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Nova Scotia Student Information System

Nova Scotia Public Education System

Distributing Report Cards / IPP Reports using EduPost

User Guide

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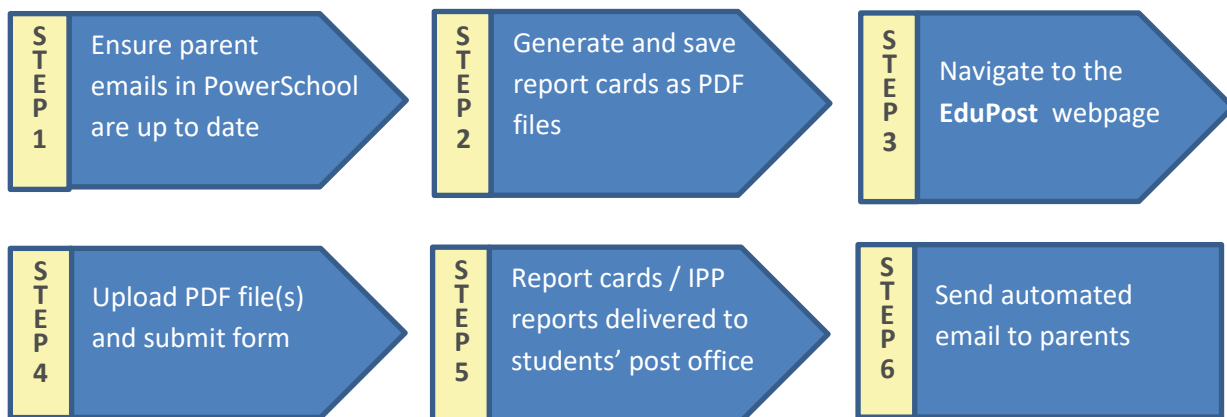
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1 OVERVIEW

Report cards, and IPP reports where applicable, will be emailed to the parent1 and parent 2 email addresses saved in PowerSchool. For parents/guardians who do not have email access, other arrangements should be made to provide them their child’s report card. *(For the remainder of this document, “parent/guardian” will be referred to as “parent”).*

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

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



2 GENERATING REPORT CARDS AND IPP REPORTS

In PowerSchool and TIENET, generate your report cards and IPP reports in same manner as you would have done when distributing report cards in the past. First 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.

In TIENET, you can **bulk print** all your finalized IPP reports and save the report as a PDF file.

Important Considerations when Saving your Report Cards/IPP Reports as PDF Files:

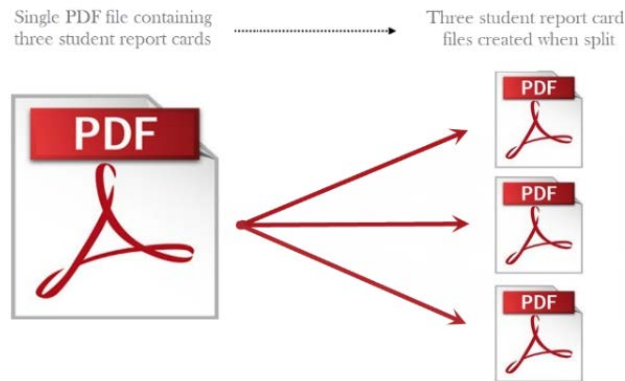
- To save time, please use these recommended browser and print settings:**

<u>Browser</u>	<u>Print Setting</u>
Chrome	Save as PDF
Edge	Microsoft Print to PDF
Firefox	Microsoft Print to PDF
Internet Explorer	Microsoft Print to PDF
Safari	do not use

- 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.
- When saving your PDF File, use ONLY the following character types:**
 - letters (lowercase or uppercase are both acceptable)
 - numbers
 - dashes
 - underscores
- 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 report cards and IPP reports 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.

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 report cards / IPP reports per file. In other words, when generating report cards in PowerSchool, your current student selection should not exceed 500 students.

After generating and saving all your report cards / IPP reports as PDF files, 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 report cards and IPP reports, you will then send an automated email to parents containing a share link to the report card in their child's 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.

Post Office

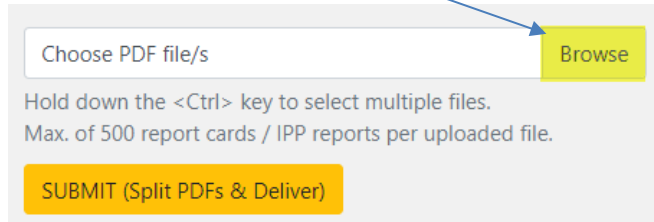


Before proceeding with this section, ensure that parent1 and parent2 email addresses in PowerSchool have been updated. If you do split and deliver any PDF files, and then afterwards update any email addresses in PowerSchool, you must return to the Split PDF(s) / Deliver page and **repeat the process** 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 report cards and IPP reports to their post office:

1. Open a web browser on your computer, laptop, or Chromebook, and enter the URL: <https://edupost.ednet.ns.ca> .

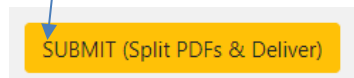
2. Click on the icon for the **Split PDF(s) / Deliver** page.
3. Click **Browse**, then locate and select the PDF file(s) you generated and saved from TIENET / PowerSchool.



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

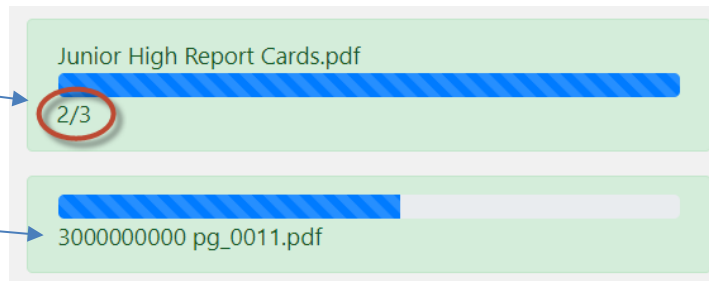
<Ctrl> key as you select your files. To prevent potential issues with the PDF splitter, limit your source files to a maximum of 500 report cards / IPP reports per file.

4. Upload the PDF(s) by **submitting** the form to split the source report cards / IPP reports into individual files.



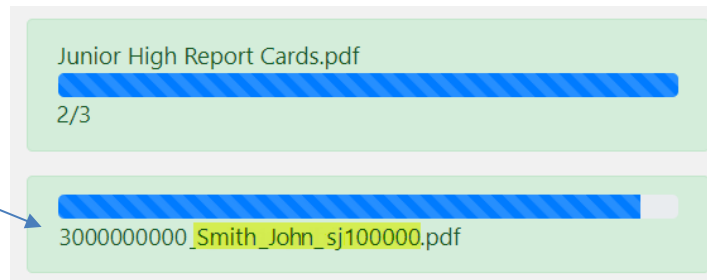
5. After submitting the request, you can view the progress of the submitted file(s) as they are split and delivered.

Processing second of three submitted files

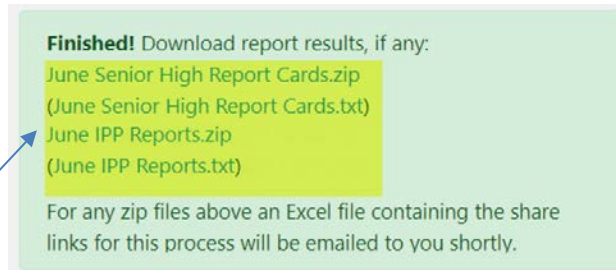


Student file being split

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

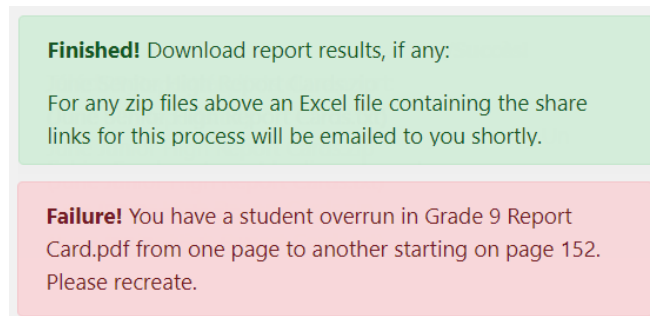


- The split files will be delivered to each student's virtual post office. Once the process is complete, a **Finished!** message will appear.



- 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.



- Repeat** steps 3 through 7 if you need to deliver additional PDF files to the students' post office.
- Once all report cards / IPP reports 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 report card / IPP report delivered to their post office.



If you need to update a student's report card / IPP report (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 report card / IPP report, and if the automated email had also been sent to the parent, ensure to follow up with and inform the parent that the report card 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 TO REPORT CARDS / IPP REPORTS

Navigate to the **Find Links** page to view a list of share links to report cards / IPP reports 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

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 or an IPP report. To see firsthand what the report card 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 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 report card / IPP report delivered to their post office.

6 EMAIL LINK TO PARENTS

Navigate to the **Emails Links to Parents** page when ready to email report cards / IPP reports to parents. Even though you may have delivered report cards / IPP reports 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 an email exists for them in PowerSchool. If you do not see a student listed on this page, then it means that there is no parent1 and parent2 email address in PowerSchool for this student.

Email Link to Parents

PowerSchool email updates (important!)
 Missing Names
 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 Smith	1111111111	IPP Report	Parent 1	Parent1@domain.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** which indicates if the report is a PowerSchool report card or an IPP report.

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 Smith	1111111111	IPP Report	Parent 1	Parent1@domain.ca	2020-04-29 11:51am	2020-04-29 11:52am	brian.doucette	2516
<input checked="" type="checkbox"/>	1001	Jane Smith	1111111111	IPP Report	Parent 2	Parent2@domain.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.

- 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
[Redacted]	[Redacted]	https://postoffice.ednet.ns.ca/index.php/s/NH8yQeBzFD	[Redacted]
[Redacted]	[Redacted]	https://postoffice.ednet.ns.ca/index.php/s/NH8yQeBzFD	[Redacted]
[Redacted]	[Redacted]	https://postoffice.ednet.ns.ca/index.php/s/56MTTjM9pN	[Redacted]

Below is a sample email communication to the parent:

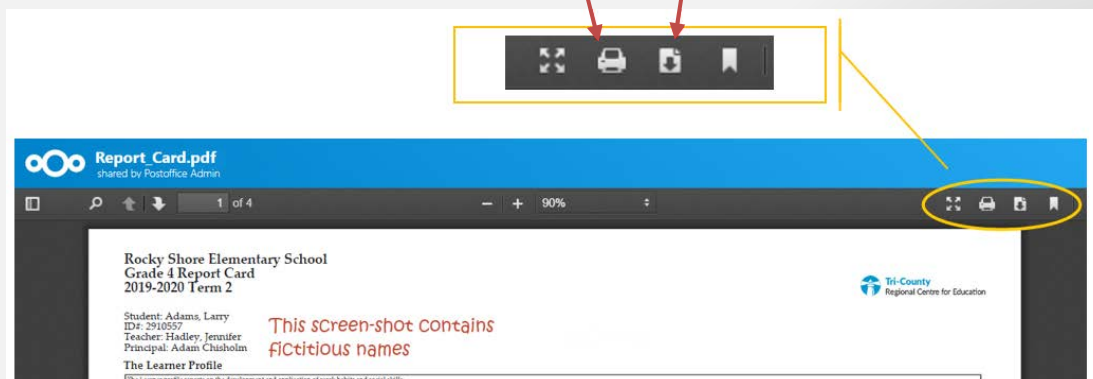
This email contains the information you need to access the [report card / IPP report] for [student's first name]. To access the document you will need to proceed as follows:

- 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:

Click the link in your email to open the report card/IPP report in your browser. Then select the appropriate icon in the menu bar to either print or save the report card as a PDF file.

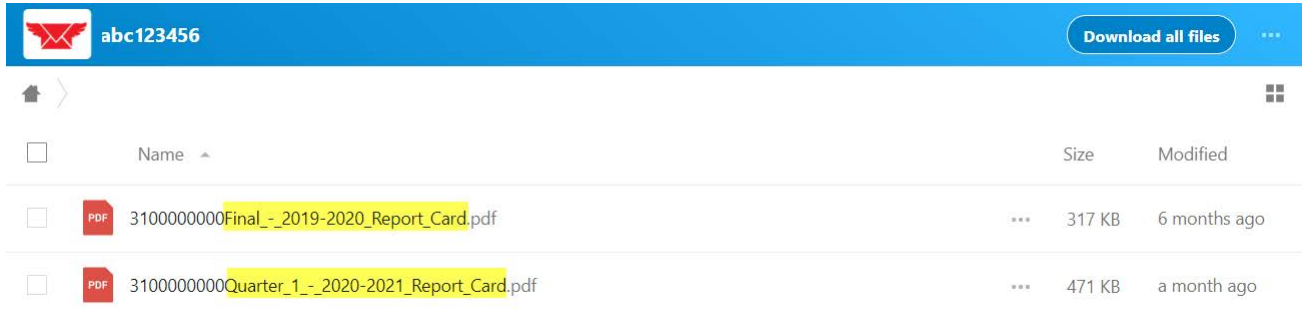




Important: After schools have emailed report cards and IPP reports to parents, schools will need to revisit the table on the **Email Links** page to determine which parents have not yet accessed their child’s report card/IPP report. Schools must follow up with any parents who have not accessed the PDF 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 report cards and IPP reports delivered via EduPost (including documents delivered during previous reporting terms).

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



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	[blurred]	[blurred]	PR-Eng	IPP Report	Parent 1	[blurred]@gmail.com	2020-06-12 10:40am	2020-06-12 10:50am	2020-06-19 2:57pm	brian.doucette	X
<input type="checkbox"/>	981	[blurred]	[blurred]	12 A	Report Card	Parent 1	[blurred]@gmail.com	2020-06-10 5:40pm	2020-06-15 2:40pm	2020-06-19 2:57pm	brian.doucette	X
<input type="checkbox"/>	256	[blurred]	[blurred]	PR-Eng	IPP Report	Parent 2	[blurred]@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 report cards and IPP reports. Enter the student number and press **Track Access**.

Track Activity on Report Cards and IPP Reports

The screenshot shows a search bar with a text input field and a blue button labeled 'Track Access'. Below the search bar, the word 'Results:' is displayed. A table with three columns is shown: 'Student Number', 'File', and 'Date Viewed / Downloaded'. The table contains one row of data.

Student Number	File	Date Viewed / Downloaded
[REDACTED]	/boxes/students/[REDACTED]_Report_Card.pdf	2020-04-29 12:38:33pm

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

8 REPORT CARD 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 report card. In other cases, your school will have to contact them to find out how they prefer to receive the report card.

Below are some options for distributing report cards 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 card can be sent,
4. Have parent access report card via the student's GNSPES account,
5. Send report card 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.