

PARENTAL REPORT SCREEN

This enables the user to issue interim or full report cards in paper format or online. Functionality also enables schools to release data to online services to allow parents / guardians to view their children's report cards, if they have signed up to the Parents Portal and linked to their child. This only applies to Authorities who have on-boarded with the Parents Portal and have engaged with the Report Cards function.

Users can also print course information from other schools, within the same authority for copied records with a status of 02, Pupil on the roll of another school.

Report cards can also be printed through **Clerical | Parental Report** Screen.

These reports will be stored within the Document Management System which can be found in **Pupil | Profile**. There is also a facility to save the stored reports as a PDF document.

Users require to have a Document Management profile assigned to them and also require a School Logo to be added into Click+Go under Management>School Details before being able to print.

- Setup
- Parental Report Screen

1. Select appropriate year/stage
2. Select appropriate reporting month
3. Select radio button to filter e.g. by All pupils
4. If printing course information for copied records with 02 status, click the drop down arrow and select Pupil on the roll of another school, ensure the other school has the same tracking period
5. Click **New List**. Pupils who have had their reports saved and marked ready for printing will be displayed

Parental Reporting

S3 S4 S5 S9

Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Filter pupils: ☐ All ☒ Current ☐ Non-current All pupils except - Pupil on the roll of another school. ▼

Known As	Surname	Reg Class	DOB	Sex	Stage	Report Exists	Report Released
Nicole	Armstrong		2/Feb/2006	F	S4		
Emma	Bell		31/Dec/2003	F	S4		
Amanda	Benson		26/Dec/2005	F	S4		
Scott	Berry		30/Apr/2004	M	S4		
Rachel	Beveridge		24/Sep/2005	F	S4		
Shona	Black	4.1	11/Feb/2005	F	S4		
Kieran	Bond	2.4	16/Jun/2007	M	S4		
Mark	Bonner		6/Apr/2005	M	S4		
Paul	Brady		13/Dec/2005	M	S4		
Jordan	Brandon		19/Sep/2005	M	S4		
Darren	Bryce		16/Apr/2005	M	S4		
Doyle	Smith	4.9	18/Oct/2005	M	S4		

Select All Deselect All

Report: Dundee Senior Report ▼ ☐ Include courses from other schools
☐ Retrieve pupil photographs

Store Release Preview Stored Print Stored Save Stored Preview Current Print Cover

1. Select the appropriate pupil(s) whose reports are to be stored
2. Select the Report template to be stored
3. If required, tick to Include courses from other schools
4. Retrieve pupil photographs can be selected if the report template has the facility to display the pupil's Click+Go photograph. Depending on the template selected, the user can choose which sections of the report are to be stored
5. Click **Store**. This will store the report in the Document Management System and the Report Exists column will indicate that the report has been stored for the student.
6. Click **Ok**
7. Select appropriate pupil(s) to print the report card once it has been stored
- 8.
9. Select **Preview Stored** to view a preview of the currently stored report
10. Select **Print Stored** then **Ok** to print the stored report
11. Select **Save Stored** to save the stored report as a PDF on e.g. their computer
12. Select **Preview Current** to view a different template if required





Release to Parents Portal

To release the report to the Parents Portal, the following conditions must be met:

- The student has a current link set up using the Link Child service.
- The document has been stored in the Document Management system.
- The document has not already been marked as released (e.g. if a report is updated, it would need to be stored before it can be released again).

The Report Released column will be blank for students that do not have an Online Services link set up.

1. Select the student then click the **Release** button
2. A popup will appear with the text "Please wait..." while the document is being released. Once complete, the text Released appears in the Report Released column

Known As	Surname	Reg Class	DOB	Sex	Stage	Report Exists	Report Released
Mark	Bonner		9/Apr/2003	M	S4		
Stanley	Hopkins		1/Apr/2003	M	S4		Released
	Marshall		6/Sep/2005	F	S4		
Cheryl	Telfer	4.9	22/Nov/2003	F	S4		

Revision History

Version	Date	Comments	Name
V.1	01/03/22	Help Page Creation for DCR - 153	Neil Watson