



Nova Scotia Public Education System

Distributing Reports using EduPost

User Guide

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1 OVERVIEW

EduPost allows schools to electronically distribute by email:

1. report cards,
2. IPP reports,
3. Documented Adaptations
4. and Provincial student assessment and examination reports
5. Student course request reports (Data and Reporting > Custom Reports > Scheduling)

to parents/guardians in an easy and efficient manner. *(For the remainder of this document, “parent/guardian” will be referred to as “parent”).* Documents submitted in EduPost will be emailed to parents who meet the following criteria in PowerSchool:

1. they are an active contact in PowerSchool
2. their **Portal Account Access** is enabled on their **Contact** page
3. they have an active student-contact relationship (i.e. current, not expired)
4. the **Portal Access** is enabled for the student-contact relationship
5. ‘Enable Parent Access’ is checked on student’s **Access Accounts** page
6. The Username in the **Portal Account Access** section must match the Account Email

▼ Portal Account Access	
Account Enabled	Username
✓	Jonathan.Smith@email.ca

Account Email
Jonathan.Smith@email.ca

Edit Account

The contact's Portal username will be the email address used to email the parent via EduPost.

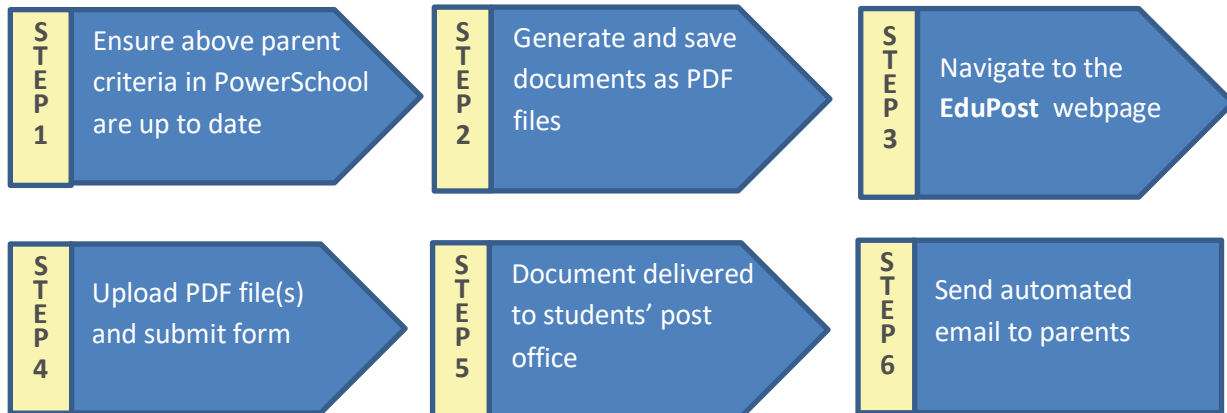
If you need to verify which parents meet the above criteria, there are two SQL reports that you can run in PowerSchool:

1. Portal/EDUPost Report Card Distribution Check
2. Summary of Student/Contact Portal Access Status

For parents/guardians who do not have email access, other arrangements should be made to provide them their child's report card.

The **EduPost** website has been created and enhanced to make the electronic distribution of reports more efficient and easier for schools.

Below is a summary of the sequence of steps from start to finish:



2 GENERATING THE DOCUMENTS TO BE SUBMITTED TO EDUPOST

In PowerSchool and TIENET, if generating report cards and IPP reports, ensure that the grades have been **permanently stored** in PowerSchool, and that the IPP Reports have been set to **final** status.

Schools will typically generate report cards in batches, where each batch represents a group of students based on home room, grade level, program type, etc. Once you have generated one set of report cards for a group of students, you will not be printing them as hard copies, but you must save the report cards as a PDF file. Make note of where you save the file and repeat the process until you have generated and saved report cards for all students who will be issued a report card.

To generate the provincial student assessments and examinations, begin by selecting the students from the Start Page. From the drop-down list in the **Select Function** for this group of students, select **Provincial Student Assessments**. 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. Save the reports as a PDF file. Note: For Reading and Writing assessments and the NSE English 10 reports, go to your browser print preferences and select legal-size paper.

In TIENET, you can **bulk print** your finalized IPP reports and documented adaptations, and then save the reports as a PDF file. Refer to the **Printing Documents in TIENET** user guide on the iNSchool site for more details on bulk printing.

Important Considerations when Saving your documents as PDF Files:

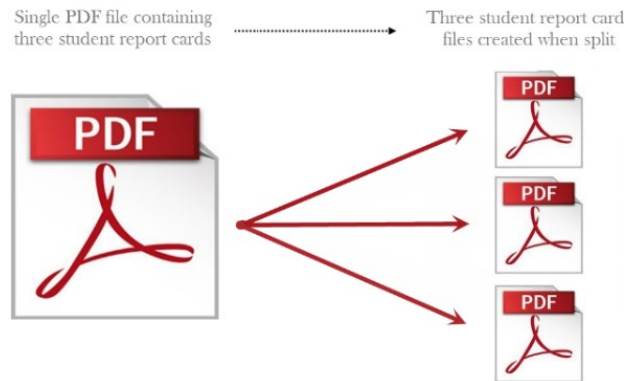
1. To save time, please use these recommended browser and print settings:

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

2. **When saving your PDF File, turn off all headers and footers** to ensure that website URLs do not appear along the bottom of the pages.
3. **When saving your PDF File, use ONLY the following character types:**
 - letters (lowercase or uppercase are both acceptable)
 - numbers
 - dashes
 - underscores
4. **After your PDF has been created,** open it and check to see if you can copy/paste a section of text. If you **CANNOT** then the PDF is not in the correct format. Please check your printer settings and recreate your PDF.

There is no need to generate and save your documents one student at a time – which would make for a very time consuming and tedious process. On the EduPost website, a custom-built submission form has been created specifically for this purpose. The form will allow you to upload a PDF file containing reports for several students and split the source file into individual files – where each individual file represents a single student’s report card, IPP report, provincial assessment, documented adaptation or course request form.

Let's say you have a PDF file containing report cards for three students. When splitting this single file, three new files are created. The customised form will split the file according to the student's unique provincial number and uses that as a basis to properly split the students' report cards into three separate files.



To prevent potential issues with the PDF splitter, limit your source files to a maximum of 500 students per file. For example, if generating report cards in PowerSchool, your current student selection should not exceed 500 students.

After generating and saving all your documents you can proceed to the next section.

3 EDUPOST WEBSITE

Navigate to the EduPost website by opening any web browser and entering the following URL: <https://edupost.ednet.ns.ca>. You can access this website using a computer or laptop operating with Windows or MacOS, and you can also access the site on a Chromebook, iPad or tablet.

This website has been developed to support schools with the electronic distribution of student report cards and IPP reports. The website is comprised of six different pages:

1. Split PDFs / Deliver
2. Find Links
3. Email Links
4. Track Access
5. Delivery without Email
6. User Guides & Info

The next step is to navigate to the **Split PDFs / Deliver** section of this website.

4 SPLIT PDFs WITH DELIVERY

The split and delivery process will take a source PDF document containing multiple report cards or IPP reports (whether generated by home room, grade level, program type, etc.), and **split** the source PDF into individual PDF files - one file per student. Each file will then be **delivered** to the corresponding student's virtual **post office**.

In its simplest form, the student 'post office' uses NextCloud technology which is an online alternative to services like Google Drive, OurCloud, Dropbox, iCloud, or Microsoft OneDrive. Files that are uploaded (or delivered) to the students' post office are always accessible via the internet, and the files can be shared to other people – similar to how a document in Google Drive can be shared to others by creating a share link. Using NextCloud offers several advantages: high security, integration with GNSPES for authentication, flexibility and customization, easily creates share links, and is hosted on local servers.

Once the files are delivered to the students' post office, you will be able to save the split PDF files as a zipped file so that you can review the individual reports if desired. (Click [here](#) or visit https://bit.ly/ZIP_File (case sensitive) for a description of a zip file).

Once satisfied with the delivered documents, you will then send an automated email to parents containing a share link to the document in their child's post office.



Post Office

Students can also access their report card/IPP report via their GNSPES account by clicking on the Post Office icon on their landing page.

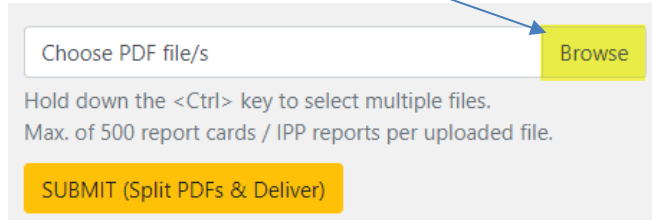


Before proceeding with this section, ensure that parent email addresses and settings in PowerSchool have been updated as outlined in the Overview section. If you do split and deliver any PDF files, and then afterwards update any email addresses in PowerSchool, you must return to the Split PDF(s) / Deliver page and **repeat the process** of resubmitting your source file(s). In addition, wait at least two hours to resubmit your source file(s), as it will take up to two hours for updated email addresses in PowerSchool to be synced with the EduPost website.

For the delivery of student documents to their post office:

1. Open a web browser on your computer, laptop, or Chromebook, and enter the URL: <https://edupost.ednet.ns.ca>.
2. Click on the icon for the **Split PDF(s) / Deliver** page.

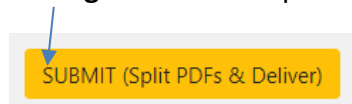
- Click **Browse**, then locate and select the PDF file(s) you generated and saved from TIENET / PowerSchool.



Important Note: You can choose to upload one PDF document at a time, or you can upload multiple documents at once. If uploading multiple documents at once, ensure that all the files are stored in the same location/folder and hold down the

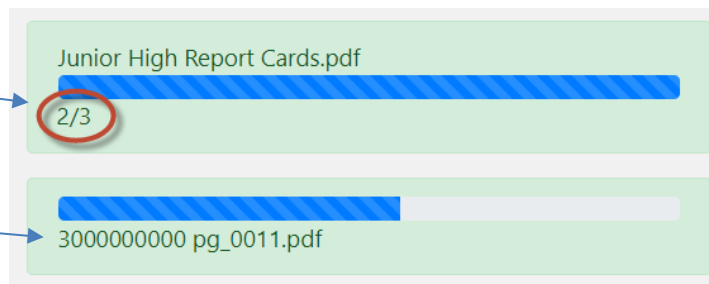
<Ctrl> key as you select your files. To prevent potential issues with the PDF splitter, limit your source files to a maximum of 500 students per file.

- Upload the PDF(s) by **submitting** the form to split the source document into individual files.



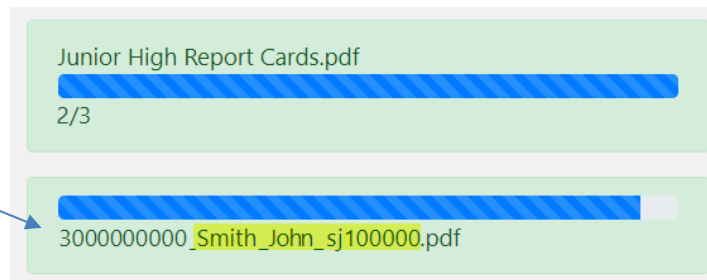
- After submitting the request, you can view the progress of the submitted file(s) as they are split and delivered.

Processing second of three submitted files



Student file being split

When you see the student name below the progress bar, then the file is being delivered to the student's post office.



- The split files will be delivered to each student's virtual post office. Once the process is complete, a **Finished!** message will appear.

Finished! Download report results, if any:

June Senior High Report Cards.zip
(June Senior High Report Cards.txt)
June IPP Reports.zip
(June IPP Reports.txt)

For any zip files above an Excel file containing the share links for this process will be emailed to you shortly.

7. **Download** and save the **Zip** file(s) and the **Report Results** file(s) to confirm that all student files were delivered as expected. An email containing the report results will also be sent to your GNSPES account, so you can review the results in this manner if you prefer.

If you receive a failure notice, check your PDF file to determine the cause of the issue.

Finished! Download report results, if any:

For any zip files above an Excel file containing the share links for this process will be emailed to you shortly.

Failure! You have a student overrun in Grade 9 Report Card.pdf from one page to another starting on page 152. Please recreate.

8. **Repeat** steps 3 through 7 if you need to deliver additional PDF files to the students' post office.
9. Once all documents have been delivered to students' post office, you can proceed to section 6 to **View the Links** or skip ahead to section 7 to **Email Links to Parents**. Furthermore, an email will be sent to your GNSPES account, and this email will contain an excel file with share links for each of the students who had a document delivered to their post office.



If you need to update a student's document (that has already been delivered to the post office), you can repeat this process at any time with either the same source file or an updated source file to overwrite any previously delivered reports with an updated version.

If you resubmit a previously delivered student document, and if the automated email had also been sent to the parent, ensure to follow up with and inform the parent that the document has been updated in their child's post office. You can choose to communicate directly with the parent or resend the automated email to the parent via the Email Links page.

5 FIND LINKS PAGE TO VIEW SUBMITTED DOCUMENTS

Navigate to the **Find Links** page to view a list of share links to documents that you have already delivered to the students' post office.

Use the Search field to filter your table results.

Find Links to Distribute Report Cards and IPP Reports to Parents

Previewing reports
Table Functions
Sharing with Teachers

Show All entries

Search:

RCE/ CSAP	School ID	Student	Student#	Report Type	Share Link	Password	Link Created	Link Creator	Bz
				IPP Report	https://postoffice.ednet.ns.ca/index.php/s/NH8yQeBzFD	2006-08-29	2020-04-29 11:51am	brian.doucette	251



It can take a few hours to generate all of your links, and you may need to refresh the Find Links page several times.

Click on a column header to sort the table according to the specified column and make note of the column entitled **Report** which indicates if the report is a PowerSchool report card, IPP report, or documented adaptation. To see firsthand what the document looks like when viewing it in the student's post office, simply copy/paste a share link into a new browser window.

An email will also be sent to your GNSPES account, and this email will contain an excel file with share links for each of the student documents delivered to their post office.

6 EMAIL LINK TO PARENTS

Navigate to the **Emails Links to Parents** page when ready to email the document(s) to parents. Even though you may have delivered documents to the post offices of all students in your school, you may notice that some parent and student names are missing from the table appearing on the page. Parent names will only appear if all criteria from the Overview section are met. If you do not see a student listed on this page, then run the SQL report or navigate to the student's contacts page to see what needs to be updated.

Email Link to Parents

i PowerSchool email updates (important!)
 i Missing Names
 i Table Functions

Copy

CSV

Excel

PDF

Print

Search:

	School ID ▲	Student ▼	Student# ▼	Report Type ▼	Email Recipient ▼	Email Address ▼	Link Created ▼	Email Sent ▼	Link Creator ▼	Batch# ▼
<input type="checkbox"/>	1001	Jane Doe	1001001001	IPP Report	Parent 1	Jane.Doe@school.ca	2020-04-29 11:51am	2020-04-29 11:52am	brian.doucette	2516

Use the buttons to copy, export, or print the information in the table.

If you do split and deliver any PDF files, and then afterwards update any email addresses in PowerSchool, you must return to the Split PDF(s) / Deliver page and **repeat the process** of resubmitting your source file(s). In addition, wait at least two hours to resubmit your source file(s), as it will take up to two hours for updated email addresses in PowerSchool to be synced with the EduPost website.

Click on a column header to sort the table according to the specified column and make note of the column entitled **Report Type** which indicates if the report is a PowerSchool report card, IPP report, documented adaptation, provincial assessment/examination, or course request form.

When ready to send email parents:

	School ID ▲	Student ▼	Student# ▼	Report Type ▼	Email Recipient ▼	Email Address ▼	Link Created ▼	Email Sent ▼	Link Creator ▼	Batch# ▼
<input checked="" type="checkbox"/>	1001	Jane Doe	1001001001	IPP Report	Parent 1	Jane.Doe@school.ca	2020-04-29 11:51am	2020-04-29 11:52am	brian.doucette	2516
<input checked="" type="checkbox"/>	1001	Jane Doe	1001001001	IPP Report	Parent 2	Jane.Doe@school.ca	2020-04-29 11:51am		brian.doucette	2516

1. 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.

Showing 1 to 248 of 248 entries

Select All

Select None

Mail Selected Parents

2. Press the **Mail Selected Parents** button when ready to send them an email.

Note: It is not necessary to send all emails at once. Feel free to revisit this page as often as needed if you need or prefer to email parents in batches.

3. 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 **Sent** column, you can see which parents have already received an automated email.

Emails you have now sent:

Email	Student Number	URL	Student
Parent: [redacted]	111111111	https://postoffice.ednet.ns.ca/index.php/s/NH8yQeBzFD	[redacted]
Parent: [redacted]	111111111	https://postoffice.ednet.ns.ca/index.php/s/NH8yQeBzFD	[redacted]
Parent: [redacted]	111111111	https://postoffice.ednet.ns.ca/index.php/s/56MTTJMSpN	[redacted]

Below is a sample email communication to the parent:

This email contains the information you need to access the [report card / IPP report] for [student's first name]. To access the document you will need to proceed as follows:

- To access the document, click on this link: [Report Card](#)
- For added security, the file is protected by a password. Before you can view the document, the password is your child's date of birth in the format YYYY-MM-DD. For example, for the date of July 15, 2012 the password is 2012-07-15.
Entering password tips: 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 card files (by closing the browser or browser tab) before continuing to view another child's report card or IPP report.
- If you need assistance with printing or saving the report card, click on this link for more information: [How to Print and Save the Report Card](#)

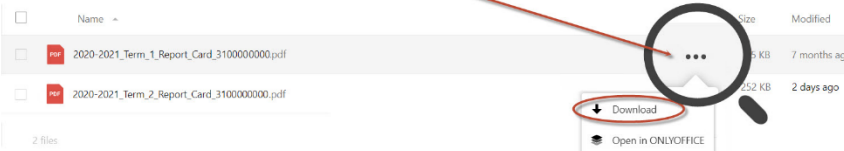
Contact your child's school by email or by phone if you need any assistance.

Here is the page for parents with instructions on how to print and save the report card:

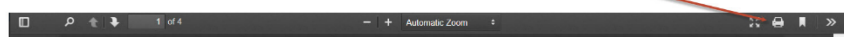
Instructions for downloading and printing documents:

Click the link in your email to view the document in your browser. Previously submitted documents will also be visible on this page. Click the **Modified** column header to sort the files by most or least recent.

1. To download the document: Click the three dots to access more options to download the document to your device.



2. To print the document: You can preview the document from your browser by clicking on the file name. Once the document opens, click the printer icon on the menu bar to print the document.





Important: After schools have emailed the reports to parents, schools will need to revisit the table on the **Email Links** page to determine which parents have not yet accessed their child's report. Schools must follow up with any parents who have not accessed the PDF reports.

When a parent clicks on the link provided in the email, and after entering their child's date of birth as the password, they will be directed to their child's post office 'folder' where they can access all reports delivered via EduPost (including documents delivered during previous reporting terms and school years).

Below is an example of a student's post office and make note of the naming convention used to name the files.

abc123456
Download all files
...

🏠 >
⌵

		Name	Size	Modified
<input type="checkbox"/>		3100000000Final_-_2019-2020_Report_Card.pdf	317 KB	6 months ago
<input type="checkbox"/>		3100000000Quarter_1_-_2020-2021_Report_Card.pdf	471 KB	a month ago

A date stamp will appear once the parent views the report. If you sort the table by the **Report Accessed** column, you can more easily see which parents have already opened the report.

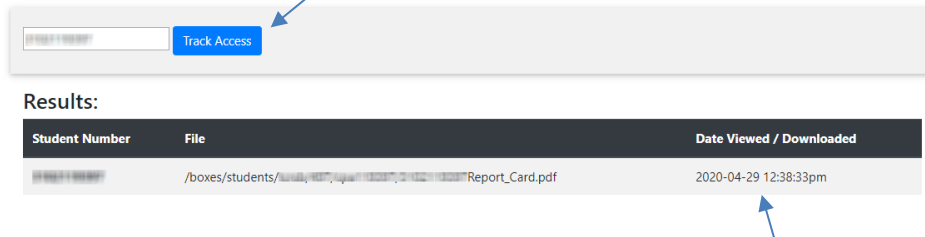
Copy CSV Excel PDF Print
Search:

	School ID	Student	Student#	Home Room	Report Type	Email Recipient	Email Address	Link Created	Email Sent	Report Accessed	Link Creator	
<input type="checkbox"/>	256		1111111111	PR-Eng	IPP Report	Parent 1	1111111111@gmail.com	2020-06-12 10:40am	2020-06-12 10:50am	2020-06-19 2:57pm	brian.doucette	X
<input type="checkbox"/>	981		1111111111	12 A	Report Card	Parent 1	1111111111@gmail.com	2020-06-10 5:40pm	2020-06-15 2:40pm	2020-06-19 2:57pm	brian.doucette	X
<input type="checkbox"/>	256		1111111111	PR-Eng	IPP Report	Parent 2	1111111111@hotmail.com	2020-06-12 10:40am			brian.doucette	X

7 TRACK ACCESS

Navigate to the **Track Access** page to review download activity for specific reports. Enter the student number and press **Track Access**.

Track Activity on Report Cards and IPP Reports



The screenshot shows a web interface titled "Track Activity on Report Cards and IPP Reports". It features a search bar with a placeholder "STUDENT NUMBER" and a blue "Track Access" button. Below the search bar, the word "Results:" is displayed. A table follows with three columns: "Student Number", "File", and "Date Viewed / Downloaded". The table contains one row of data. A blue arrow points from the text "Enter the student number and press Track Access." to the "Track Access" button. Another blue arrow points from the text "you will see the date when it was accessed in the student's post office." to the date "2020-04-29 12:38:33pm" in the table.

Student Number	File	Date Viewed / Downloaded
1234567890	/boxes/students/1234567890/Report_Card.pdf	2020-04-29 12:38:33pm

If the report was viewed or downloaded, you will see the date when it was accessed in the student's post office.

8 REPORT DISTRIBUTION TO PARENTS WITHOUT EMAIL ACCESS

Not all parents will have internet or email access. In some cases, parents/guardians will take the initiative and contact your school so that other arrangements can be made to provide them with their child's reports. In other cases, your school will have to contact them to find out how they prefer to receive the reports.

Below are some options for distributing report to parents and guardians without internet / email access:

1. Teacher contacts parent by phone to share and discuss report card grades and comments,
2. Central contact phone number (school level or regional) for parents to call if schools cannot make contact with parents by email or by phone,
3. Parent provides an alternate email to where the report can be sent,
4. Have parent access report via the student's GNSPES account,
5. Send report by regular mail to those few who may require them in this manner. (*Print report card from student's post office to ensure that the common message is included as a cover page on the report card*).

9 ENABLE STUDENT-PARENT PORTAL SETTING

Once report cards have been distributed to parents, schools can enable any Portal settings that may have been disabled for report cards.