Gibbon Reporting System

Basic system – version 1.05 (5/8/2015)

By Rapid 36 Ltd

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Latest changes

Administration - create

- Index on *arrReport* table fixed to allow multiple reports in a term.
- Fixed bug created when trying to delete a report.

Introduction

- This is a basic module for writing student reports using the Gibbon system. There are limited options but there should be enough for schools to help decide exactly what they require and possibly consider developing the system further.
- The system allows grades and comments to be entered for each subject and for these to be collated into a PDF document that may be printed and stored on the system.
- The current system has been developed quickly. There are some aspects that need to be finished off and there will almost certainly be some bugs to iron out.
- Because of the speed of production the system has only been tested for someone with administrator role on Chrome for Mac.
- The system allows schools to specify the criteria that will appear in a student's report, e.g. for English you may give grades for reading, writing, speaking and listening, in Mathematics you may give grades for Algebra, Geometry, problem solving, etc. Alternatively you may keep things even simpler and give an attainment and effort grade for each subject.

Customisation

- This module is open source and users are free to modify it as they wish. However, we are a if you would like us to develop it for you then please discuss your requirements with us – info@rapid36.com.
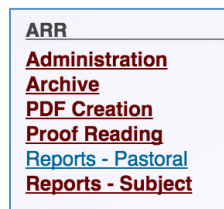
Data source

- Marks/grades awarded for reports are separate from those in the Gibbon markbook, although it would be possible to link them if a school wished to do that.

Getting started

- Once installed you will find *reporting* in the *assess* category menu.
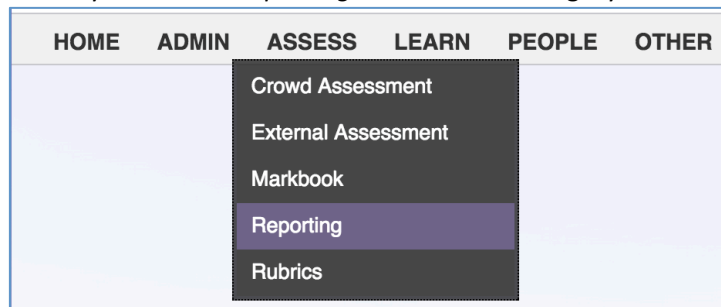
- Once you have selected **reporting** you will see a blank page with the reporting menu on the right.

Setup

- 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**.

- Select a grade scale from the list taken from Gibbon.

Warnings

- If you change the grade scale *after* people have entered grades the data will be lost and will need to be re-entered.
- Deleting a report after data has been entered will lead to the loss of all data related to the report, including settings, grades and comments.

Limitations

- You may wish to use a different grade scale for different grades, e.g. attainment grades may use one scale and effort grades may use a different scale. This version allows you to use only grade scale for all grades. This is likely to be changed in later versions.
- We may wish to add options other than just the grade scale later.

Assign

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

- You will see all the reports you have created for the current year (changing the year at the top right 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**.

Design

- This section allows you to setup what will appear on the PDF document. At the moment the options are limited but you can expect further developments to this section later.

Types

- You can insert 4 different types of section:

  Text
    - o You can enter any text you want into text sections, including specifying such things as the student name. You do this using an editor which gives you basic word processing features.
    - o Currently size, weight and justification work but inserting images, colours, etc. are not yet supported.

  Subject
    - o This will list all subjects the student takes, plus their teachers, grades and comments.

  Pastoral
    - o This will show form tutor comments.

  Page break
    - o All items will be continuous unless you insert a page break.
- Add sections by clicking on the appropriate item in the list.
- New sections will be added at the end so use the drag handles on the left to drag sections into a different order if required.

Editing

- Currently you have to accept the default layout for subject and pastoral reports but you may alter text areas by clicking on **edit**.
- This will open an editing panel:

- You can use the options on the toolbar including the source code option that enables you to write your own HTML.

Insert

- You can insert items from the database such as:
    - First name
    - Preferred name
    - Surname
    - Official name
    - Class
- Click where you want them to appear then select from the drop down box. You will see these will appear in the text with [] round them.
- You can format items inserted in this way but do not change them.

Limitations

- o Although you can use a range of options on the editor, including inserting images, most of these are not replicated in the PDF file. You are more or less restricted to formatting, font size and font weight.

Access

- You will need to prevent reports from being changed after a certain time and will want to prevent access to many of your users.
- You can do this in the access section.

Create | Assign | Design | Access | Criteria | Complete | Start of Year

Report	Administ	Support	Teacher
2015-16 Term 1	☑	☐	☑
2015-16 Term 3	☐	☐	☐

Save

- This should show all the reports you have created down the left hand side and all the staff roles across the top.
- Check the boxes to give access to those staff.

Criteria

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

Create | Assign | Design | Access | Criteria | Complete | Start of Year

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

Year   2015–2016 ▲▼
Year Group Y09 ▲▼
Subject   English ▲▼

- Add, edit and delete items.

Add new

Criteria	Order	Action
Reading	1	Edit Delete
Writing	2	Edit Delete
Speaking	3	Edit Delete
Listening	4	Edit Delete

Limitations

Limitations

- o Later we may consider:
  - ▪ Allowing different grade scales to be used with different criteria.
  - ▪ Setting the maximum number of characters that may be entered for a subject comment.
  - ▪ Etc.

Reports – subject

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

Class list

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

Change to class view

Barnes, Lucian (09.1)
Berkheimer, Bindy (09.1)
Cass, Jemmy (09.1)
Crom, Idelle (09.1)
Dull, Janella (09.1)
Eliza, Marvin (09.1)
Esters, Salome (09.1)
Griffis, Gale (09.1)
Griffis, Lessie (09.1)

- o   Blue means you have entered grades and written a comment for the student.
- o   Green means you have completed some but not all of the items to be entered.
- o   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.

Subject reports

Lucian Barnes

Criteria	Grade
Attainment	5
Effort	3

19 characters 1000 maximum

This is a commment.

- Your browser needs to be setup to check spelling.

View

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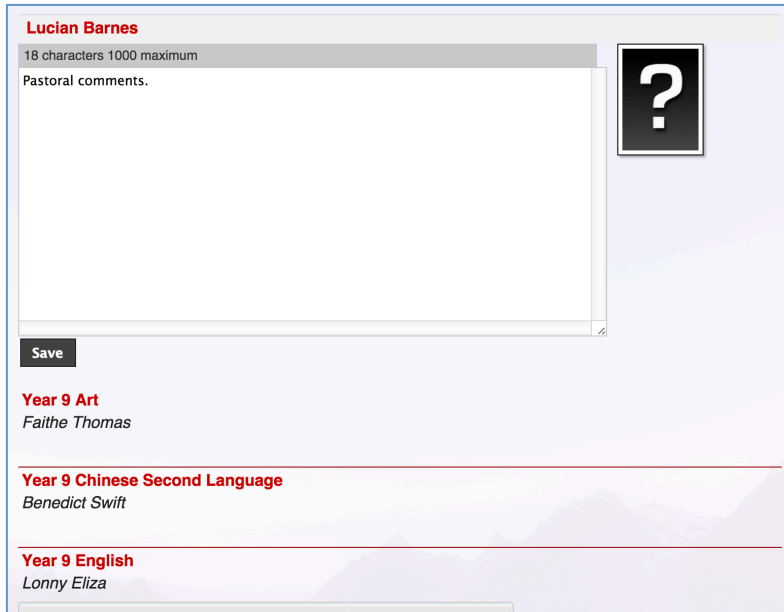- Click on this and you will then scroll to see *all* students.

- 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 van 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.

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

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

- 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	☐
Barnes, Lucian	2015-2016-Year 9-1-905-BarnesL.pdf	25-07-2015 07:59:24	☑
Berkheimer, Bindy			☑
Cass, Jemmy			☑
Crom, Idelle			☐

- 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 but you should download the file and open in something like Acrobat viewer as sometimes browser viewers do not give a true representation.

Limitations

- You can only deal with one file at a time. We will shortly add a download button that will allow you to download a whole class as a zip file.
- This can then be dropped onto a printer icon to print the whole class and can also be stored to provide a backup of what is on the server

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.

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

Current | Search

- 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   laur

Select name   √
Felbrigge, Laurie (Laurie)
Hemenway, Laure (Laure)
Laurence, Avelina (Avelina)
Laurence, Nova (Nova)
Laurence, Topaz (Topaz)
Shaffer, Laurie (Laurie)

Go

Complete

- Back in the *administration* section you will see an option labelled complete.
- This allows you to check how many reports have been completed.
- It will show each class in the selected year group, the teacher's initials, the number of students and the number of reports completed.
- The final column shows if reports have been completed, started or not started.

CS09 (1)	9	0	Not Started
CS09 (2)	9	0	Not Started
EN09 (ELJI)	16	0	Not Started
EN09 (NB)	17	0	Not Started
EN09 (VL)	20	1	Started
EX09 (1)	18	0	Not Started

Start of year

- This section is not active but will allow you to copy settings from the previous year to the current year so you do not have to re-enter all your data.