SCHOOL SETTINGS

School settings let each school control the following content on their Progress Reports:

- The date that will print at the bottom of page 2 next to the teachers and principals/site leads names.
- Whether or not teacher names will be printed in the Teacher Name field at the bottom of page 2.
- The text that will appear on the top of page 1 in the School Focus box.
- The text that will appear in the Principal's Message box on the Progress Reports for the grade 01-08 students and, where applicable, the text that will appear in the Principal's Message box on the Progress Reports for the kindergarten students

If it is not already active, click on the "**Admin**" tab, and then click on the "**School Settings**" tab. You will be presented with a screen similar to the one shown below.

If you have access to only one school, that school will be displayed in the "**School**" dropdown list. If you have access to more than one school, by default, the screen will display the school settings for the school whose name comes alphabetically first in the list of elementary summer schools that you have access to. To select a different school, click on the down arrow next to the "**School**" dropdown list and then click on the school you wish to work with.

Print Date for Progress Reports

This setting controls which date will print on page 2 of the Progress Reports for the school selected. By default it will be set to "**Last Day of School**". The system displays, in brackets, the last day classes will run for the school selected. This date is extracted from the Trillium school system. If it is incorrect, it will have to be corrected in Trillium before it will appear correctly in ESSA.

Changing this setting to "**Run Date**" will result in the date that the Progress Reports are actually generated being printed on page 2 of the Progress Reports for the school selected.

To select the setting you want, click on the radio button to its left. A black dot indicates the setting that is currently active. Click on the "**Save**" button at the bottom of the screen to save your selection to the database. To view the effect these options have on the Progress Reports, please refer to the examples on the next page.

Print Teacher Names

This setting controls whether or not teacher names will print on page 2 of the Progress Reports for the school selected. By default it will be set to "**Yes**" which will result in the teachers' names being printed on the Progress Reports. Where a class has more than one teacher assigned to it, the default teacher's name will be printed.

Changing this setting to "**No**" will result in the teachers' names not being printed on the Progress Reports ---- the "**Teacher's Name**" field will be left blank requiring the teachers in the school to both print and sign their names on the Progress Report for each of their students.

To select the setting you want, click on the radio button to its left. A black dot indicates the setting that is currently active. Click on the "**Save**" button at the bottom of the screen to save your selection to the database. To view the effect these options have on the Progress Reports, please refer to the examples on the next page.

Assuming the current date is 23-JUN-2015 and the last day of school is 24-JUL-2015, the following examples illustrate how the above settings affect the Progress Reports:

1. "**Print Date for Progress Reports**" = *Last Day of School* and "**Print Teacher Names**" = *Yes*

Teacher's Name:	John Doe	Signature:		Date:	24-JUL-2015
Principal's Name:	Jane Doe	Signature:		Date:	24-JUL-2015
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2. "**Print Date for Progress Reports**" = *Run Date* and "**Print Teacher Names**" = *No*

Teacher's Name:		Signature:		Date:	23-JUN-2015
Principal's Name:	Jane Doe	Signature:		Date:	23-JUN-2015
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School Focus

Enter the text for the "**School Focus**" in the text box. If a school focus already exists, simply edit the text you want to change. Counters just below the text box show how many characters you have used and how many are still available before you reach the maximum allowed. Once you are happy with the text displayed, click on the "**Save**" button. To discard your changes, click on the "**Cancel**" button which will return the "**School Focus**" text to the way it was before you had entered/edited anything. The school focus text will print near the top of page 1 on both the grade 01-08 and kindergarten Progress Reports. If no text is entered here, the space reserved for the text will still be used and the "**School Focus**" heading will still be printed.

Principal's Message for Grades 01-08

Enter the text for the "**Principal's Message for Grades 01-08**" in the text box (required only if there are any grade 01-08 students in the school displayed in the "**School**" dropdown list). If a principal's message already exists, simply edit the text you want to change. Counters just below the text box show how many characters you have used and how many are still available before you reach the maximum allowed. Once you are happy with the text displayed, click on the "**Save**" button. To discard your changes, click on the "**Cancel**" button which will return the "**Principal's Message for Grades 01-08**" text to the way it was before you had entered/edited anything. The "**Principal's Message for Grades 01-08**" text will print on page 2 of the grade 01-08 Progress Reports.

Principal's Message for JK-SK

Enter the text for the "**Principal's Message for JK-SK**" in the text box (required only if there are any kindergarten students in the school displayed in the "**School**" dropdown list). If a principal's message already exists, simply edit the text you want to change. Counters just below the text box show how many characters you have used and how many are still available before you reach the maximum allowed. Once you are happy with the text displayed, click on the "**Save**" button. To discard your changes, click on the "**Cancel**" button which will return the "**Principal's Message for JK-SK**" text to the way it was before you had entered/edited anything. The "**Principal's Message for JK-SK**" text will print on page 1 of the kindergarten Progress Reports.