

## **Report Card Tips & Information**

- The “Enter/Edit Data (Single)” window seems to open up a bit faster than “Enter/Edit Data (Multiple)” window. I would recommend that you follow these steps for pages 1 and 2 of the report card:
  - Step 1: Click on “Enter/Edit Data (Multiple) and fill out all the global (auto fill-down) data (eg. Teacher name)
    - Click on “Save and Return to Results”
    - *Please keep in mind that if you have more than 30 students, you will have to go to page 2 (scroll to the bottom of your screen) and re-type the information for the rest of the students*
  - Step 2: Click on “Enter/Edit Data (Single)” to fill out all other data one student at a time
    - When you go from one student to the next, Data Director will save the information for you.
    - When you are finished, click on “Save and Return to Results”
  
- If you would like the comments to automatically translate into Spanish, you must use the pre-built comments. *Also, you cannot make any changes to the pre-built comments once they have been inserted into the text box.*
  - *When you are finished, student names and Spanish translations will be automatically inserted when you generate the PDF.*
  - If you would like to create your own custom comments, please refer to the set of instructions titled, “Teacher Created Custom Report Card Comments” found on the second page.

### **Teacher Created Custom Report Card Comments:**

These are directions for creating custom comments with the student's name auto-fed into the comment. Please keep in mind that your custom comments will not auto translate into Spanish. The only comments that will automatically be translated into Spanish are the pre-built comments.

**It is recommended that you type your comments in a word document (eg. Microsoft Word or Appleworks) and then copy and paste the comments in Data Director.**

Student's first name = [[Student First Name]] (*notice that there are spaces between the words*)

his/her = [[Gender:his/her]] (*notice that there are no spaces between the words*)

His/Her = [[Gender:His/Her]] (*notice that there are no spaces between the words*)

Here is an example of a custom comment that could be typed in Microsoft Word, copied, and then pasted to the text box in Data Director:

[[Student First Name]] is a responsible student. [[Gender:He/She]] gets along with all [[Gender:his/her]] classmates. I would like for [[Gender:him/her]] to focus on the multiplication facts.

Here is what the teacher will see when a pdf is generated:

Matthew is a responsible student. He gets along with all his classmates. I would like for him to focus on the multiplication facts.

or

Mary is a responsible student. She gets along with all her classmates. I would like for her to focus on the multiplication facts.

If you have any questions or need any assistance please email/call Sung Chi (477-7460).