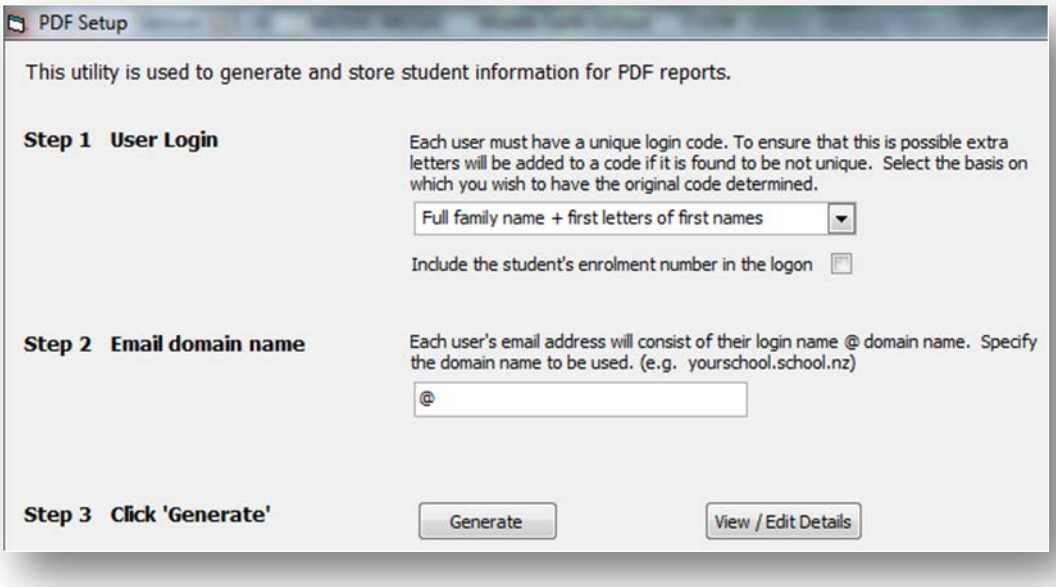
ClassRoom Manager
Caregiver Reporting

musac

1 Printing Reports to pdf (archiving)

To set up - just before printing to pdf, from CMAdmin > Other Utilities > PDF Setup for archiving

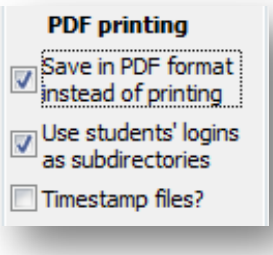
- Step 1. Choose your preferred name format. The same format should be used each time you use this screen
- Step 2. Enter the @ symbol as a default entry
- Click Generate

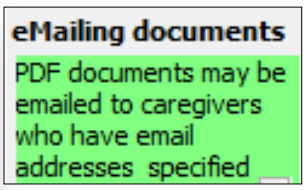


A window will pop up asking you where to save the `induct.csv` file. The CM folder is ok as the file is not used again. Overwrite if asked and click Save.

2 Printing Reports to pdf

You can now print any of your CM/SM documents to PDF using the normal print routine, but ticking a couple of extra boxes on the final print screen





These PDF documents can also be emailed to caregivers.

- When you are ready to print to PDF tick 'Save in PDF format instead of printing'
- Also tick 'Use students' logins as subdirectories' as this will save each student's document into a folder with their name on it. Ensure that new PDF folders are created to capture all **new** students.
- When you click 'Print' you will be asked where to save the PDF's to. Choose the same location each time so each student's reports will accumulate into the one folder
- These could then all be archived onto a pendrive (or CD) at regular intervals for backup, and easy retrieval

3 Primaries: National Standards Reporting

Ready to use report templates covering all year levels and fields are available; five different report templates with eight year levels per template. The reports are installed into a new National Standards folder within the CM\Documents folder and can be added to any new or existing dossiers using the Dossier Maintenance wizard (CMAdmin>Teachers and their dossiers). If you have the 'All Documents' right, the folder can also be accessed by clicking the + symbol to the left of 'All documents' in

CMTeacher. All of the document names begin with 'NS' followed by a template number, whether it's an OTJ or Interim report, followed by the year level for which it is designed.

Templates 1 to 3 are for OTJ's and their related comments, with template 1 being a single page report. Templates 2 and 3 are multipage. Templates 4 and 5 are for interim reports being single page, and 5 multi page.

All of these templates can be used as is, or edited to suit your school's needs, including adding your own school logo. When you edit the design of a report, it must be saved with a different name, otherwise the next Classic update will reinstall the original report template – which is avoidable.

Data can be entered directly into these reports either in single student or grid mode, but it's important to attach the correct report to the correct dossier, ie. that the year level of the report matches the year level of your student. To make this data entry process more seamless, there are two entry forms to ClassRoom Manager which should alleviate this potential problem – see below.

All 'OTJ' reports have an 'Assessment results' field where the assessment types used to arrive at the OTJ can be listed.

3.1 Forms for teachers to enter OTJ's, Learning Goals and related comments



To assist teachers with entering OTJ's, Interim report, Learning Goals and related comment entry, forms were added to ClassRoom Manager. These can be accessed by clicking the relevant heading in the dossier window (upper left hand corner) within ClassRoom Manager's main screen. Once data has been entered, it appears on the relevant students' year level reports, ie. on the supplied report templates or your school's own reports that are linked to the National Standard columns.

Once opened, these forms will auto filter to the teacher's own class – based on their login and a relevant room entry in the teacher's 'Class' field in 'Teachers and their dossiers' (CMAdmin) or 'Staff and their dossiers' (Student Manager). The entry in this field must match the 'Room' data on their students, eg. R1, Rm01 (case and space sensitive).

If the person logging in has the 'All Documents' right they will have access to all rooms and students.

Within the National Standards form teachers can select which student they wish to enter a comment on, and then whether the data is for an interim or final report – the program calculates which year the comment relates to. Once selected, there are separate tabs for entering Reading, Writing and Maths comments. The 'Final' form has a drop down for selecting the relevant OTJ.

The Learning Goals form is similar to the National Standards one, but has comment fields for; Learning Goal, Progress Towards, Next Learning Steps, Home assist and School Support.

4 Classic Web Portals

If you have Classic Web Portals, you can use the PDF printing tool for your report printing. More information about our Classic Web Portals giving you online access to MUSAC Classic is available in our Document Library.