

Gibbon Reporting System

Basic system – version 2.00 (20/04/2017)

By Rapid 36 Ltd



Table of Contents

Latest changes	3
Administration - create.....	3
Introduction.....	3
Customisation.....	3
Data source.....	3
Getting started	3
Setup	4
Create	4
<i>Warnings</i>	5
<i>Limitations</i>	5
Assign.....	4
Design.....	6
Types	6
Editing.....	7
Insert	7
<i>Limitations</i>	8
Access.....	5
Criteria.....	5
<i>Limitations</i>	8
Reports – subject	7
Class list	7
Reports	7
View	8
Show left	8
Reports – Pastoral.....	9
Proof reading	10
PDF creation	11
<i>Limitations</i>	13
Archive	13
Complete	15
Start of year.....	16

Introduction

- This reporting module is a major improvement on previous versions. We would like to thank Roman Meier for his contribution in its development.

Customisation

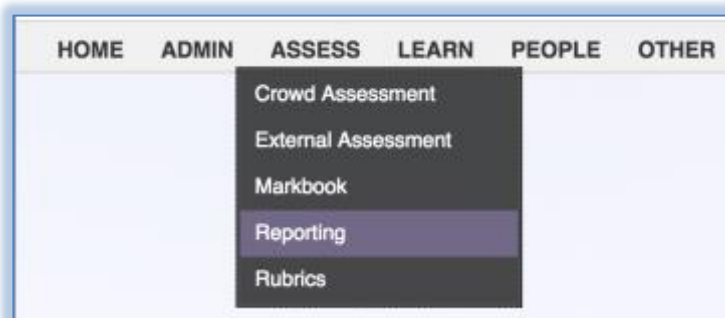
- This module is open source and users are free to modify it as they wish.
- If you would like us to develop it to meet your specific requirements contact info@rapid36.com.

Data source

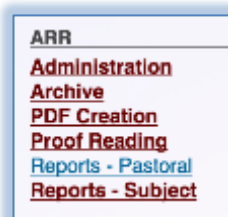
- NB marks/grades awarded for reports are separate from those in the Gibbon markbook
- The system could be customised to:
 - Link directly to the markbook
 - Copy data from the markbook to the reporting module.

Getting started

- Install the module using **admin – system admin – manage modules**.
- You will find the *reporting* link in the *assess* menu.



- This will take you to the index page.



Setup

- It is very important that you set up courses and classes before you try setting up reports each year.
- From the side menu select **administration**.

Create

- You can create all the reports you need for the year, e.g.
 - One report for each term. These may be the same or different from each other.
 - Different reports for different year groups
- Click on **add new** to create a new report.
- Once you have saved a report you can go back and change it by clicking on **edit**.

Report Name	Term	Orientation	Action
Report 1	1	Portrait	Save Cancel
Report 2	2	Portrait	Edit Delete

- The orientation will be used later when we design the printed output.

Assign

- Once you have created a report you need to assign it to one or more year groups.
- Click on **assign**.

Report	Y07	Y08	Y09	Y10	Y11	Y12	Y13
2015-16 Term 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2015-16 Term 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

- You will see all the reports you have created for the current year. Changing the year at the top right of the screen will allow you to look at data for other years should you need to.
- Check boxes for the year groups to which you wish the reports to be assigned and then click on **save**.

Access

- Once reports have been completed you will need to prevent them from being changed.

[Create](#) | [Assign](#) | [Design](#) | [Access](#) | [Criteria](#) | [Complete](#) | [Start of Year](#)

Report	Administ	Support	Teacher
2015-16 Term 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2015-16 Term 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

- If a user is unchecked they will be able to read not change edit reports.

Criteria

- The criteria option allows you to set up the items on which each subject should report.

[Create](#) | [Assign](#) | [Design](#) | [Access](#) | [Criteria](#) | [Complete](#) | [Start of Year](#)

- On the right hand side select year group and subject.

Year

Year Group

Subject

- Criteria are specific to a year and year group. If you have created reports one year and then change the criteria you will not alter the criteria for the previous year.
- Criteria are *not* specific to a report so the same criteria will appear on all reports.

Numeric/drop down

- Criteria may be numeric or drop down:
 - Numeric - accepts any number. At this stage there is no validation, i.e. you may want a percentage but it will accept 270!
 - Drop down – select choices from a grade scale set up in **admin – school admin – manage grade scales**.

[Add new](#) (drag to change order) [Copy](#)
Names must be unique

Criteria	Type	Grade Scale	Action
Attainment	Numeric	None	Save Cancel
Attitude	Grade Scale	IB Diploma (Subject)	Edit Delete

Order

- The order in which the criteria are displayed here is the order they will appear throughout the system.
- To change the order, you can drag criteria into the desired position. The new position will be saved automatically.

Copy

- Criteria that have been created for one subject may be copied to other subjects and year groups.
- Select the subject from which you wish to copy criteria.
- Click on **copy**.

[Add new](#) (drag to change order) [Copy](#)
Names must be unique

Criteria	Type	Grade Scale	Action
Attainment	Numeric	None	Edit Delete
Attitude	Grade Scale	Effort	Save Cancel

☐ Check all
☒ Attainment
☒ Attitude

Select year group to copy to: Year 7

☐ Check all
☒ Year 7 Art
☒ Year 7 Chinese First Language
☒ Year 7 Chinese Second Language
☒ Year 7 English
☒ Year 7 Expressive Arts
☒ Year 7 Human Technologies
☒ Year 7 Humanities
☒ Year 7 Information & Communication Tech.
☒ Year 7 Japanese
☒ Year 7 Mathematics
☒ Year 7 Physical Education
☒ Year 7 Science
☒ Year 7 Spanish

[Copy](#)

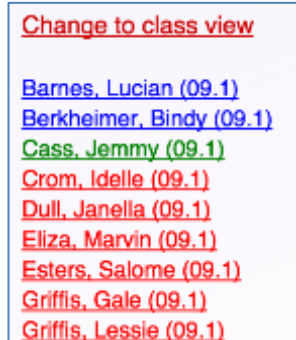
- Select the criteria you wish to copy from the list on the left.
- Select the year group you wish to copy to.
- Select the subjects you wish to copy to.
- Click on **copy**.
- NB if you have copied the criteria and then wish to make a change you will have to change each one manually. So get it right first time!

Reports – subject

- Having setup your reports you can start writing them.....
- Click on **reports – subject**.
- Select **teacher**, **class** and **report**.
 - NB administrators may select any teacher and edit their reports.

Class list

- You will then see the class list, which is colour coded.



- Blue means you have entered grades and written a comment for the student.
- Green means you have completed some but not all of the items to be entered.
- Red means you have entered nothing for the student.
- In brackets, you will see which class each student is in.

Reports

- On the left you will see the selected student's name, the items to be assessed, a comment box and their photograph.
- NB there is no option to *not* show the comment.

- No spell check is included as browsers can be set up to do that for you. Search the Internet to find out how to setup your browser.

View

- You will notice that above the class list it says *change to class view*.
- Click on this and you will then scroll to see *all* students.

The screenshot displays two student record forms. The top form is for 'Julien Bird' and the bottom for 'Julien Bolton'. Each form contains a table with 'Criteria' and 'Grade' columns. For Julien Bird, the 'Attainment' grade is '40' and 'Attitude' is 'Meets expectations'. Below the table is a comment box with the text 'This is a comment' and a character count '18 characters 1000 maximum'. A 'Save' button and links for 'Top' and 'Bottom' are at the bottom of each form. A large question mark icon is visible on the right side of each form.

Criteria	Grade
Attainment	40
Attitude	Meets expectations

18 characters 1000 maximum
This is a comment

Save Top Bottom

Criteria	Grade
Attainment	
Attitude	

- Clicking on a student name will scroll to that student.

Show left

- Below the list of students is a check box labelled *show left*. Students who have been in the class but have either moved to another class or who have left the school can be viewed by checking the *show left* box.

Reports – Pastoral

- This works in much the same way as the subject reports but just allows the class teacher to enter a comment but it also allows the teacher to see all the student's subject reports.

Lucian Barnes
18 characters 1000 maximum
Pastoral comments.

Save

Year 9 Art
Fai the Thomas

Year 9 Chinese Second Language
Benedict Swift

Year 9 English
Loriny Eliza

A large text area for pastoral comments is visible, with a question mark icon to its right. Below the 'Save' button, there are three subject report entries for Year 9 students, each with a subject name and a student name.

- This time, if you select *class view* you can scroll through all the students' pastoral comments but you will not see their subject reports.

Lucian Barnes
18 characters 1000 maximum
Pastoral comments.

Save [Top](#) | [Bottom](#)

Bindy Berkheimer
2 characters 1000 maximum
dd

This screenshot shows the 'class view' where multiple students' pastoral comments are visible. The first student, Lucian Barnes, has a large text area for comments. Below the 'Save' button, there are links for 'Top' and 'Bottom'. The second student, Bindy Berkheimer, has a smaller text area with the text 'dd'. Question mark icons are present next to each student's comment area.

Proof reading

- This is similar to the pastoral report in that it allows the user to view all reports for one student but it also allows the user to *edit* comments to remove obvious errors.
- Comments appear in red, underlined text. Click on one of these comments to open a text box in which you can edit the comment.

Year 9 English
Lonny Eliza

Criteria	Grade
Reading	-
Writing	-
Speaking	-
Listening	-

24 characters 1000 maximum

Lucians Engrish comment.

Save Cancel

PDF creation

Make PDF

- This section allows you to create PDF files from the data that has been entered.
- You can create PDFs for one student or a whole class, although this isn't recommended as it could overload your server. If you need to create multiple PDFs it is best to do it at a time when there are fewer users.

Student	File	Date	<input type="checkbox"/>
Barnes, Lucian	2015-2016-Year 9-1-905-BarnesL.pdf	25-07-2015 07:59:24	<input checked="" type="checkbox"/>
Berkheimer, Bindy			<input checked="" type="checkbox"/>
Cass, Jemmy			<input checked="" type="checkbox"/>
Crom, Idelle			<input type="checkbox"/>

- Select the students then scroll down and click on **make PDF**.
- Once created you will see the date of creation and a link to the PDF.
- Click on the link for a preview. Depending on how your browser is set up this will open the file in your browser or download the file and open it in a PDF reader, such as Acrobat. NB our experience shows that the Chrome PDF viewer has some issues, particularly when working with Chinese fonts. If that is the case, download the file first and then open it.

Download

- The PDF files may be downloaded individually or as a batched zip file.
- Select the files you wish to download.
- Click on **download pdf**.

<div> <div>Make PDF</div> <div>Download PDF</div> </div>			
Student	File	Date	<input type="checkbox"/>
Bird, Julien	2016-2017-Year 7-1-1753-BirdJ.pdf	18-04-2017 14:53:34	<input checked="" type="checkbox"/>
Bolton, Julien	2016-2017-Year 7-1-1609-BoltonJ.pdf	18-04-2017 14:54:12	<input checked="" type="checkbox"/>

Email

- Instead of printing out the PDFs you can email them to parents.
- Select the year group, home room and report.
- Select the students you wish to send.

Send Email		
Student	File	<input type="checkbox"/>
Brewer, Kiera	2016-2017-Year 7-1-1710-BrewerK.pdf	<input checked="" type="checkbox"/>
Brock, Lewis	2016-2017-Year 7-1-1779-BrockL.pdf	<input checked="" type="checkbox"/>
Chambers, Kaleigh		<input type="checkbox"/>

- Click on **send email**.
- If there are no emails for the parents you will see a message to warn you that the email has not been sent.

Sent reports

No email address for parent of Miss Chambers - Brock, Lewis
No email address for parent of Mr. Brock - Brock, Lewis

[Return to previous page](#)

Archive

- As a student moves through the school all their reports will be stored on the server. The archive page allows you to access *all* reports for the selected student.
- You may know which class the student is in, in which case select the class at the top right.
- You will then see a list of all their reports.

Current | [Search](#)

Student	Files
Barnes, Lucian	2015-16 Term 1
Berkheimer, Bindy	
Cass, Jemmy	
Crom, Idelle	
Dull, Janella	

- If you do not know the student's class, or the student has left the school, select **search**.
- Type in all or part of the student's name. You will then be able to select the student from a drop down list.

[Current](#) | [Search](#)

Type all or part of name

Select name

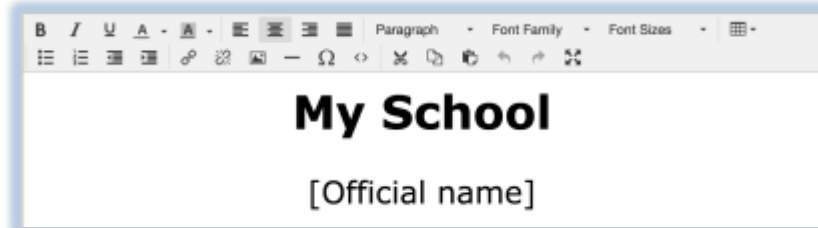
☒ Felbriggs, Laurie (Laurie)
 Hemenway, Laure (Laure)
 Laurence, Avelina (Avelina)
 Laurence, Nova (Nova)
 Laurence, Topaz (Topaz)
 Shaffer, Laurie (Laurie)

Administration – Design

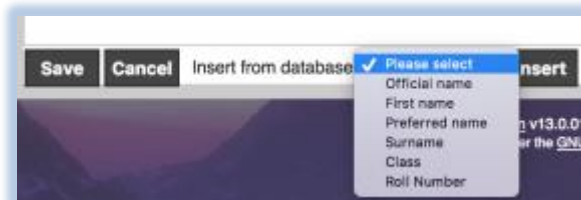
- This section explains how you setup the output to create PDF files.
- The designer is basic but gives you some control over your output. If you require more sophisticated designs you may wish to contact us to setup a hard-coded version.
- Click on any of the following to add a section to the report.

Text

- This provides a free text area which can be formatted.



- At the bottom, you will see *insert from database*.



- Put your cursor where you would like this text to appear.
- Select the item you wish to insert from the drop-down list.
- Click on **insert**.
- When you have finished, save this section.

Subject row

- This will display reports for each subject in rows.

Year 7 Human Technologies	
Hayes.Y; Barry.E; Statham.A	
Criteria	Mark/Grade
Attainment	40
Attitude	Meets expectations
Comment	
This is a comment	

Subject column

- This will display the grades only for each subject in a table.

Subject	Teacher	Attainment	Attitude
Year 7 Art	Johnson.J		
Year 7 Chinese Second Language	Rojas.L		
Year 7 English	Frost.J		
Year 7 Expressive Arts	Erickson.M		
Year 7 Human Technologies	Hayes.Y; Barry.E; Statham.A	40	Meets expectations
Year 7 Humanities	Devila.M		
Year 7 Information & Technology	Statham.A		

Pastoral

- Will show the form tutor/class teacher comment.

Pastoral
<i>Morgan Davila</i>
Comment
Julien has fitted back into the class well since his lobotomy.

Page break

- Inserts a page break.

Start of year

- After you have run the Gibbon rollover process you can run the reporting start of year process.
- This will copy data from the previous year:
 - Reports
 - Assign reports to year groups
 - PDF templates
 - Criteria