



Parental Reports

Parental Reports | Generate

This menu allows users to generate Parental Reports for reports that have been previously scheduled. Access to the Parental Reports menu and the sub menus of Generate, Print and Unseal will be controlled through the user's profile.

Click the drop down list to display available templates. Select the required report template and the template Details will be displayed along with a list of Health Checks.

Students Included		
Known As	Surname	Stage
Amy	Aitken	P2
Joshua	Anderson	P2
Daniel	Baird	P3
Samantha	Barr	P2
James	Battersby	P2
Laura	Boyd	P3
Nicola	Boyd	P2
Jean	Bracken	P2
Neil	Brown	P2
Fraser	Bull	P3
Fiona	Cairns	P2
Amanda	Cairns Brown	P3
Claire	Carey	P3
Elaine	Carey	P3
Lauren	Carey	P3
Emma	Clark	P2
Ian	Cleghorn	P1

Details

This will show information derived from the scheduled report.

Health Checks

Students Included

A tick will show the number of students included in the scheduled parental report. Click to display the list of students. A cross denotes no students are currently included. Select a student then click **Preview Report** button to generate preview of parental report.

HT/DHT, Guidance and Registration Comments

These menus will show as a cross if 1 or more students have not had the required comments entered. The numbers indicate the total number of children for each comment that have not had a comment entered. Clicking each menu will list the students with missing comments. A tick will display even if these comments have not been requested and no students will be listed. Primary Schools will show Registration Comments as Class Comments.



Workflow Completion

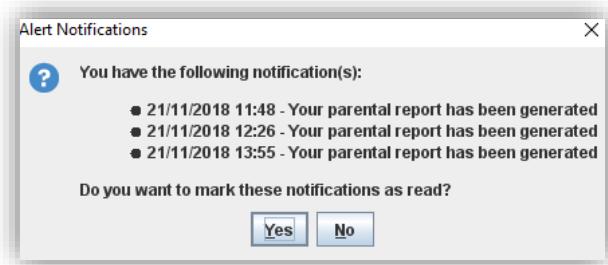
This will show as a cross if 1 or more classes have not had their workflow checked by either the Teacher (blue flag) and/or Principal Teacher (red flag). Clicking the menu will list all the classes that have not had the Teacher or Principal Review boxes ticked. Classes that have been reviewed will not display on this list. The review boxes are updated in either the class overview or student detail screens.

Generate Report

Click the **Generate Report** button. A pop up box will display indicating that the report will be sealed and asking if you wish to continue. After the report has been sealed, the report comments cannot be edited in the Student Detail screen to prevent any further changes being made (comments will show, highlighted with a grey background). A further message advises that the reports are now generating.

Note: If a user does not have the relevant document management access, they will not be prevented from entering this screen but the **Generate Report** button will not display.

An alert icon (swinging bell) will display on the top right of the menu bar when the report generation is complete and reports are ready for printing. Clicking on the bell will display the alert notifications:-



When a report is generated, it will be available to view in the Pupil Documents area within Click+Go | Pupil Profile. An alert will also display in Click+Go under the Exclamation Mark at the top right of the screen to advise that reports have now been generated.

Parental Reports | Print

Select the required report from the dropdown box then click **Load Report**

Parental Reports						Load Report
Generate	S3 S3 Match February 2019					Load Report
	Known As		Surname		Stage	
	Ryan	Cavanagh			3.9	
Print	David	Clelland	S3	3.9	12/02/19 10:32	
Unseal	Josh	Cullen	S3	3.9	12/02/19 10:32	
	Ross	Dougal	S3	3.9	12/02/19 10:32	
	Andrew	Ferguson	S3	3.9	12/02/19 10:32	
	Sharon	McQuarrie	S3	3.9	12/02/19 10:32	
	Bryan	Shannon	S3	3.9	12/02/19 10:32	
	Gemma	Stepper	S3	4.9	12/02/19 10:32	
	Holly	Stewart	S3	3.9	12/02/19 10:32	



Sticky Selection is automatically activated in this screen to select/deselect students. The list can be sorted alphanumerical order, e.g. in Registration Class order by clicking on the relevant column header.

Once all the required students have been selected, click **Print**. A data extraction message will display, click **OK** to confirm.

Parents Portal

For users who have been granted the relevant permissions, an additional **Released** column will be displayed. This will enable schools to release the data to the Parents Portal allowing student contacts to view report cards.

Parental Reports					
Generate	S2 Comments April 2019				
Print	Load Report				
Unseal	Known As	Surname	Stage	Registration Class	Last Printed
	Sarah	McPhee	S2	25	Available to Release
	Jennifer	McQuade	S2	21	
	Connor	Meikle	S2	24	

Only students with a link set up, using the Online Services Child Link facility, will be shown as **Available to Release**.

By selecting the student(s) and clicking the **Release** button, the generated report will be available to the parent or guardian through the Parent Portal. The student will then show with the date and time this was actioned.

Note: if a report has to be unsealed, the Released state will default back to **Available to Release**. This means that the parent or guardian will not be able to view the report through Parent Portal until it is regenerated and released again.

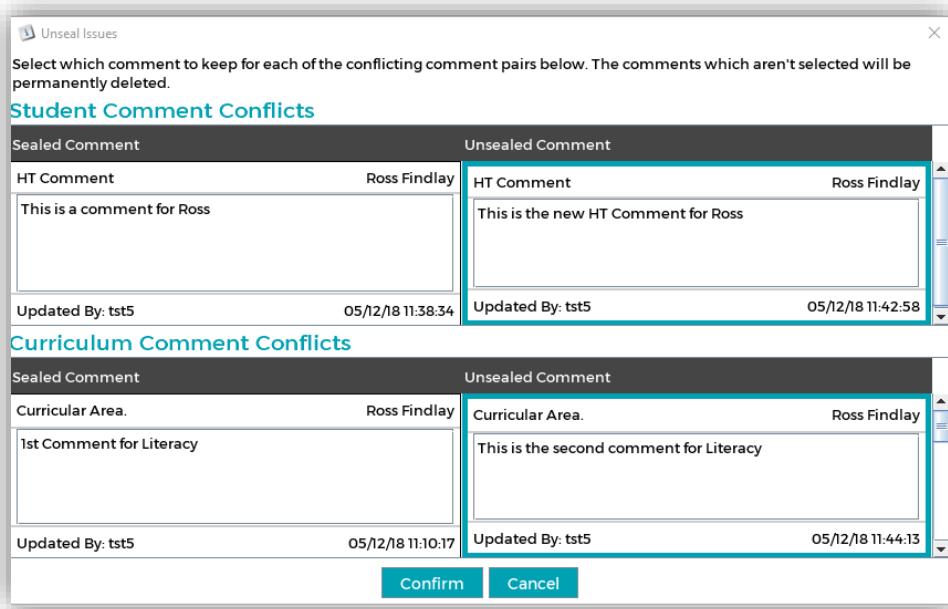
Parental Reports | Unseal

Once a report has been generated and sealed and there is a requirement to make a change, a report can be unsealed. Click the **Unseal** menu, select the required report, and then click the **Unseal** button. After unsealing, the original stored parental report is still visible in Pupil Profile | Pupil Documents until it is re-generated. This will then overwrite the stored document.

Unseal Issues - Comments

Unsealing a report can result in a data conflict if a new comment has been added for the same student, curricular area and/or organiser and comment name in the time since the report has been sealed, e.g. if a new report is scheduled with overlapping Target and Start Dates. If this is the case, a warning message will display advising of this.

Click **OK**

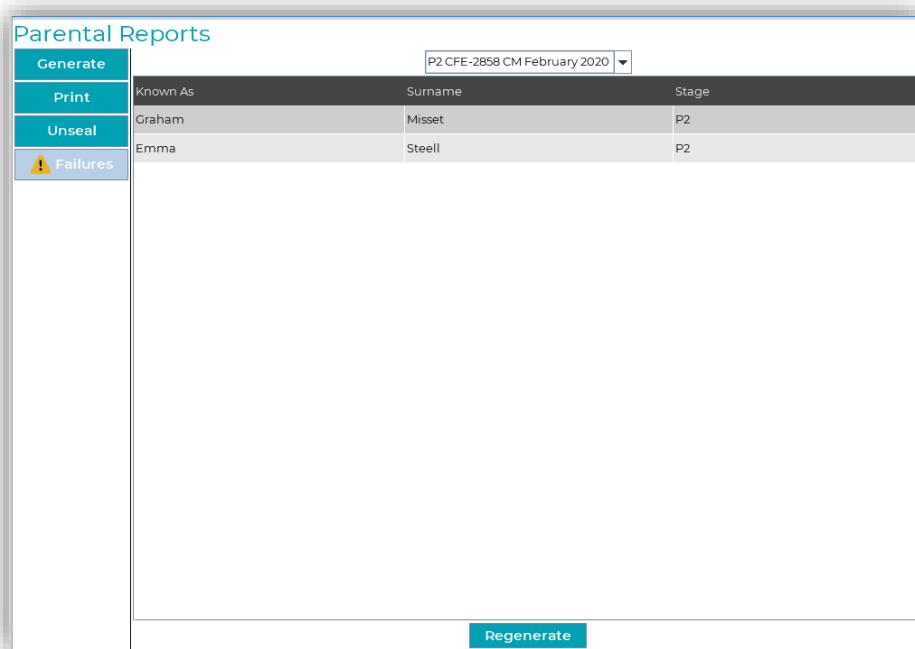


Select the comment(s) to keep and click **Confirm**

Note: When a report is unsealed and a change is made, the report must be re-generated for all students. It is not possible to re-generate for an individual student unless the report generation fails.

Parental Reports | Failures

In the rare event of reports failing during the generation process, this menu allows users to regenerate the reports for those students whose reports have failed. A Failures menu will appear on screen.





The alert bell at the top of the screen will also ring rapidly. Clicking on the bell will advise that the generation has failed.



Click on the Failures menu to display the report(s) which have failed. Select the report from the dropdown. The student(s) whose reports have failed to generate will display. Click the **Regenerate** button at the bottom of the screen to generate the reports again.

Revision History

Version	Date	Comments	Name
1.0	20/01/2020	Release	C.Main
2.0	14/02/2020	Updated as per Jira ticket CST-135	C.Main