



Canterbury English's Student Reports Administrator's guide

Last update: August 17th, 2009



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This is a small guide where you will learn how to consult and manage your student reports.

1. Access to student reports

First of all, you have to login into your account of the Canterbury Intranet system. The link is as follows: <http://www.canterburyenglish.com/profesores>.

Once logged in, you have to select the “Student Reports” option of the left menu.



Fig. 1

This will bring you to the search page where you can add a student report or search for a specific student report (Fig. 2).

2. Search for a student report

On the search page, you have to check the check boxes of the options you want, type and select the corresponding criteria, and finally, you have to click on the “Search” button (Fig. 2).

Student reports – Searching student reports

Select criteria

☒ **Teacher:** CE, Teacher

☐ **Client:** -

☒ **Student:** Juan

☐ **Date:** Months: August to December Year: 2009

Fig. 2

Thus, the results to date and their corresponding information will appear below the search form (Fig. 3).

Reports	Date	Report status	Teacher	Client	Student	Type	Link	Edit link
1.	06/08/2009	Accepted	CE, Teacher	Client Name	Juan Perez	Adult	See the report here See the diploma here	Edit the report here
2.	06/08/2009	Sent (Waiting for administrator's review)	CE, Teacher	Client Name	Juanito Perez	Child		Edit the report here
3.	06/08/2009	Wrong (Please correct)	CE, Teacher	Client Name	Juanita Perez	Child		Edit the report here

Fig. 3

You will notice that every student report has a status. There are three types of status:

1. Sent. It means that the student report has been captured for a teacher and is waiting for the administrator's review. On this status, you can review the student report clicking on the "Edit the report here" link.
2. Wrong. It means that the administrator has reviewed the student report and has found some error on it (This error could be seen clicking on the status link). On this status, the teacher has to correct the student report and then send it again to you for a new review.
3. Accepted. It means that the administrator has reviewed the student report and has approved the information on it. On this status, you can click on the corresponding link in order to view the student report/diploma in its final version.

Finally, you can select one or various student reports (through their corresponding check boxes) in order to send the reports or diplomas, clicking at their respective send buttons.

3. Add new student report

To add a new student report you have to click on the “Add new student report” button of the search page (Fig. 2). This will redirect you to a new page.

On this page you have to type the required information and then click on the “Save changes” button in order to save the new student report (Fig. 4).

Also you can cancel and return to the search page clicking on the “Back to search” button.

Student Report Profile – Edit student report

Report Info

Enter the required information:

User ID: admin

*Client:

*Student:

*E-mail contact:

*Report type:

*Level:

*Course:

*Total hours of class:

*Duration of each class:

i.e. If total class length 1.5 hours of which 1 hour with one student and 20 minutes with the other.

Pronunciation: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Grammar: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Listening: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Reading: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Writing: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Speaking: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Participation: (Only children) ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Behavior: (Only children) ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

*Comments: Adult comments must be in english
Children comments must be in spanish

*Material Used: In English

Describe student: What does the student need to work on?
Advice for next teacher.
In English (Only children)

Only for User Administrator:

Student report status:

Student report comments: (For teacher's review)

Fig. 4

4. Update/review student report

To update the student report information you have to click on the corresponding “Edit the report here” link of the search page (Fig. 3).

This will redirect you to the edit student report’s page, where you can update the information typing the new one and clicking on the “Save changes” button (Fig. 5).

There is a specific section at the bottom of the page where you can review the student report appropriately. To do this, you have to be sure that all the information is correct, and then, select the “Accepted” status and click on the “Save changes” button. If the information is not correct at all, you have to select the “Wrong” status, type the reason of the error and then click on the “Save changes” button.

Finally, you can cancel and return to the search page clicking on the “Back to search” button.

Student Report Profile - Edit a student report

Report Info

Enter the required information:

User ID: admin

*Client: Client Name

*Student: Juan Perez

*E-mail contact: gerardo@centerburyenglish.com

*Report type: Adult

*Level: Advanced Level 3

*Course: Dec 2010

*Total hours of class: 10

*Duration of each class: 1

I.e. if total class length 1.5 hours of which 1 hour with one student and 30 minutes with the other.

Pronunciation: ☐ Needs Improvement ☐ Normal ☐ Good ☐ Excellent ☒ N/A

Grammar: ☐ Needs Improvement ☐ Normal ☐ Good ☒ Excellent ☐ N/A

Listening: ☐ Needs Improvement ☐ Normal ☒ Good ☐ Excellent ☐ N/A

Reading: ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

Writing: ☐ Needs Improvement ☐ Normal ☒ Good ☐ Excellent ☐ N/A

Speaking: ☐ Needs Improvement ☐ Normal ☐ Good ☒ Excellent ☐ N/A

Participation: (Only children) ☐ Needs Improvement ☐ Normal ☒ Good ☐ Excellent ☐ N/A

Behavior: (Only children) ☐ Needs Improvement ☒ Normal ☐ Good ☐ Excellent ☐ N/A

*Comments: Adult comments must be in english
Children comments must be in spanish

Comments

*Material Used: In English

Material

Describe student: What does the student need to work on?
Advice for next teacher.
In English
(Only children)

Describe student

Only for User Administration:

Student report status: Accepted

Student report comments: (For teacher's review)

Comments

Save changes Delete student report Back to search

Fig. 5

5. Delete student report

To delete the student report information you have to click on the corresponding “Edit the report here” link of the search page (Fig. 3).

This will redirect you to the edit student report’s page, where you can delete the student report clicking on the “Delete student report” button (Fig. 5). To perform this action, you will need to confirm the change (Fig. 6).

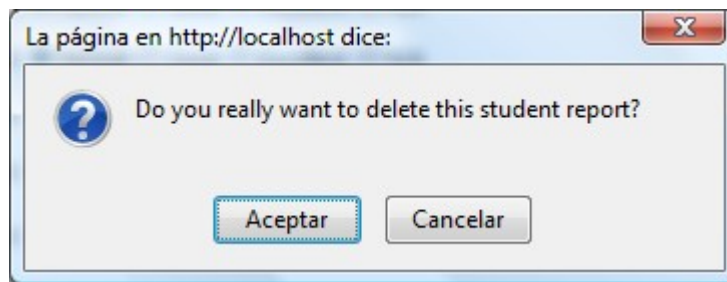


Fig. 6

Otherwise, you can cancel and return to the search page clicking on the “Back to search” button.

6. Send a student report/diploma

After completing a search of student reports, these may be sent by e-mail, as well as their respective diplomas.

To do this, you have to select the student report(s) you want (through their corresponding check boxes), and then click on the “Send student report(s)” or “Send diploma(s)” button (Fig. 3). This will redirect you to a new page.

The next page (Fig. 7) will automatically generate a student report/diploma for each student report previously selected.

On this page, you must verify the e-mail address(es). After, you can modify the subject and the body of the message.

It's very important not to change or delete the pieces of code that are generated automatically. These will appear on the top and bottom of the message and could be identified by their “<!-- ATTENTION, DO NOT MODIFY OR DELETE THE NEXT CODE. -->” and “<!-- END OF CODE -->” tags.

Once you have completed and reviewed your information, you have to click on the “Send” button.

Student Reports– Sending student report(s)

From:

teachers@canterburyenglish.com

To:

Subject:

Informe

Message:

<!-- ATTENTION, DO NOT MODIFY OR DELETE THE NEXT CODE. -->
<table align=center><tr><td align=center><img
src=http://www.canterburyenglish.com/logo.jpg
alt=Canterbury English />

<i><h2 style=color:blue>Canterbury English</h2></i> C/ Gran
Via nº 54, 6º 1ª
28013 Madrid
Tel. 917585622
Fax. 917585625
<a
href=http://www.canterburyenglish.com
alt=www.canterburyenglish.com
target=_blank>www.canterburyenglish.com</td></tr>
</table>
<!-- END OF CODE -->

Estimado cliente:

En nombre de todo el equipo de Canterbury English
agradecemos la confianza que ha depositado en nosotros a lo
largo del curso 2008/2009 y esperamos que nuestras clases
le/s hayan servido para mejorar el conocimiento de la

Attached File(s):
Report_1938.pdf

Send

Back

Fig. 7

If all goes well, it will appear a message like the below (Fig. 8), indicating that the e-mail was sent correctly. From here you can return to the search page.

Student Reports– Sending student report(s)

E-Mail sent succesfully to

Back to search

Fig. 8

Elaboration: ISC. Gerardo Cataño

This is the appearance of a sent e-mail (Fig. 9). You have to notice that:

- The subject will consist in the words “Canterbury English:” plus the subject that you have already typed.
- The corresponding student report/diploma will be attached to the message as a file in PDF format.

Canterbury English: Informe

De: **Canterbury English** (canterbury@canterburyenglish.com)

Enviado: miércoles, 19 de agosto de 2009 13:32:21

Para:

1 archivo adjunto
Report_19...pdf (19,5 KB)



Canterbury English

C/ Gran Vía nº 54, 6º 1ª
28013 Madrid
Tel. 917585622 Fax. 917585625
www.canterburyenglish.com

Estimado cliente:

En nombre de todo el equipo de Canterbury English agradecemos la confianza que ha depositado en nosotros a lo largo del curso 2008/2009 y esperamos que nuestras clases le/s hayan servido para mejorar el conocimiento de la lengua inglesa.

Nos complace enviarle los informes de los alumnos. Si existiera algún error en los datos le rogamos nos envíe por fax o teléfono la información correcta y se lo enviaremos de nuevo lo antes posible.

Con el fin de facilitar la organización de las clases del próximo curso 2009/2010 incluimos un impreso de solicitud para que, una vez cumplimentado, nos lo envíe a nuestra oficina. Teniendo en cuenta la fecha de comienzo de curso, para evitar retrasos en la atención a su solicitud por saturación de nuestras líneas telefónicas, les rogamos nos envíe esta hoja cumplimentada por fax, correo o e-mail. Dada la gran demanda en estas fechas, les recomendamos que comiencen sus clases durante el mes de septiembre, para una mayor rapidez en la adjudicación de profesor/a.

Con ello pretendemos adelantar la asignación de profesor/a en función del horario y días disponibles por parte de los alumnos, adaptándolas lo mejor posible en la agenda de los profesores.

Tengan en cuenta que cuanto más amplia sea la franja horaria dentro de la cual se pueda fijar la hora del comienzo y fin de la clase, más rápidamente le podremos participar el comienzo del curso.

Hemos incluido un cuestionario que le agradeceríamos que una vez cumplimentado, nos lo envíe con los datos de este curso.

Agradeciendo, una vez más su interés y colaboración, reciban un cordial saludo.

Richard & James Clarke
Directors

A continuación ponemos a su disposición los enlaces de los ficheros anteriormente mencionados: [Solicitud de inscripción](#), [Encuesta](#)
Recuerde rellenar estos formatos y enviarlos como archivo adjunto vía e-mail a la dirección canterbury@canterburyenglish.com.

Fig. 9