DISTRIBUTING PROVINCIAL ASSESSMENT AND EXAMINATION REPORTS USING EDUPOST

1. In PowerSchool, begin by selecting **all** students from the Start Page.
2. From the drop-down list in the **Select Function** for this group of students, select **Provincial Student Assessments**.
3. Select the report you wish to view. Depending on the browser you are using, the student reports will be displayed in a new tab or window.
4. To save the reports as a PDF file, use the browser print function using the below print settings:
   Note: For Reading and Writing assessments and the NSE English 10 reports, go to your browser print preferences and select legal-size paper.

Browser	Print Setting
Chrome	Save as PDF
Edge	Save as PDF
Firefox	Microsoft Print to PDF
Internet Explorer	Microsoft Print to PDF
Safari	do **not** use

5. Repeat the above steps for any other any reports you need to generate and save as a PDF file.
6. Once all files are saved, navigate to the EduPost website by opening any web browser and entering the following URL: https://edupost.ednet.ns.ca .
7. Click on the icon for the **Split PDF(s) / Deliver** page.
8. Click **Browse**, then locate and select the PDF file(s) you generated and saved from PowerSchool. Note: You can choose to upload one PDF document at a time, or you can upload multiple documents at once.
9. Navigate to the **Find Links** page to view a list of share links to reports delivered to the students' post office.
10. Navigate to the **Emails Links to Parents** page when ready to email reports to parents.
11. Manually check the boxes next to those parents who need to receive an email communication or use the **Select All / UnSelect All** buttons at the bottom of the page to quickly check or uncheck student boxes.
12. Press the **Mail Selected Parents** button when ready to send them an email.
13. After submitting the page, scroll to the bottom of the page to view a **summary report** of all emails just sent. If you refresh the page and sort by the **Email Sent** column, you can see which parents have received an automated email.
14. Below is a sample email communication to the parent:

Provincial Assessments email message

Hello,

This email contains the information you need to access Nova Scotia Assessment Student Reports for **[insert student name]**.

To access these reports, you will need to proceed as follows:

- To access Student Assessment Reports, click on this link: **[Link to Student Reports]**
- For added security, reports are protected by a password which is your child's date of birth (YYYY-MM-DD format; for example, for the date of July 15, 2012 the password is 2012-07-15. Ensure there are no spaces before or after the password and be sure to include the dashes when entering your child's date of birth.)
- If you have more than one child in your home and will be receiving multiple emails, be sure to close all report files (by closing the browser or browser tab) before continuing to view another child's Student Assessment Report.
- Tips on how to print and save Student Reports

Click the links below for additional information:

- Information about Student Assessment Reports for parents and guardians
- Nova Scotia Assessments

Contact your child's school by email or by phone if you need any assistance.

Provincial Examinations email message

Hello,

This email contains the information you need to access Nova Scotia Examinations Student Reports for **[insert student name].**

To access these reports, you will need to proceed as follows:

- To access Individual Student Reports, click on this link: **[Link to Student Reports]**
- For added security, reports are protected by a password which is your child's date of birth (YYYY-MM-DD format; for example, for the date of July 15, 2012 the password is 2012-07-15. Ensure there are no spaces before or after the password and be sure to include the dashes when entering your child's date of birth.)
- If you have more than one child in your home and will be receiving multiple emails, be sure to close all report files (by closing the browser or browser tab) before continuing to view another child's Student Report.
- Tips on how to print and save Student Reports

Click the links below for additional information:

- Information about Individual Student Reports for parents and guardians
- Nova Scotia Examinations

Contact your child's school by email or by phone if you need any assistance.