make sure to review this material carefully before storing.**

### 3 THIRD STEP: PRINTING

#### IMPORTANT NOTICE

Each evening PowerSchool runs a job which recalculates attendance. You cannot run report cards while this job is being run because attendance will NOT appear on the report cards. Also, ensure that no one at the schools is running the Attendance Function called, "Refresh Premier Attendance Views Data".

Following are the times PowerSchool automatically runs the recalculation process.

AVRCE - 5 - 6 PM	SRCE- 9- 10 PM
CBVRCE - 9 - 11 PM	SSRCE - 9 - 10 PM
CCRCE - 9 - 10:30 PM	TCRCE - 9 - 10 PM
CSAP - 9 - 10 PM	INTL - 9 - 10 PM
HRCE- 8 - 11:30 PM	

- Determine which report card you are printing - grade, reporting term and program. Then search for and select those students. For example if you are printing grade 7 Immersion report cards, do a search for **grade\_level=7;ns\_program#J005**, and these students will be your current selection. If you are printing grade 6 Immersion report cards, do a search for **grade\_level=6;ns\_program=E015**. These students will be your current selection.
- From the PowerSchool Start Page, once your current selection is set, click on **Data and Reporting**.

1. Select **Custom Reports**.
2. Expand the **Grading** section and select the **Grade P-12 Report Cards**.

Nova Scotia Customized Web Reports		Expand All	Collapse All
Report			
▸ Attendance			
▸ Behavioural Incidents			
▸ Demographics			
▸ Enrolment			
▸ Early Literacy Support (ELS)			
▸ Observation Survey (OS)			
▾ Grading			
Grade P-12 Report Cards		P-12th Grade Report Cards	
Grade 7-12 Comments		Grade 7-12 Comments	

Once you arrive at the **Nova Scotia Report Card System** page, you will see the following:

Select your options and click submit to generate report card(s):

Reporting Term: Q1 ▾

Sort Order:   
☒ Last Name  
☐ Grade Level  
☐ Homeroom

Choose Template: Select A Report ▾

Students to generate for:   
☒ The selected 17 students  
☐ All 225 currently enrolled students

**Submit**

Select your options to generate your report cards:

- Select the **Reporting Term** from the dropdown (e.g. Q1, T1, Y1).
- Set the **Sort Order**.
- Select your report card template based on:
  - Your current selection of students
  - Your schools reporting term setup (three or four reporting periods).
  - The program of your currently selected students, (English, French Immersion, Integrated French, CSAP etc)
  - Grade level of your currently selected students
- Ensure the radio button for **Students to generate for:** is set to the selected students and not all enrolled students
- Click the **Submit** button.
- \* It is suggested that you do a test run for each type of report card.

If a teacher entered a comment that exceeds the maximum length allowed for characters, you will see one or more of the following warnings.

These warnings will appear in the “Printing Instructions” at the top of the report card, they will not appear on the report card. Characters beyond the maximum length will be cut off. Have the teacher of the course revise their comments.

Warning: <Course\_Name> - Comment exceeds maximum length of 1000 characters.

Warning: <Course\_Name> - Comment exceeds maximum length of 700 characters. (This one appears for the MUSIC and PHYS Ed course comment).

Warning: Learner Profile - Comment exceeds maximum length of 450 characters.

## 3.1. BEFORE YOU START PRINTING (OR SAVING TO PDF), MAKE THE FOLLOWING CHANGES IN YOUR BROWSER:

Tips for printing:

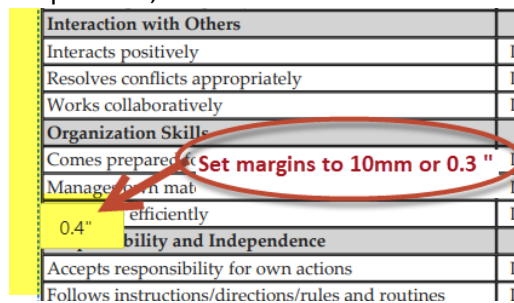
- Turn on printing of backgrounds. Shading and colorations in these reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.

### 3.1.1. INTERNET EXPLORER:

- Go to **File** "Page Setup" and make the following changes.
- Turn on "Print Background Colors and Images".
- Turn off "Enable Shrink-to-Fit".
- Turn **off** printing of "Headers and Footers".
- Under "Header" set the 3 fields to **Empty**. Under "Footer" set the 3 fields to **Empty**.
- Set the margins to as small as possible, we recommend 10 MM or 0.3 inches.
- Click **OK**.
- **IE 8** has a special feature in the **Page Preview**; you can drag the margins for fine tweaking. Be aware that if you are previewing 900 pages and you make a move, it takes time to filter **down to all 900 pages**.

### 3.1.2 MICROSOFT EDGE:

- Access your Edge settings by clicking the **three dots** at the top right corner of the browser window. Click **Print**. You can also right-click on the page and choose **Print**.
- When the preview window opens, scroll down the left side panel for the print settings, and click **More Settings**.
- Set **Margins** to custom, and where the report card preview appears, set the margins to as small as possible, we recommend 10 MM or 0.3 inches.



<b>Interaction with Others</b>	
Interacts positively	D
Resolves conflicts appropriately	D
Works collaboratively	D
<b>Organization Skills</b>	
Comes prepared for class	D
Manages own materials	D
Works efficiently	D
<b>Responsibility and Independence</b>	
Accepts responsibility for own actions	D
Follows instructions/directions/rules and routines	D

- Uncheck **Headers and footers**.
- Check **Background graphics**.

### 3.1.3 CHROME:

- Access your Chrome settings by clicking the **three dots** at the top right corner of the browser window. Click **Print...** . You can also right-click on the page and choose **Print...** .
- When the preview window opens, click **More Settings**.
- Set **Margins** to custom, and where the report card preview appears, set the margins to as small as possible, we recommend 10 MM or 0.3 inches.
- 



- Uncheck **Headers and footers**.
- Check **Background graphics**.

Note: Due to a recent upgrade in Chrome, the print preview may load very slowly, so may want to use another browser until the issue is resolved.

Start Page > Student Selection > Nova Scotia Report Card System

**Nova Scotia Report Card System**

**\*\*Please note\*\*:** Due to a recent update to the Chrome browser, the print preview page loads very slowly in Chrome.

**Requirements for printing:**

- Turn on printing of backgrounds. Shading and colorations in these reports are all backgrounds, and not printing backgrounds will generally lead to illegible printouts.
- Turn **off** printing of 'header' information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.

Select your options and click submit to generate report card(s):

Reporting Term: T1

Sort Order: ☒ Last Name ☐ Grade Level ☐ Homeroom

Choose Template: Select A Report

Students to generate for: All 248 currently enrolled students

**Submit**

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### 3.1.4 MOZILLA:

- Access your Mozilla settings by clicking the **three lines** at the top right corner of the browser window. Click **Print...**
- Click the **Page Setup** button from the menu bar.
  - Select **Portrait**
  - Ensure **Scale** is set to 100%, which un-checks the **Shrink to fit Page Width**
  - Click on **Print Background (colors and images)**
- On the Margins and Headers tab:
  - Set the margins to as small as possible, we recommend 10 MM or 0.3 inches.
  - Set all headers and footers to **Blank**.
  - Click **OK**.