

OVERSEER USER'S GUIDE TO OACS REPORT CARDS

Robust Software Inc, August 15/06

1. Overview

This *User's Guide* will assist schools in implementing the electronic report cards designed by the *Ontario Alliance of Christian Schools (OACS)*.

The report card design files are created and distributed by the OACS office in Ancaster, Ontario. OACS holds the copy-right on these designs which must not be used or replicated, in whole or in part, without prior permission from OACS.

The OACS report card design files were written specifically for compatibility with the *Overseer* suite of applications: *Admin*, *LAN* and *Grades*. It is recommended that schools use version 1.9 of the *Admin*, *LAN* and *Grades* applications for all users within a given school, although version 1.8 will work as well. When moving to version 1.9, be sure to upgrade all *Admin*, *LAN* and *Grades* installations at once. Do not use a mix of 1.8 and 1.9 applications, although both versions are compatible with version 1.8 OACS report card design files.

This document refers to details of the OACS report cards as planned for initial distribution as of July, 2003. There may be further changes to these designs before they are received by schools for the 2006/2007 school year, or for subsequent school years.

2. Installation of Overseer Software

Guidelines for installing the *Overseer* software are provided in Chapter 1 of the *Overseer 1.9 Getting Started Manual*. This may be found in the *Overseer 1.9 Primer*, or on any *Overseer 1.9XX CD*.

For the purpose of initial tests on the printer which your school plans to use to print report cards, it is only necessary to install *Overseer Admin*. Schools are advised to perform test printing of report card designs (see section 5 below) as soon as possible, upon receipt of design files (and graphic files) from OACS. This may be done even before creating a *Main* database (section 3) for your school.

Network installation of the *Main* database could be delayed until you are ready to create *Grades* databases for teachers (section 9 below). However, in order to resolve any potential network issues, it is recommended that *Overseer LAN* and *Grades* be installed and tested on at least one network PC in order to perform functional tests of these applications as soon as possible. Mass installation on all PCs should be delayed until after initial tests on one PC.

3. Creating a School Database

Guidelines for creating a school database are provided in Chapter 3 of the *Overseer 1.9 Getting Started Manual*. This may be found in the *Overseer 1.9 Primer*, or on any *Overseer 1.9XX CD*.

This is the most time-consuming step in preparing to use the OACS report cards. You must create a school session, enrol all of the students in your school, add records for your principal and teachers, set up all of the classes and assign students to these classes - all before installing report card designs.

Schools with an existing *Overseer* database simply need to upgrade their software and, upon invoking *Overseer Admin*, allow the database to be updated to version 1.9 compatibility.

Schools which are installing *Overseer* for the first time, will need to populate their school database. This could be done on the home PC of a secretary or volunteer before installing the *Overseer* database on a network.

There are a lot of capabilities of *Overseer Admin* (e.g. defining teacher duties, class time-tables, bus routes, prospects, adults other than parents of students, and organizations) which are not essential to using report cards. These types of information can be added later, as needed.

4. Installing OACS Report Cards

The OACS report card designs are distributed as three design files: for the *Primary*, *Secondary* and *Intermediate* divisions. These files have *.rrc* extensions and are only readable by *Overseer Admin 1.8* (or later versions).

In addition, two bitmap logo files are required for each of these designs. These have *.bmp* extensions.

Using *Windows Explorer*, copy the two graphic files into the *MainDB* directory where your local school database resides. The default location on installation of *Overseer Admin* is the following: ...<*Program Files*>\Robust Software\Overseer\MainDB. However, although this directory must exist on every PC, the actual location of the active *Main* database will be elsewhere on the network. Consult your network administrator to ensure that these graphic files are installed correctly in the shared network *MainDB* directory. This only needs to be done once for the whole school.

If individuals want to be able to work with the OACS report cards in the *Demo* database, then copy these two files into the local *DemoDB* directory on each of their PCs, i.e.: ...<*Program Files*>\Robust Software\Overseer\DemoDB. Note that this should be done once for each PC on which *Overseer Admin* is running.

Using *Overseer Admin*, click the **Classes** toolbar button (or the **Session | Classes** menu option) and do the following for each class in turn:

1. Click on the class in the class list, so that it becomes the selected class.
2. Verify that the home-room teacher has been correctly assigned for the class.
3. Click the **Components** tabsheet and invoke the **Import Components** button.
4. Select the relevant design file (Primary, Secondary or Intermediate) for the class via the

open file dialog.

The above steps will assign the home-room teacher as the default teacher for all subject areas and subject components.

This completes the installation of the OACS report cards for each class in the active session.

5. Printer Installation and Tests

Follow the vendors directions to install the network printer to be used for printing report cards.

Verify that the printer is capable of printing the OACS report cards by testing it at the earliest possible point in time. Do not assume that the printer will be capable.

The most likely printing problem is a limitation in the margin widths supported. Some printers require a minimum margin of as much as 1 inch. Others can print to within 0.25 inch of the edge. The OACS report cards require a margin of 1.2 cm (0.472 inch).

These tests may be performed using either the *Demo* database or the *Main* database, depending upon whether your school database has already been established:

- If you have not yet created a local school (*Main*) database, use the *Demo* database. Make sure the graphic files have been installed in the *DemoDB* directory (see section 4 above), then click the **School | Demo** menu option.
- If you have already created a local school (*Main*) database, use the *Main* database. Make sure the graphic files have been installed in the *MainDB* directory (see section 4 above), then click the **School | Main** menu option.

Click the **School | Utilities | Print Test Report Card** menu option, and select a design file to be printed. Select a session term (1 - 3) to simulate a report card for that term, then select the desired printer and printer properties (e.g. legal size, landscape orientation, double-sided). All divisional reports should be test printed in this way, for each term in turn. They should then be verified for accuracy of content.

Any deficiencies in the designs and printing accuracy should be resolved with OACS and/or RSI long before the first reporting period of a new school year. Once teachers begin recording student marks, their efforts may be lost if the report cards have to be re-installed later in the school year.

6. Assigning Teacher Responsibilities

Once the OACS report card designs have been installed for each class, verify that the correct teacher assignments have been made for each *subject area* and *subject component*, as per the following guidelines:

- **Subject component teachers** are responsible for performing *subject category* assessments, and weighted averaging of student tests to generate *subject component marks* (where applicable).
- **Subject area (head) teachers** are responsible for collation and forwarding of *subject area comments* to the *home room teacher* (as potential contributions to *term summary comments*). They must also perform weighted averaging of *subject component marks* to generate *subject area marks* (applicable only for the *Mathematics subject area*, in the Intermediate division OACS report card).
- The **home room teacher** is responsible for *attendance information*, *term summary comments*, final editing and printing of report cards, and manually filling out check-boxes and student program modifications (indicated by *) where appropriate.

Appendices A, B and C list the *subject areas* and *subject components* used on the OACS report cards for the *Primary*, *Secondary* and *Intermediate* divisions respectively. The shaded cells in these tables indicate the marks which are transferred automatically to report cards. Although not shown on these tables, all of the *subject components* also have associated *subject categories* for which student assessments are captured and reported for each term.

Use the relevant tables in Appendices D, E and F to create a table of teacher assignments for all *subject areas* and *subject components* for each class. Use these tables to edit teacher assignments for each *subject area* and *component*, for each class in turn, via the **Class | Components** tabsheet of *Overseer Admin*. This information must be correct for all teachers before creating *Grades* databases (see section 9 below).

7. Installing Marking Schemes

Two custom marking schemes are required for use with OACS report cards. These are defined in Appendix G. These marking schemes are needed to report *subject area* and *subject component* marks on report cards. (Once installed, they must later be selected by teachers via *Overseer Grades*, for each *subject area* and *component* in turn, prior to importing student marks via *Overseer LAN*.)

Click the **School | Marking Schemes** menu option, then depress the **F1** key for help with installation of these marking schemes.

There may be other marking schemes which teachers want to use. If so, use the table in Appendix H to fully specify them, then install them in the same manner as the other two schemes. These schemes, if any, should mainly be used for recording test marks, since the OACS report cards already dictate which marking schemes are used for reported *subject areas* and *subject components*.

All marking schemes must be defined before any *Grades* databases are created (see section 9

below).

8. Verifying Teacher Rights

Teachers must be properly authorized before they can access student or class information via *Overseer LAN* or *Grades* and fulfill the following responsibilities assigned to them:

- The ***subject component teacher*** is the only person who can record information pertaining to that *subject component* via *Overseer Grades*. This includes *subject category* assessments, recording of test scores and weighted averaging of tests for all students in the relevant class. This teacher is also the only one who can upload this information to the master database (via *Overseer LAN*) for subsequent printing on report cards.
- The ***subject area teacher*** is the only person who can upload *subject area marks* and *comments* pertaining to that *subject area* via *Overseer Grades*. Although this information may be transferred to the master database for each student, it is not being used by the OACS report cards (except for the *Mathematics* subject area on Intermediate report cards).
- The ***home room teacher*** for a particular class is the only person who can record (via *Overseer Grades*) and upload (via *Overseer LAN*) student *attendance information* and/or student *term comments* to the master database for printing on report cards. If *attendance information* is captured *daily* (via *Overseer LAN* or *Admin*) rather than at the *end of each term*, then it **can't** be entered via *Overseer Grades* but will automatically appear on report cards when printed at the end of each term.
- A teacher who has responsibility for one or more *subject components* and/or *subject areas* for a class, or is the *home room teacher* for the class, will be authorized to view or edit any student marks or comments for students in that class via *Overseer LAN*. This gives flexibility for any of the teachers of a class to enter student marks, perform final editing, or print report cards for students in the class.

Overseer licenses must be installed before individual teachers can be given rights to *Overseer LAN* or *Grades*.

Teachers must then be granted user rights to either or both applications via the **School | Reference | Staff** tabsheet and **Licenses** button of the *Overseer Admin* application.

Teachers must be assigned appropriate login IDs and passwords via the **School | Reference | Staff** tabsheet. The login IDs are used frequently to identify teachers. The passwords assigned to them through *Overseer Admin* are the ones which they should use to access *Overseer LAN* or *Grades*.

It is also recommended that a specialist password be defined as well, via the **School | Utilities |**

Change Passwords menu option of *Overseer Admin*, to provide an additional global password into any teacher's *Grades* database. This could prove useful if a teacher's password gets changed, or access is needed by another staff member when that teacher is away.

Finally, the correct session must be set, and teachers must be granted access to student data (in the *Main* database) via the **School | Utilities | Change Passwords** menu option of *Overseer Admin*.

9. Creating *Grades* Databases

A *Grades* database is a collection of files which a teacher may use for an entire term to record student progress. It contains information on all of the teacher's classes, students, subject areas, subject components, subject categories, etc. Since these files are designed to be used as a personal database, independent of the *Main* database, for an entire term, it is important to make sure all relevant information is correct before creating and using a *Grades* database.

A test *Grades* database can be created at any time, and can then be deleted afterwards. However, before creating a *Grades* database, and saving real student data in it, be sure to complete all of the steps itemized in sections 1 to 8 above. Having said this, there is a synchronize utility which will synchronize a *Grades* database with the school's *Main* database. However, there are some scenarios where data could be lost, especially if the synchronization is not performed correctly.

Use the **Session | Create Grades Database** menu option to create a *Grades* database for one or more teachers via *Overseer Admin* or *LAN*.

10. Staff Training

Two important steps are strongly recommended in order to have a successful implementation of the OACS report cards via *Overseer* within a local school.

First, **one staff member should be assigned responsibility** to oversee the software implementation and testing, and to be a first line of support for teachers. One of the most common causes of problems with *Overseer* applications is a faulty installation.

Secondly, **a trial run of the *Grades* and/or *LAN* software should be implemented**, with all teachers involved in testing the full cycle of steps leading to the printing of a report card, say for one student per class. This should be done long before the first report card day, then the data can be purged, so that any bugs can be ironed out before all staff are under the gun.

Training is also available through Angela Kaptein (akaptein@tcc.on.ca).

APPENDIX A: Primary Division Subject Areas and Subject Components

	<i>Subject Area</i>			<i>Subject Component</i>		
	Abbrev	Description	Show Marks	Abbrev	Description	Show Marks
BIBLE	BIB	Bible	No	BIB	Bible	Yes
FINE ARTS	ART	Art	No	ART	Art	Yes
	MUS	Music	No	MUS	Music	Yes
LANGUAGE STUDIES	ENG	English	No	GUI	Guided Reading	Yes
				IND	Independent Reading	Yes
				ORA	Oral Communication	Yes
				WRD	Working with Words	Yes
				WRT	Writing	Yes
	FR	French	No	FR	French	Yes
MATHEMATICS	MTH	Mathematics	No	MTH	Mathematics	Yes
PHYSICAL EDUCATION	PE	Physical Education Activities	No	PE	Physical Education Activities	Yes
SOCIAL & SCIENCE STUDIES	SSS	Social & Science Studies	No	SSS	Social & Science Studies	Yes
TECHNOLOGIES	TEC	Technologies	No	TEC	Technologies	Yes
BEHAVIOURS	BEH	Behaviours	No	BEH	Behaviours	No
WORK HABITS	WRK	Work Habits	No	WRK	Work Habits	No

- Notes:
1. OACS report cards include a block of *subject categories* for student assessment under each *subject component*.
 2. Subject component marks are displayed on OACS report cards on line items labeled *Achievement*.
 3. Some features of *Overseer* are not used by OACS report cards (e.g. Subject area *comments*, *overall average marks*).
 4. Only one subject area mark is used on the OACS report cards. That is the *Mathematics* mark which appears on Intermediate report cards only.

APPENDIX B: Junior Division Subject Areas and Subject Components

	<i>Subject Area</i>			<i>Subject Component</i>		
	Abbrev	Description	Show Marks	Abbrev	Description	Show Marks
BIBLE	BIB	Bible	No	BIB	Bible	Yes
FINE ARTS	ART	Art	No	ART	Art	Yes
	MUS	Music	No	MUS	Music	Yes
LANGUAGE STUDIES	ENG	English	No	REA	Reading & Comprehension	Yes
				GRM	Grammar	Yes
				WRT	Writing	Yes
				VOC	Vocabulary Studies	Yes
				COM	Communication Skills	Yes
	FR	French	No	FR	French	Yes
MATHEMATICS	MTH	Mathematics	No	MTH	Mathematics	Yes
PHYSICAL EDUCATION	PE	Physical Education	No	PE	Physical Education	Yes
SOCIAL & SCIENCE STUDIES	SSS	Social & Science Studies	No	HLT	Health	Yes
				SCI	Science	Yes
				SOC	Social Studies	Yes
TECHNOLOGIES	TEC	Technologies	No	TEC	Technologies	Yes
BEHAVIOURS	BEH	Behaviours	No	BEH	Behaviours	No
WORK HABITS	WRK	Work Habits	No	WRK	Work Habits	No

APPENDIX C: Intermediate Division Subject Areas and Subject Components

	<i>Subject Area</i>			<i>Subject Component</i>		
	Abbrev	Description	Show Marks	Abbrev	Description	Show Marks
BIBLE	BIB	Bible	No	BIB	Bible	Yes
FINE ARTS	ART	Art	No	ART	Art	Yes
	MUS	Music	No	MUS	Music	Yes
LANGUAGE STUDIES	FR	French	No	FR	French	Yes
	ENG	English	No	COM	Communication Skills	Yes
				GRM	Grammar	Yes
				LIT	Literature	Yes
				VOC	Vocabulary Studies	Yes
				WRT	Writing	Yes
MATHEMATICS	MTH	Mathematics	Yes	CPT	Computation	Yes
				CCP	Concepts	Yes
				PRB	Problem Solving	Yes
PHYSICAL EDUCATION	PE	Physical Education	No	PE	Physical Education	Yes
TECHNOLOGIES	TEC	Technologies	No	TEC	Technologies	Yes
SOCIAL & SCIENCE STUDIES	SSS	Social & Science Studies	No	HLT	Health	Yes
				GEO	Geography	Yes
				HIS	History	Yes
				SCI	Science	Yes
BEHAVIOURS	BEH	Behaviours	No	BEH	Behaviours	No
WORK HABITS	WRK	Work Habits	No	WRK	Work Habits	No

APPENDIX D: Primary Division Class: _____

Home Room Teacher: _____

<i>Subject Area</i>			<i>Subject Component</i>		
Abbrev	Description	Teacher	Abbrev	Description	Teacher
BIB	Bible		BIB	Bible	
ART	Art		ART	Art	
MUS	Music		MUS	Music	
ENG	English		GUI	Guided Reading	
			IND	Independent Reading	
			ORA	Oral Communication	
			WRD	Working with Words	
			WRT	Writing	
FR	French		FR	French	
MTH	Mathematics		MTH	Mathematics	
PE	Physical Education Activities		PE	Physical Education Activities	
SSS	Social & Science Studies		SSS	Social & Science Studies	
TEC	Technologies		TEC	Technologies	
BEH	Behaviours		BEH	Behaviours	
WRK	Work Habits		WRK	Work Habits	

APPENDIX E: Junior Division Class: _____

Home Room Teacher: _____

<i>Subject Area</i>			<i>Subject Component</i>		
Abbrev	Description	Teacher	Abbrev	Description	Teacher
BIB	Bible		BIB	Bible	
ART	Art		ART	Art	
MUS	Music		MUS	Music	
ENG	English		REA	Reading & Comprehension	
			GRM	Grammar	
			WRT	Writing	
			VOC	Vocabulary Studies	
			COM	Communication Skills	
FR	French		FR	French	
MTH	Mathematics		MTH	Mathematics	
PE	Physical Education		PE	Physical Education	
SSS	Social & Science Studies		HLT	Health	
			SCI	Science	
			SOC	Social Studies	
TEC	Technologies		TEC	Technologies	
BEH	Behaviours		BEH	Behaviours	
WRK	Work Habits		WRK	Work Habits	

APPENDIX F: Intermediate Division Class: _____

Home Room Teacher: _____

<i>Subject Area</i>			<i>Subject Component</i>		
Abbrev	Description	Teacher	Abbrev	Description	Teacher
BIB	Bible		BIB	Bible	
ART	Art		ART	Art	
MUS	Music		MUS	Music	
FR	French		FR	French	
ENG	English		COM	Communication Skills	
			GRM	Grammar	
			LIT	Literature	
			VOC	Vocabulary Studies	
			WRT	Writing	
MTH	Mathematics		CPT	Computation	
			CCP	Concepts	
			PRB	Problem Solving	
PE	Physical Education		PE	Physical Education	
TEC	Technologies		TEC	Technologies	
SSS	Social & Science Studies		HLT	Health	
			GEO	Geography	
			HIS	History	
			SCI	Science	
BEH	Behaviours		BEH	Behaviours	
WRK	Work Habits		WRK	Work Habits	

APPENDIX G: Required Marking Schemes

Two specific marking schemes are required for use within *Overseer Grades* - to support reporting of term marks on OACS report cards.

The first marking scheme is needed for reporting subject component marks for students in the *Primary* grades. It may also be used for test marks.

Abbrev (max of 8 characters): **PrimGrds**

Description (max of 32 characters): **Letter Grades (EX, G, S, ED)**

APPROVED USAGE OF MARKING SCHEME

Division	Subject Areas & Components	Subject Component Tests
Kindergarten	No	No
Primary	Yes	Yes(?)
Junior	No	No
Intermediate	No	No

VALID SYMBOLIC MARKS FOR SCHEME

Symbol	Description	Min Value	Max Value	Default Value
EX	Excellent	90	100	95
G	Good	75	89	82
S	Satisfactory	60	74	67
ED	Experiencing Difficulty	0	59	55

The second marking scheme is needed for reporting subject component marks for students in the *Junior and Intermediate* grades. It may also be used for test marks.

Abbrev (max of 8 characters): **LetterGr**

Description (max of 32 characters): **Letter Grade A-E or I**

APPROVED USAGE OF MARKING SCHEME

Division	Subject Areas & Components	Subject Component Tests
Kindergarten	No	No
Primary	No	No
Junior	Yes	Yes
Intermediate	Yes	Yes

VALID SYMBOLIC MARKS FOR SCHEME

Symbol	Description	Min Value	Max Value	Default Value
A+	Excellent	97	100	98
A	Excellent	94	96	95
A-	Excellent	90	93	92
B+	Very Good	85	89	87
B	Very Good	80	84	82
B-	Very Good	75	79	77
C+	Good	70	74	72
C	Good	65	69	67
C-	Good	60	64	62
D+	Weak	57	59	58
D	Weak	54	56	55
D-	Weak	50	53	52
E	Experiencing Difficulty	1	49	25
I	Incomplete	0	0	0

Note: The above marking scheme could be simplified by using pure letter grades only.

