



# USER GUIDE 2

## DOWNLOADING AND SAVING A REPORT CARD Revised 2013

### Introduction

This user guide explains how to download and save a report card created using the *Report Card Creator* at located at [www.ncca.ie/primaryreporting](http://www.ncca.ie/primaryreporting).

This user guide is a companion to *User Guide 1: Using the Report Card Creator* which explains how to create a report card for your school in seven simple steps.

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## 1. Download your report card

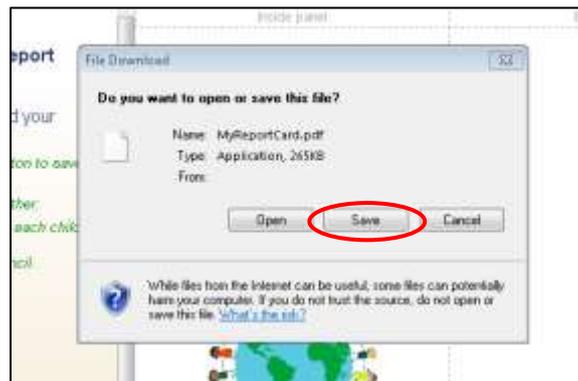
In step 7 of the *Report Card Creator*, click on the 'Download report card' button to save the report card you have created to your computer. The report card file is called *MyReportCard\_XXXXXX.pdf*, where XXXXX is your unique code as explained in Step 7 of User Guide1.



Screenshot 1: Click on the 'Download report card' button in Step 7.

When you click on the 'Download report card button', a prompt message may appear asking "Do you want to open or save *MyReportCard\_XXXXXX.pdf*?" It will include the options to Open, Save or Cancel. The exact format/type of message will depend on the configuration of your computer.

Click on Save and make a note of where you saved the file [MyReportCard\\_XXXXXX.pdf](#).



Screenshot 2: Click on the 'Save' button.

If you do not see the message shown in [screenshot 2](#) asking you to save, or if you cannot find the report card file [MyReportCard\\_XXXXXX.pdf](#), click on '[How do I locate my report card if I cannot see it downloading?](#)' from the "Download report card" dialogue box which appears when you press the "Download report card" button in Step 7, and follow the instructions.

When you have successfully downloaded the file [MyReportCard\\_XXXXXX.pdf](#) and saved it to your computer you can either:

- complete the report card on your computer for each pupil and then print it
- print the report card and handwrite your comments for each pupil

## 2. Complete the report cards on your computer

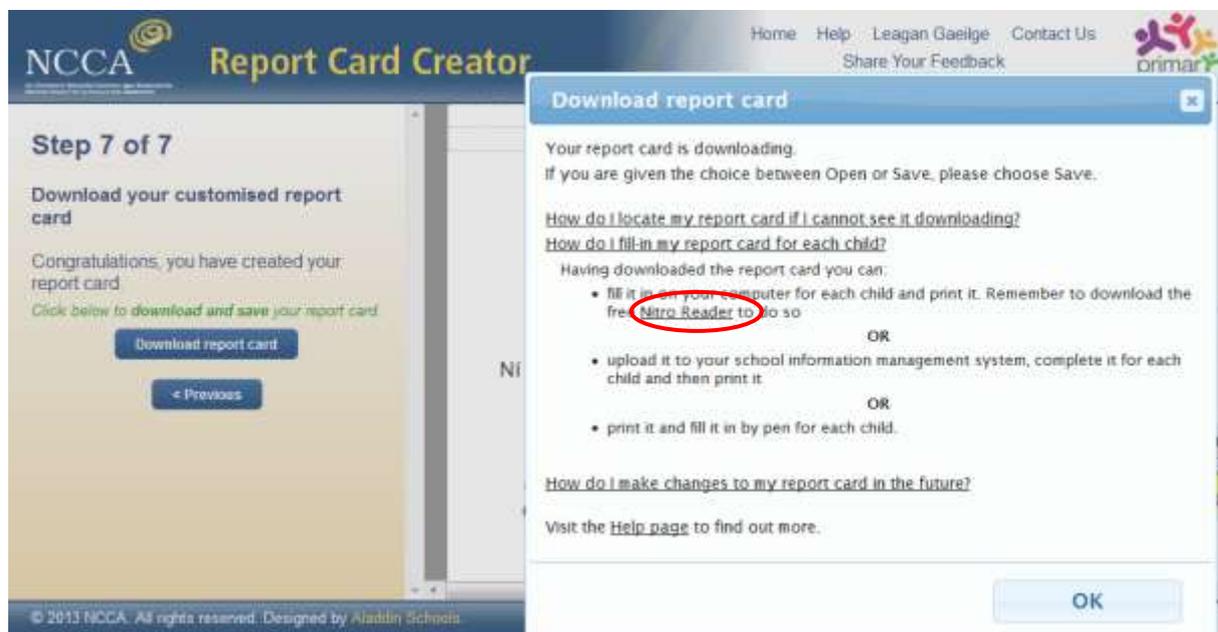
You can fill in your report card, [MyReportCard\\_XXXXXX.pdf](#), for each pupil on your computer using your administration software or any PDF reader. Then print the filled-in report cards. If you do not have PDF software we have provided you with access to free PDF software called Nitro Reader. Please turn to the next page to find out how to install Nitro Reader software on your computer.

### 3. Install Nitro Reader software on your computer

If you wish to fill-in and save report cards for each pupil on your computer, you will first need to [install the free PDF reader Nitro Reader](#).

To install Nitro Reader:

- (a) Go to Step 7 in the *Report Card Creator*
- (b) Click on the 'Download report card' button.
- (c) Click the option 'How do I fill in my report card for each child?' This reveals the additional text.
- (d) Click on the 'Nitro Reader' link.



Screenshot 3: Click on the 'Nitro Reader' link.



(e) Click on *either the "Download Nitro Reader 32 Bit" or the "Download Nitro Reader 64 Bit"* link on the Nitro website. Please read the "Do I choose 32-bit or 64-bit" explanation on this website if you are unsure which link to choose.



Screenshot 4: Click on the appropriate 'Download Nitro Reader' option.

(f) If you see a yellow or blue bar at the bottom of your browser asking if you wish to 'Run', 'Save' or 'Cancel', click on the 'Run' button.



Screenshot 5: Click on the 'Run' button.

(g) The following box will appear informing you that Nitro Reader is retrieving the installation files.



Screenshot 6: Nitro retrieves the installation files

(h) The following dialogue box will now appear.



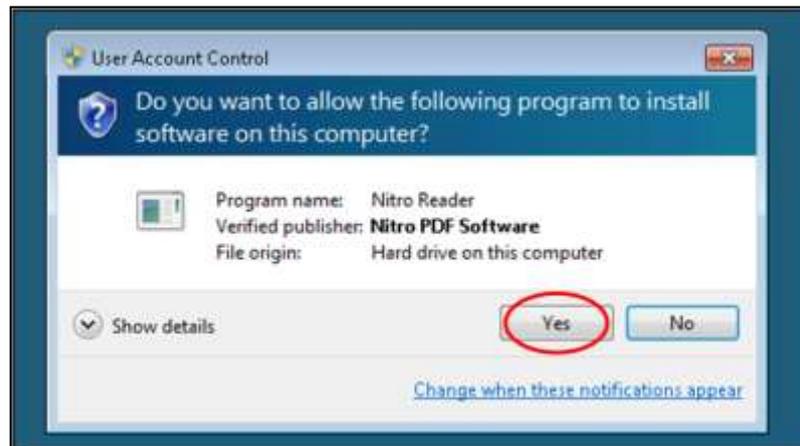
Screenshot 7: Welcome to the Nitro Reader 3 Setup Wizard.

(i) Tick the box to accept the license agreement and click on the 'Install' button.



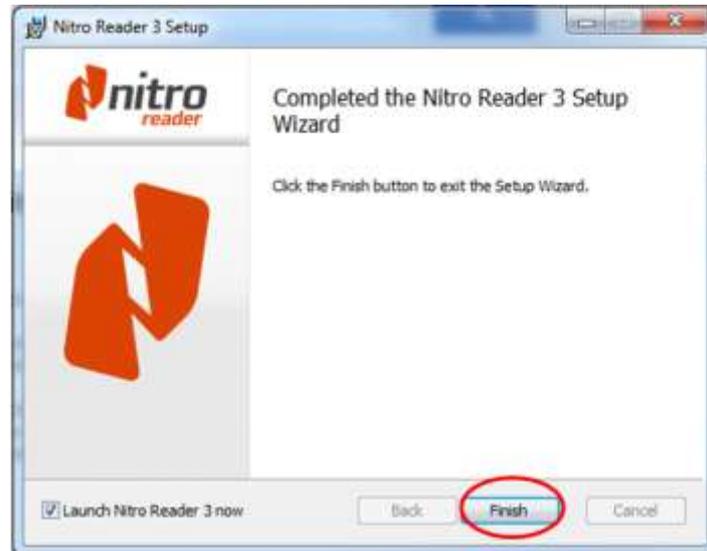
Screenshot 8: Tick 'I accept...' and click the 'Install' button.

(j) Please wait while the setup wizard installs Nitro. If you see this dialogue box while installing, click on 'Yes'.



Screenshot 9: Click on the 'Yes' button.

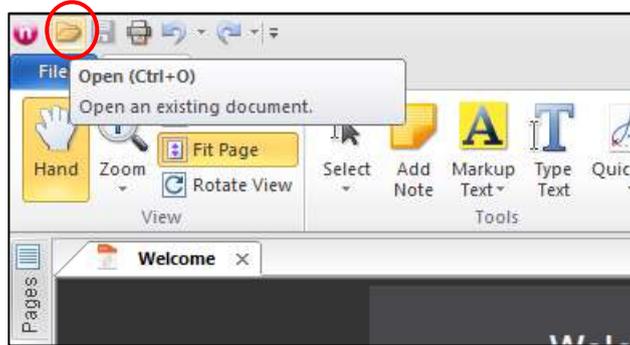
(k) Click on the '*Finish*' button to complete the setup and to start Nitro Reader.



Screenshot 10: Click on the '*Finish*' button.

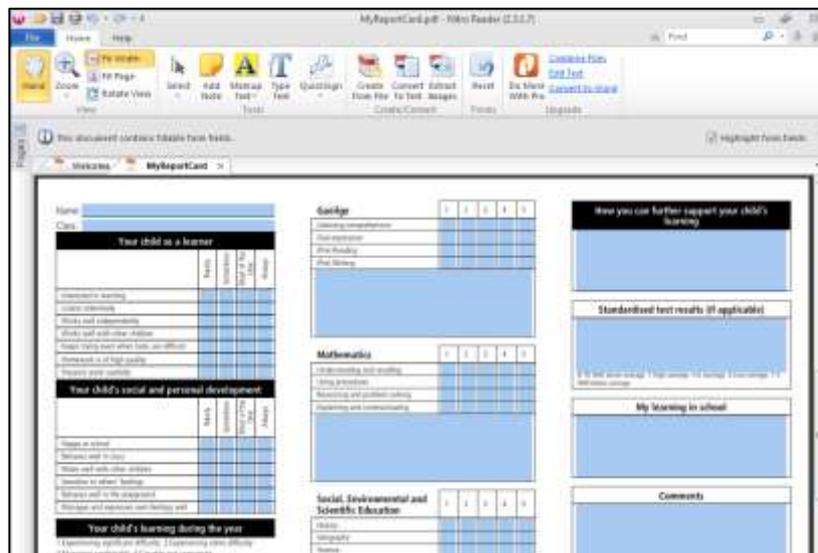
#### 4. Filling in and saving a report card

- (a) Launch **Nitro Reader** from the Start menu.
- (b) To open your report card, click on the yellow '*Open*' icon, go to the folder where you have saved your report card and click on the '*Open*' button.



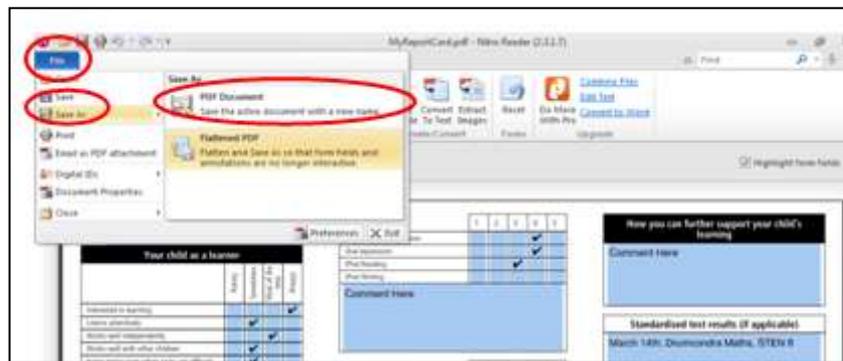
Screenshot 11: Click on the 'Open' icon.

- (c) Your report card will be displayed as shown below. Click into the blue boxes to fill in the report card.



Screenshot 12: Click into the blue boxes and enter your comments.

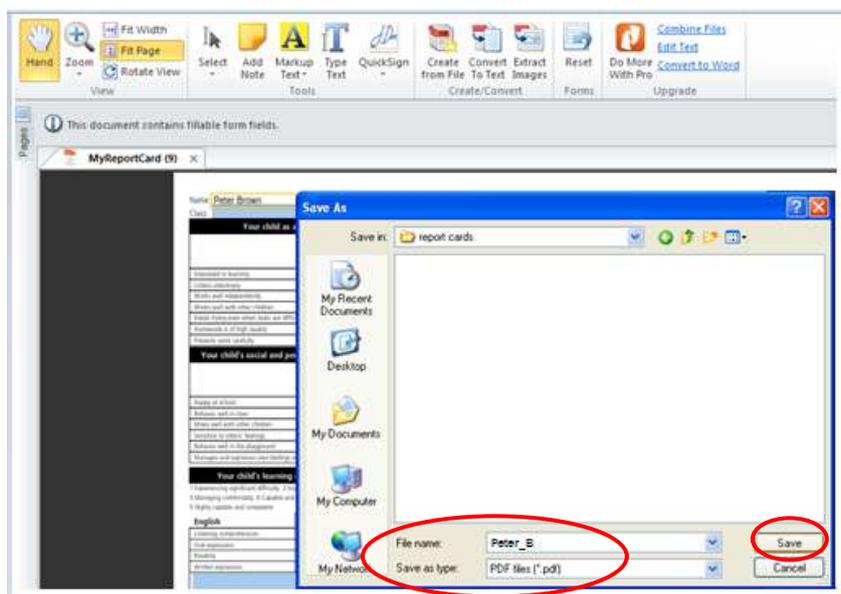
- (d) To save the report card for a pupil, click on the blue 'File' menu. Select 'Save As' and choose 'PDF Document'.



Screenshot 13: From the 'File' menu select 'Save As' and choose 'PDF Document'.

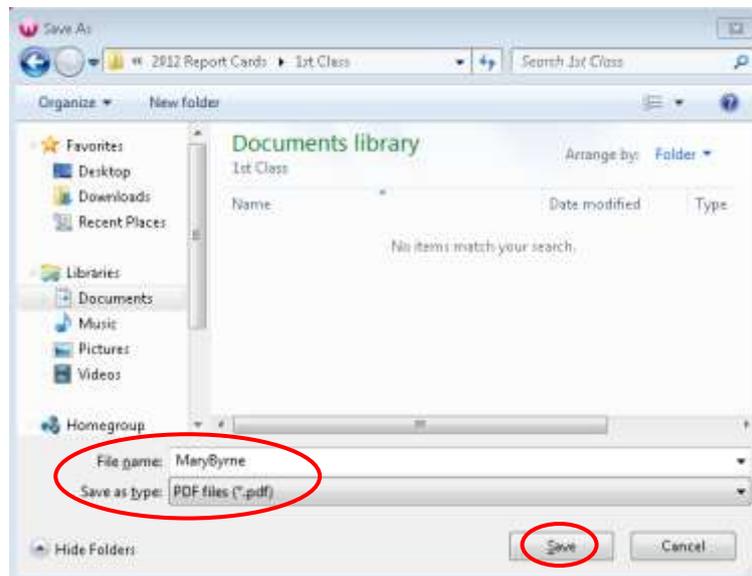
Remember to choose 'Save As' not 'Save' as you do not want to over-write your blank [MyReportCard\\_XXXXX.pdf](#). We recommend that you save each pupil's report card using his/her name, initials or another appropriate identifier as the file name.

In the example below, in the 'Save as' dialogue box we have entered the pupil's name as *Peter\_B* in the 'File name' box. We will save it in a folder called *Report cards*. Click on the 'Save' button to save the file.



Screenshot 14: Saving a pupil's report card on Windows XP.

In the example below, in the 'Save as' dialogue we have typed the pupil's name *MaryByrne* in the 'File name' box and we will save it in a folder called *1st Class* which is a subfolder of *2012 Report Cards*.



Screenshot 15: Saving a pupil's report card in Windows 7.

Note:

- It is recommended that you save the file as a **PDF Document** so that you can edit and modify it.
- It is useful to create a folder on your computer where you can save and organise your report cards. Please see the example in [screenshot 15](#) showing how this can be organised by year and class.
- You should also save a copy of the completed report cards as Flattened PDFs if you intend to email them to parents or other schools. A **Flattened PDF** file cannot normally be modified or edited. Ensure that you are completely happy with the report card before you save it as a "Flattened" file.

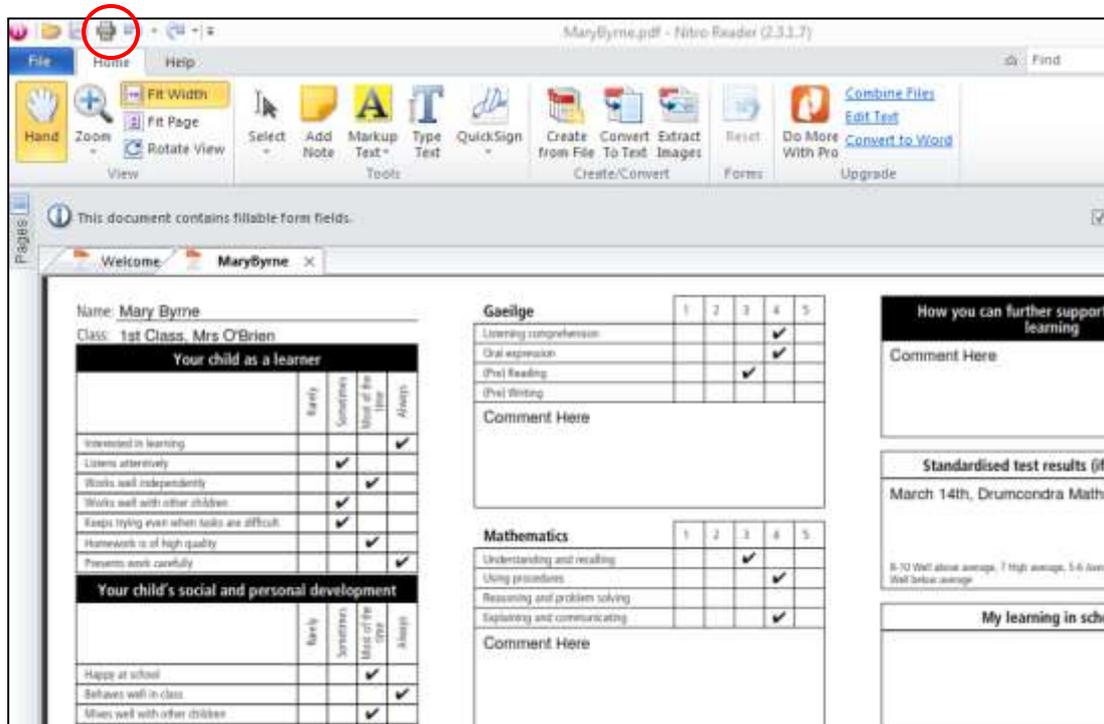
### Saving a completed report card as a Flattened PDF

Ensure that you have downloaded Nitro Reader on your computer.

- Open the child's completed report card.
- Click on the blue 'File' menu. You will find this option on the top left of your screen.
- Go to 'Save as' option but do not click it.
- Move cursor over the 'Save As' option. A sub-menu will appear. You will be presented with two options: Save as 'PDF Document' and Save as 'Flattened PDF'.
- Click on 'Flattened PDF'.
- Choose a folder where you wish to save the report card.
- Choose a new file name. This should usually include a unique identifier for the child e.g. name or initials. Remember, your chosen file name will be seen by the recipient if you choose to email the report card.

## 5. Printing the filled in report card

- (a) If not already open, open the pupil's report card, in this case Mary's report card. Click on the 'Print' icon to print her report. Alternatively, you can click on the 'File' menu and choose 'Print'.

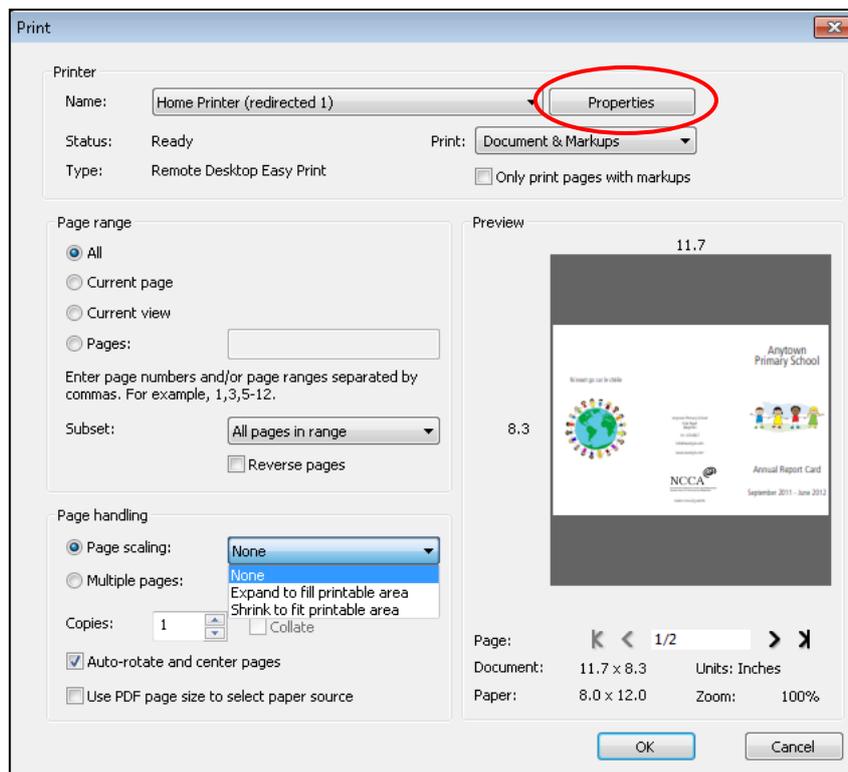


Screenshot 16: Click on the 'Print' icon.

- (b) When you press the print icon, this dialogue box will appear. You can try printing straight away.

You can also try to turn off 'Page scaling'. This will make folding the report card easier. However, if you do so your printer may 'cut off' part of the report.

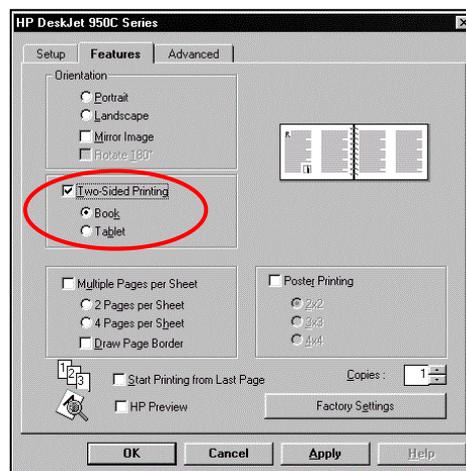
If you have a duplex printer, one that can print on both sides of the page, click on the 'Properties' button to change the duplex settings.



Screenshot 17: Printer properties and page scaling options.

### Print Settings

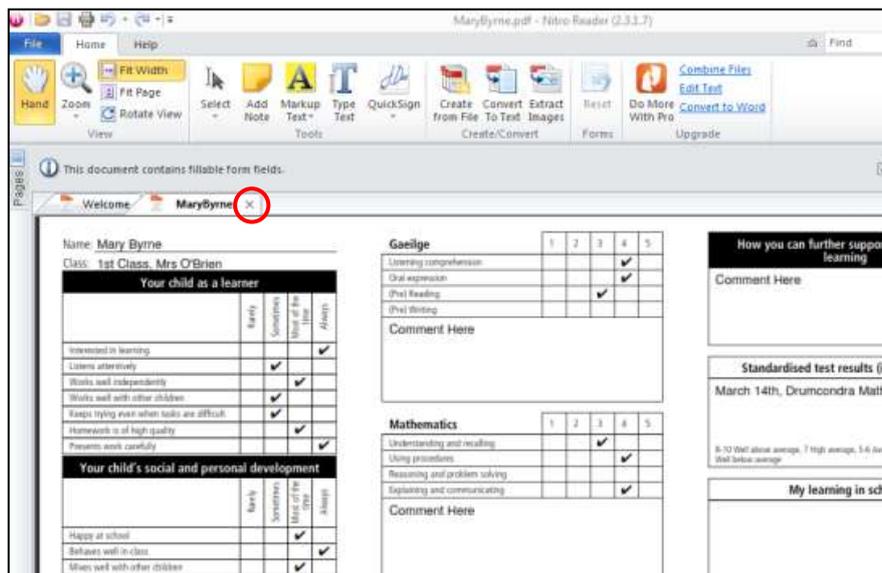
The print settings are different for every printer. If you turn on duplex printing and the back page is printed upside down, you can fix this by changing the duplex side. Some printers may call this 'long side' or 'short side' or 'Book' or 'Tablet'. Tick the other option to change the resulting printout and retry. It may require some experimentation.



Screenshot 18: Example of changing printer settings for duplex (dual sided) printers.

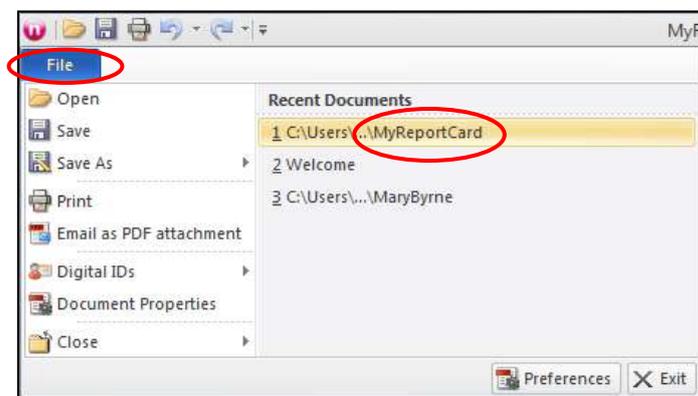
## 6. Beginning the next report card for another pupil

- (a) You will first need to access the original or master report card you created i.e. [MyReportCard\\_xxxxx.pdf](#). If you have a pupil's report card open, click on the 'X' to close this report card.



Screenshot 19: Click on the 'X' to close a report card.

- (b) Click on the blue file menu at the top left corner of the screen. You will see the original report card *MyReportCard\_XXXXX.pdf* in the list. Open this file and you will return to the report card editing screen.



Screenshot 20: Opening *MyReportCard\_XXXXX.pdf*.

Now return to section 4 of this user guide - *Filling in and saving the report card*, part (c) - and complete a new report card for the next pupil.