

TWebEA – Reporting Period 2, May/June 2009

Updates for Kindergarten Teachers

Hello teachers!

You have or will be receiving a TWebEA update from the Helpdesk. A few items pertaining to Kindergarten Report Cards should be noted:

1. The tabs available after login will be slightly different. Teachers will have access only to the Kindergarten tabs and not the 1-8 tabs. If you teach grades 1-8 as well as Kindergarten, TWebEA will default to the Grade 1-8 interface. A button that allows switching between the Kindergarten and Grade 1-8 interface will be available.
2. All teachers will have access to view previous reporting periods by using the dropdown menu.

With respect to the issue with spacing and number of pages printed, the following is recommended:

1. Ensure there are no carriage returns within a comment box i.e. do not hit 'Enter' as creates a new line (sentences should appear in a paragraph format rather than starting a new sentence on a new line). This issue can be viewed and corrected in the Student Comment page and the Report Card page.
2. When using comments from a Bank (Personal, Board or Group), do **NOT** put any spaces and do not hit Enter after the very last period of the comment. When inserting comments in this fashion, the program will automatically insert two spaces after the last comment. If 2 spaces are included at the end of the comment, 4 spaces will be present when the next comment is applied to that comment box. However, if a comment is typed, spaces must be inserted. See Section 7 in the TWebEA Manual for more information regarding comments and spacing.
3. Use a maximum of 425 characters per comment box. The character count in TWebEA indicates a maximum of 600 providing no carriage returns are used within the comment box. While teachers may successfully keep the report card to 3 pages by using 600 characters with no carriage returns, we recommend using 425 characters for this reporting period until the issue is fully resolved.

A few teachers emailed corrections to the Board Comment Bank (spelling, grammar, etc.) and these have been corrected in TWebEA. If you find additional errors, please forward the comment and the correction and indicate the Subject Area and level of Progress as searched in TWebEA.

Sincerely,

Irene Katzman and Carole Scott