

Quick Tips for TWEA Report Card

FOR RESOURCES, SUPPORT and the TWEA link:

www.lkdsb.net/program/twea

To access TWEA directly:

<http://twea.lkdsb.net/trillium>



Fast Facts:

- TWEA will logout after approximately 25 minutes unless data has been saved. Remember to **SAVE OFTEN.**
- **Do not use the Back or Refresh button** – any unsaved information will be lost!
- Turn off your pop-up blocker while working on TWEA
- Use the link that states “Log out”. Do not just close the page through the top right hand corner.
- You can see all terms (report periods) within TWEA but can only edit the current term

Report Card Process – Start to Finish:

1. Build Comment Bank
2. Complete Learning Skills
3. Enter Marks
4. Apply Comments
5. Report Card Tab
 - a. IEP
 - b. Final editing



Tabs or Pages in TWEA (i.e. the main horizontal Menu)



Subject/Students:

- All students and subjects can be viewed but only subjects taught can be edited

Mark Entry:

- Select a class and subject from the drop down menus (available for Rotary or Split Grade Teachers)
- For Primary/Junior, use the drop down arrow to select the appropriate letter grade. For Intermediate, type the appropriate mark (these can be found in the 2006 Report Card Guidelines, Page 9, in the Assessment and Education link in the Elementary Program site – [Click here](#) to access this document).
- The TAB key can be used to move to the next column or next student

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Student Comments:

- The reporting period can be changed (however, it is read-only access in other terms, no information can be edited)
- Marks and comments can be entered on this view
- A second menu bar is located under the main menu tabs to provide a spell check, save button, Comments Report, Previous Achievements and Missing Achievement
- The class list on the left shows the name of the active/selected student, highlighted in dark blue, and also above the list along with their grade
- Drop down menus are at the top for grade, subject and reporting period
- A comment can be created individually or using one of the Comment Banks (Board, Group or Personal)

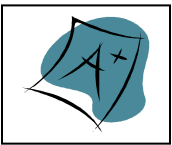
How To...

1. Create comments for individual students:

- a. Select homeroom, subject and student
- b. Type the comment. The "Insert Pronoun" box is on the right. Double click a name/pronoun to enter it into the comment
- c. Click the Save icon at the top left of the page

2. Save comments to individual students using a Comment Bank:

- a. Select the homeroom, subject and student
- b. Select the Comment Bank (Board, Group or Personal) using the appropriate radio button
- c. Set the appropriate filters (Comment or Title, Comment Type, Achievement Level, Subject/Skill, Strand, Grade) and click "binoculars Select" to view the comments meeting the selection criteria
- d. Double click on the desired comment (the comment will then appear in the comment field)
- e. Click the Save icon at the top left of the page



- The maximum number of characters available for the comment box, and the number of characters used, is located under the comment box. Characters include letters, numbers, punctuation and spaces.
- To apply the same comment to multiple students, use the "Flagging" instructions at the end of this document

Skills/Progress:

- Only the Homeroom teacher has access to this tab to enter learning skills comments and grades
- Skills/Progress page defaults to the Learning Skills sub-page. Select the student name and use the drop down arrows to select the appropriate learning skills. Click Save.
- In first and second term, use the Promotion/Attendance sub-tab to enter promotion information (with difficulty, well, at risk). Promotion to the next grade is automatically entered on the Report Card view.

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Report Card:

- This is set up like the hard (paper) copy
- To edit or enter IEP, marks, comments, learning skills, or change the promotion status, select the Homeroom and then the student from the class list on the left
- Teachers have access to edit only those subjects which they teach, but have viewing rights for all subjects for the individual student
- The maximum characters, and current number of characters, is displayed by the comment box
- Remember to **SAVE OFTEN!!**
- A DRAFT copy of the report card can be printed in PDF or HTML format

Comment Builder:

- Remember to work from the top down and left to right
- Remember to Spell Check all comments as they are made. Spell check only checks the currently viewed comment – it does not check the whole report card - so catch mistakes now.

How To...

1. Build a comment:

- a. In the top half of the page, select Comment Type, Achievement Level, Subject/Skill, and Grade using the drop down arrows
- b. Enter an appropriate and consistent Title to allow for ease in searching for comments in the future i.e. "T1-Music-Gr.1-A" for a comment in Term 1 Music, Grade 1, Level 4
- c. Type the comment in the comment field. Insert a pronoun/name code where appropriate by double clicking on the code in the "Insert Pronoun" box.
- d. Click the "Save" icon

2. Find comments in the bank: (these steps can be followed in Comment Builder, Student Comments or Skills/Progress pages)

- a. Use the bottom half of the page and select the Comment Bank to be searched (Board, Group or Personal)
- b. Choose the search criteria using any or all of the filters (Comment or Title, Comment Type, Achievement Level, Subject/Skill, Strand, Grade)
- c. Click "binoculars Select" and comments matching the search criteria will appear in the field at the bottom of the page



3. Modify a comment in a Bank:

- a. Find the comment in the Comment Bank
- b. Click on the magnifying glass to the left of the comment to view the text for entire comment
- c. Click the paper and pencil icon to the left of the desired comment to move it to the top comment field and edit

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- d. On the top half of the page, select the Comment Bank, create a title and use drop down arrows to set the criteria (if re-naming the comment)
- e. Click the “Save” icon

4. Delete a comment from the Personal or Group Bank:

- a. Find the comment in the comment bank
- b. Click in the empty box to the left of the comment
- c. Click on the trash can (just above the field containing the Comment Bank)

5. Print a list of comments:

- a. Find the comment or set of comments
- b. From the buttons just above the Comment Bank, select PDF or HTML and then click the print button
- c. Click print on the window that opens



Flagging to insert comments to multiple students



1. Compose comments in the Comment Builder
2. Click the “Student Comments” tab
3. Search for the comment at the bottom of the page by setting appropriate filters and clicking “binoculars Select”
4. Comments will be displayed in a field at the bottom of the page. Click on the desired comment to move it to the top comment field.
5. Click the “Copy To” icon beside the “binoculars Select” icon
6. A new window will open and show a list of the students (and marks if they have been entered). The comment appears at the top of the window. Click the student(s) where the comment is to be applied or select all students by using the icon at the top (it looks like a paper with a check mark).
7. Click “Apply” (the floppy disk icon located between the spell check and the delete icons and under the comment field) to apply the comment to the selected students. A red check mark appears in the row beside each student where the comment was applied.
8. Use either the “door close” icon or the “X” at the top right of the pop-up to close the window. The comments will appear in the comment box.