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Nova Scotia Student Information System

Nova Scotia Public Education System

eReport Cards

User Guide

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(Note: Names appearing in this document are fictitious names)

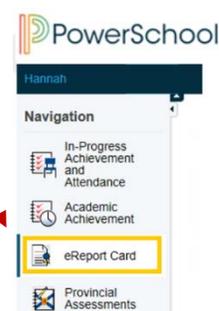
1 OVERVIEW

In the interest of increasing parent/guardian use of the Parent Portal, becoming more environmentally friendly, and easing the workload involved in printing and distributing report cards, an online version of the report card will be made available to all parents/guardians in any participating school with students in grades 9, 10, 11, and/or 12. Electronic eReport Cards are not currently available to students in grades P – 8. *(For the remainder of this document, “parent/guardian” will be referred to as “parent”).*

If students also receive an IPP report, please note that the IPP report is not yet available in an online electronic format, so students will continue to receive this report from the school as a paper copy.

When eReport Cards are enabled for your school, an **eReport Card** link will appear for all grade 9 -12 students and parents (of those students) when they log in to the Portal. eReport Cards are enabled on a school-by-school basis by your PowerSchool Project Manager.

Once eReport Cards are enabled for your school, all students and parents will have access to the online report cards in the Portal – whether or not they are receiving paper report cards. Having the online report card available to everyone by default may help them to decide that they no longer need a printed version. Online report cards for only the current school year will be available in the Portal.



Given that this is a new initiative, and even though online report cards will be available to all students and parents having active Portal accounts, parents will continue to receive a paper copy of the report card, unless they inform the school that they want to forgo the paper report card and only receive the eReport Card. However, schools are encouraged to use multiple strategies to communicate and promote eReport Cards (in lieu of paper copies) to their students and parents.

2 FLAGGING PARENTS WHO FORGO PAPER REPORT CARDS

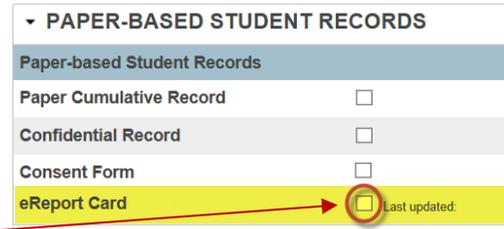
When your school learns that a parent wants to only receive an eReport Card, a setting needs to be checked in PowerSchool to ensure that the paper copy of their report card does not get printed. Since the setting is applied to the student, and not the parent, if the parent chooses to forgo the paper report card, it stands to reason that the student will also not receive a paper copy of the report card.

In cases where one parent chooses to decline the paper report card, but the other parent wishes to continue receiving a paper record card, the setting must be left unchecked so that the student’s report card can be printed for that parent.

To flag parents declining paper report cards:

I. In PowerSchool:

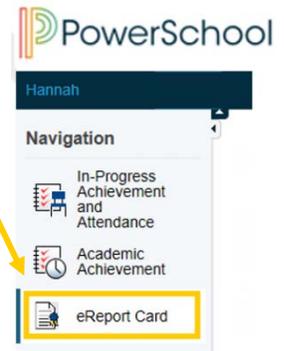
1. Search for and select your student.
2. Under the **Information** section, select **Registration Screen**.
3. On the Registration Screen, navigate to the **Paper-Based Student Records** section, and expand the section.
4. Check the box next to **eReport Card**.
5. Click **Submit** to save changes.



II. In the Parent Portal:

Parents who have an active Parent Portal account can also set their eReport Card preferences in the Portal. Parents can set their preferences in the Portal by:

1. Logging in to the Parent Portal and then clicking on the **eReport Card** link.
2. Checking the box indicating that they no longer require a printed copy of the report card since they will access the eReport Cards on the Portal as they become available.



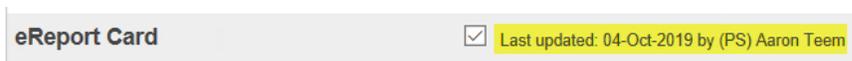
eReport Card Preference

Check here to indicate that you no longer require a paper copy of your child's report card and will instead access the eReport Card using your Parent Portal account.

Submit

Note: Changes to this field cannot be made by students in the Student Portal. It can only be done in the Parent Portal using a parent account.

When a change is made to this field, as shown below, the student's Registration Screen in PowerSchool will provide a date stamp along with the name of the person who made the last recorded change.



If the change was made by a parent in the Parent Portal, then (PP) will appear in brackets before the person's name.

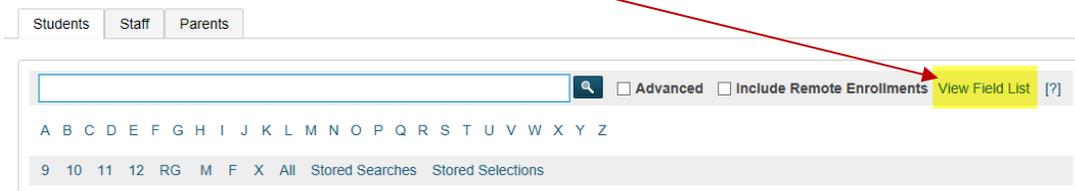


3 SEARCHING FOR PARENTS WHO HAVE DECLINED PAPER REPORT CARDS

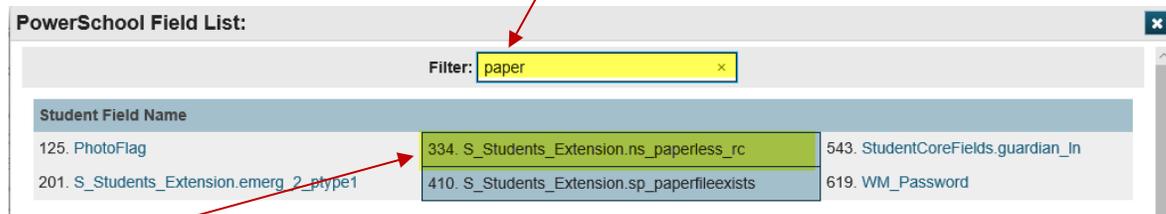
The PowerSchool field used to track eReport Cards is named: **s_students_extension.ns_paperless_rc**. When performing a search using this field, the entire field name must be entered in the search bar. If you type 'paperless_rc' (as you may be accustomed to doing for other custom fields), the field name will not be recognized in PowerSchool.

When you need to perform a search using the above field and happen to forget the spelling of the field name, you can always open the field list to find it.

1. On the **Start Page**, click the **View Field List** link.

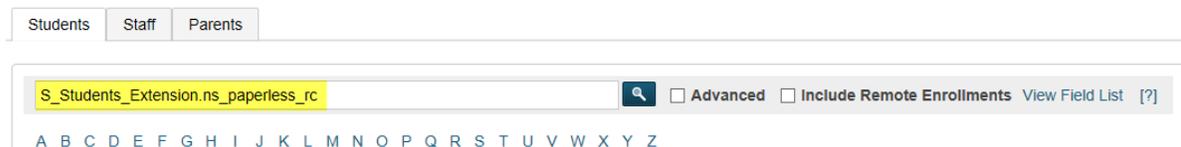


2. When the pop-up window appears, type 'paper' in the filter box.



3. The field list will reduce in size based on your keyword filter search, and you will see the eReport Card field name (**s_students_extension.ns_paperless_rc**) as one of the results. Click on the field name to add it in the search box on the Start Page.

4. When the pop-up window closes, the field name will appear in the Start Page's search box.



To search for students having the eReport Card setting checked, after the field name type “=1”. The search command should appear as depicted below.

Leave the search command blank after the equal sign to find students without values (i.e. those parents who will continue to receive a paper version of the report card).

4 CONFIGURING SCHOOL LEVEL SETTINGS FOR EREPORT CARDS

4.1 GRADE 9 REPORTING TERMS

All grade 10 - 12 senior high grades are reported four times per year, but depending on your school's or region's policies, grade 9 grades may be reported either three or four times per year. Since grade 9 reporting terms can vary from school to school, you must set the value representing the number of grade 9 reporting terms for your school.

To set the number of grade 9 reporting terms for your school:

1. On the Start Page and under the **Setup** section, select **School**.
2. Under the **Grading** section, select **Current Grade Display**.
3. Below the **Gr 9 Reporting Terms** section, expand the dropdown and select the proper number of grade 9 reporting terms for your school.
4. Click **Submit** to save changes.

Completing this step will ensure that when grade 9 students and parents log in to the Portal, they will have links to the correct report card templates.

If your school’s setting is set to **3 terms**, then the Report Card page in the Portal will appear as below (once all three report cards are enabled).

If your school’s setting is set to **4 terms**, then the Report Card page in the Portal will appear as below (once all four report cards are enabled).

2019-2020 eReport Card: Acron, Hannah

Term	Link
November	View eReport Card
March	View eReport Card
June	View eReport Card

2019-2020 eReport Card: Acron, Hannah

Term	Link
November	View eReport Card
February	View eReport Card
April	View eReport Card
June	View eReport Card

If your school does not have grade 9s, rather than having a dropdown, you will see the following message:

Gr 9 Reporting Terms

- For students in grades 9, does the school report in 3 or 4 reporting terms?
 - 3 term: T1, T2, T3
 - 4 term: Q1, S1, Q3, Y1

Disabled for this school as it doesn't have Gr 9 students.

4.2 EREPORT CARD SETTINGS

Another task that each school must complete after each reporting term is to show the eReport Card link in the Portal, and this step will be done on the same day that paper report cards are being distributed at your school. **An eReport Card must be enabled in the Portal no earlier than the day when paper copies of report cards are distributed to students.** If the setting is enabled too early, students and parents will be able to view incomplete report cards in the Portal (with potentially incomplete learner profiles, incorrect grades, and draft comments).

To enable eReport Cards for your school:

1. On the Start Page and under the **Setup** section, select **School**.
2. Under the **Grading** section, select **Current Grade Display**.
3. Below the **eReport Card Settings** section, check the box next to reporting term when ready to enable eReport Cards for that specific term. For example, when ready to enable November (Q1) eReport Cards, check the box next to Q1 report cards.
4. Click **Submit** to save changes.



If attempting to configure your school’s eReport Card settings, and if you see the below message, contact your regional PowerSchool Project Manager so that eReport Cards can be enabled for your school.

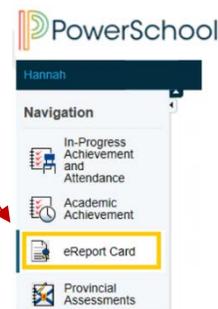
eReport Card Settings

eReport Card is not enabled for this school.

4.3 HOW STUDENTS AND PARENTS CAN VIEW eREPORT CARDS IN THE PORTAL

As already stated, once eReport Cards are enabled for your school by your PowerSchool Project Manager, an **eReport Card** link will appear for all grade 9 -12 students and parents when they log in to the Portal.

After clicking on the **eReport Card** link from the Start Page of the Portal, and depending on the time of the school year, students and parents will be able to view the report card(s) in the Portal. A link to view a specific reporting term's eReport Card will only appear in the Portal once that particular reporting term is enabled by the school (as described in section 4.2).



In the below example, the only eReport Card link that can be seen in the Portal is for the November report card because the school has only enabled the Q1 eReport Card. As you distribute paper report cards for the next reporting terms, links to those eReport Cards will be enabled at that time.

2019-2020 eReport Card: Acron, Hannah

Term	Link
November	View eReport Card

4.4 IMPORTANT NOTES REGARDING eREPORT CARD SETTINGS



If enabling eReport Cards at your school, it is critical to complete the below steps in order to ensure that students and parents cannot view draft report cards in the Portal. Once grades are permanently stored, and if the eReport Card is left enabled for the reporting term being stored, report card information will become viewable in the Portal – even if report cards are incomplete.

1. At the start of a new school year, your school must disable all eReport Cards, and only enable them when appropriate to do so.
2. An eReport Card must be enabled in the Portal no earlier than the day when paper copies of report cards are distributed to students. For example, do not enable the Q1 eReport Card until the November report cards are distributed to students/parents.
3. As the end of the reporting term approaches, and as teachers being to complete report cards, schools must temporarily disable all eReport Cards in the Portal. This will ensure that once schools begin to permanently store grades, students and parents will not be able to view draft report card comments, learner profiles, and grades in the Portal. Once paper copies of the report cards are distributed, the school can then re-enable all the previously reported terms.

5 GENERATING REPORT CARDS

Depending on the report card template you need to generate in PowerSchool, you will likely create a current selection of students so that only those students will be included when generating the selected template. Once you have your current selection of students, follow the steps below to generate your report cards. Once generated, the report cards can be printed and/or saved as a PDF document.

1. On the Start Page and under the **Reports** section, select **System Reports**.
2. On the **Reports** page, select the **Custom** tab.
3. Expand the **Grading** Section and select the **Grade P-12 Report Cards**.
4. On the Report Card page, you will select your report card options (shown below) by completing the following steps:

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

Reporting Term: Q1 ▾

Sort Order:
 Last Name
 Grade Level
 Homeroom

eReport Cards
Remove 3 student(s), from current selection, who do not need to receive a paper report card.
Note: This will create a new current selection.

Choose Template: Select A Report ▾

Students to generate for:
 The selected 20 students
 All 881 currently enrolled students

Submit

- a. Select the **Reporting Term** from the dropdown options.
 - b. Select the **Sort Order** for your report cards.
 - c. If you are printing report cards and need to exclude parents who have declined the paper report card, check the box next to **eReport Cards**. This will remove those students from the current selection when PowerSchool creates the report cards.
 Note: If you do not see the **eReport Card** option, eReport Cards are not enabled for your school.
 - d. Select the correct report card **template** based on:
 - your current selection of students,
 - your school's reporting term setup (three or four reporting periods),
 - the program of your currently selected students, (i.e. English, French Immersion, Integrated French, IB),
 - the grade level of your currently selected students.
5. Click **Submit** to generate the report cards.

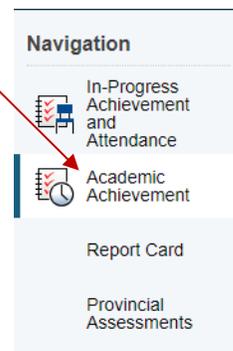


When printing report cards, schools will also save PDF versions of the report cards. This ensures that if a student or parent requests a report card from a previous school year, the school can easily print a duplicate copy of the report card for them. Even though parents may have declined paper report cards, there is the possibility that a parent may request a paper version later. To prevent potential issues in the future, it is recommended that schools continue to save PDF versions of the report cards for **all** students at your school, and not just those students who are receiving a paper version of the report card.

Since report cards for only the current school year will be available in the Portal, you may want to encourage parents to either print or save their online report cards if they wish to have a permanent copy for their records. Once the Portal closes for the school year in July, students and parents will lose access to any report cards connected to the school year that just ended.

However, students and parents can always navigate to the **Academic Achievement** page in the Portal to access report card information, for not only the current school year, but also for previous school years. Click on a grade and a pop-up window appear.

2017-2018	Course	Q1	T1	S1	T2	Q3	T3	Y1	F1
S1	CAREER DEVELOPMENT 10	74		74					74
S1	CHILD STUDIES 11	50		54					50
S1	MATH ESSENTIALS 10	50		50					50
2016-2017	Course	Q1	T1	S1	T2	Q3	T3	Y1	F1
16-17	CHILD STUDIES 9	21		22		86		53	53
16-17	CORE FRENCH 9	82		84		84		78	78
16-17	ENGLISH LANGUAGE ARTS 9	77		77		75		69	69



The pop-up window will display additional report card information for the selected course in the selected reporting term.

6 WHAT DOES THE EREPORT CARD LOOK LIKE?

The eReport Card in the Student-Parent Portal looks slightly different from the paper version that is generated in PowerSchool. Other than some formatting changes, parents will find all essential information on the eReport Card such as: student and school information, enrolled courses and teacher names, grades, comments, learner profile, and attendance.

If you need to view a student’s eReport Card, you can view it in PowerSchool Administrator, so there’s no need to log in to a student’s or parent’s Portal account to view it. (A link to eReport Cards in PS Admin will only appear if eReport Cards are enabled for your school. In addition, the link will only appear for grade 9-12 students).

To view a student’s eReport Card in PS Admin:

1. Search for and select your student.
2. Under the **Academics** section, select **eReport Card**.
3. On the eReport Card selection page, select the report card you want to view.
(Links will only appear for the reporting terms that have been enabled for your school (see section 4.2 for more details)).

Academics
Attendance
Enter Attendance
Graduation Plan Progress
Graduation Plan Selection
Historical Grades
Honor Roll
Teacher Comments
Term Grades
Truancies
Provincial Assessments / Examinations
Early Literacy Support
Observation Survey
Reading Recovery
eReport Card

2019-2020 eReport Card: Acron, Hannah

Term	Link
November	View eReport Card
February	View eReport Card
April	View eReport Card
June	View eReport Card

4. The student’s eReport Card will appear for the selected reporting term.

April Report Card	2018-2019
STUDENT:	SCHOOL:
STUDENT NUMBER:	SCHOOL ADDRESS:
GRADE LEVEL:	SCHOOL PHONE:
HOMEROOM:	PRINCIPAL:

Legends

Achievement of Expected Learning Outcomes	
90-100% - Demonstrates excellent understanding and application of concepts and skills in relation to the learning outcomes.	60-69% - Demonstrates satisfactory understanding and application of concepts and skills in relation to the learning outcomes.
80-89% - Demonstrates very good understanding and application of concepts and skills in relation to the learning outcomes.	50-59% - Demonstrates minimal understanding and application of concepts and skills in relation to the learning outcomes.
70-79% - Demonstrates good understanding and application of concepts and skills in relation to the learning outcomes.	Below 50% - Has not met minimum requirements of the course.
AUDIT - Attended class for self-enrichment and/or academic exploration, not for academic credit.	CL - Credit lost as per Attendance Policy.
INS - Insufficient evidence to report on achievement of the expected learning outcomes.	IP - In Progress denotes that there are remaining course requirements to be met.
WD - Withdrawn from course.	

Learner Profile	
Classwork and Assignments - Completes classwork - Completes homework - Strives to produce quality work Organizational Skills - Comes prepared for class - Manages own materials and belongings - Uses time efficiently	Interactions with Others - Interacts positively - Resolves conflicts appropriately - Works collaboratively Responsibility and Independence - Accepts responsibility for own actions - Arrives on time for class - Follows instructions/directions/rules and routines - Respects school property and the property of others - Works independently

Course Information

CAREER DEVELOPMENT 11					
Teacher:		Term Grade:		Final Grade:	
Comment:					
Learner Profile	Classwork and Assignments:				
	Interaction with Others:				
	Organization Skills:				
	Responsibility and Independence:				
DANCE 11					
Teacher:		Term Grade:		Final Grade:	
Comment:					
Learner Profile	Classwork and Assignments:				
	Interaction with Others:				
	Organization Skills:				
	Responsibility and Independence:				