



Report Card Module Steps for SOIN Administrators

The following provides guidelines for SOIN Administrators on how to effectively manage the SOIN Report Cards Module.

1. First thing's First- Check your dates.

-Report Card Period Setup (dates: release, deadline, and publish dates)

We recommend that you give teachers a day to check their report cards and rosters before they start entering grades. If there are changes to classes needed, grades may be lost.

2. Do teachers have all the classes they need? Do students?

Make sure class setup classes and rosters are ok.

Suggestions:

Ask teachers to sign off on their rosters in Communications > Student Roster
Or you can check Class Lists using Class Setup > Class Lists to generate class lists

There are verification links in the Class Setup module to help as well:

a. Students with Duplicate Classes

(shows when a student has more than one class of the same subject. Remove the class that is not correct.)

b Student Class Report – Shows all classes assigned to the student for the current marking period, regardless of schedule data. (Make sure there is one class per subject)

c Teacher Class Report – Shows all classes assigned to the teacher for the current marking period, regardless of schedule data.

For classes that do not have teachers but are synched into report cards, an ACADEMIC ADMINISTRATOR is assigned to the class by default. The SOINAdmin will need to assign the correct teacher and make that teacher the *preferred teacher* for display on middle school reports.

Then Synch the RC class rosters Report Card > Update Class Roster

4. Teacher verification on report cards module (before entering grades)



RK Solutions, LLC 240 Kinderkamack Rd. Oradell, NJ 07649 T: 201-599-9454 E: info@soinmail.com



-Ask teachers to check their report card module for the right classes and rosters and sign off on them. We recommend that you do not enable entering grades yet. Give yourself at least one day for making changes after the synch.

After synching, changes can be made using the Report Card Admin Section – use the Student Transfer to transfer the grades and comments along with the student from the old class to the new class.

If there seems to be a great deal of changes required you might ask SOIN to repopulate the report card database this will not retain grades.

5. Release Report Cards to teachers – set the data on Reporting Period Setup

6. Checks for the Report Cards:

a. Check Duplicate Classes

---> remove classes that are duplicate.

b. Check Students with Missing DataItems – for fixed template report cards.

go to Admin RC Setup to assign student to class

c. Check Incomplete RC Status

--->Shows grades missing which the system expects to be present

-->You can print report out for teachers and hand them out

--->You can use this page to fill in any missing grades

--> REMEMBER to check ALL REPORT CARD TYPES

7. Import/Export Excel

--->Check progress of teachers, identify teachers who have not completed grades for all their classes (do this after removing duplicate classes)

--->Review grades, comments and attendance entry

--->HINT: use Sort by or Data > Autofilter > Advanced Unique records option

8. Admin Review

Administrators have various ways to review report cards.

Report Card Review to check by student and mark a report card as reviewed or locked.

Report Card Grade Entry by Class or Grade Entry by Student remains open to administrators for changing grades at ALL times. Admins are never locked out.



RK Solutions, LLC 240 Kinderkamack Rd. Oradell, NJ 07649 T: 201-599-9454 E: info@soinmail.com



9. Update Attendance link to fetch attendance data from SOIN.

10. To print report cards (generate PDF files for printing)

a. Report Generation Configuration

Report generation for administration – for printing in house.

i. on the Report Generation Configuration, SAVE the options you want,

ii. Run PDF Utility left hand side link and click Generate Reports

iii. Then go to RC View Status – Configuration to check the status. When pdfs zip file is ready, the "Download" link appears. Click it to download the zip of pdfs to print.

b. Report generation for student – for creating student 'view' of report cards

repeat the above steps i and ii.

c. Confirm the publishing date

Reporting Period Setup – set the Publish date.

--after pdf is generated, then proxy in as a parent from each grade, check that pdf comes up ok.

d. The RC View – HR link is also available if your preference lies there.



RK Solutions, LLC 240 Kinderkamack Rd. Oradell, NJ 07649 T: 201-599-9454 E: info@soinmail.com