



# TWebEA



## Trillium Web Elementary Achievement

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Revised February 2009

## Introduction

TWebEA allows teachers to enter marks/progress, comments, and learning skills for students from K-8 through a web browser. The web application interfaces directly with Trillium (the Student Information System for LKDSB) providing access to “real time” data. The application is intuitive and easy to learn. It includes features that teachers may already be familiar with, such as:

- ⇒ Comment bank
- ⇒ Spell check
- ⇒ Ability to copy comments to multiple students

Official Report Cards can only be prepared by using **Internet Explorer** and going to:

<http://lkdsb.net/program/twea>. Click the TWebEA link.

Or by accessing the TWEA site directly at:

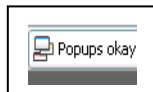
<https://tweb.lkdsb.net/twebea>

## General Functionality and Important Considerations

### 1. **Browser**

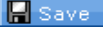
TWebEA will only work in Internet Explorer – not Mozilla Firefox.

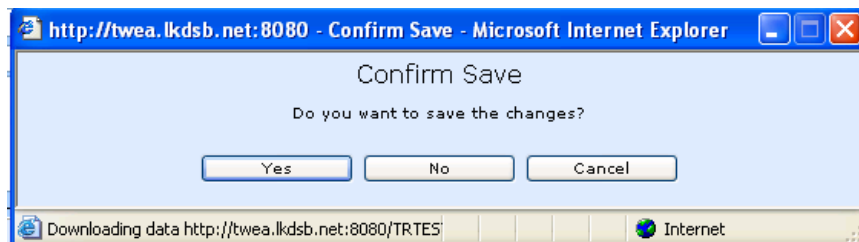
### 2. **Pop-Up Blockers**



The pop-up blocker must be turned off in order for TWebEA to function properly. It may appear to be functioning properly but some crucial messages which “pop-up” will be missed if it is not turned off.

### 3. **Saving**

Click the  **“Save”** button before moving to another student or screen. If this is not done, the following message will appear:



When this message appears:

- ⇒ Select **“Yes”** to save changes and proceed to the next screen
- ⇒ Select **“No”** to proceed to the next screen without saving changes

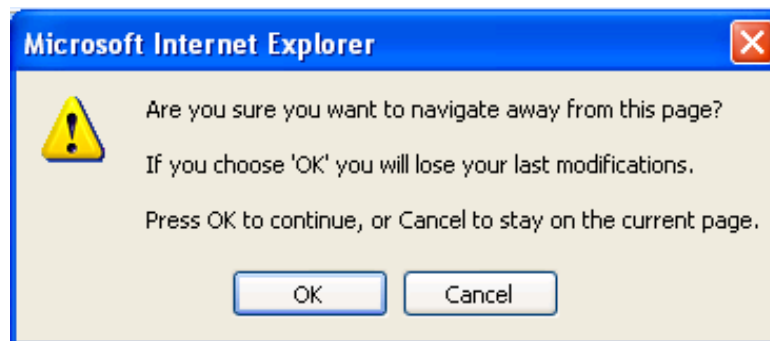
- ⇒ Select “**Cancel**” to remain on the current screen without saving changes

THE BEST ADVICE IS ...

 **SAVE EARLY AND SAVE OFTEN !** 

#### 4. **Browser Buttons**

The Refresh button and the Back button are **NOT** supported by this application. **DO NOT** use these buttons while logged into this application. Doing so will cause the user to **lose any information that has not been previously saved**. The following warning will appear:



Once this screen appears, it does not matter which button is selected (“**OK**” or “**Cancel**”), the user will be automatically logged out of the application and any data which was not previously saved will be lost.

The “log-in” screen will then appear and the username and password must be re-entered.

#### 5. **Timeout Feature – IMPORTANT**

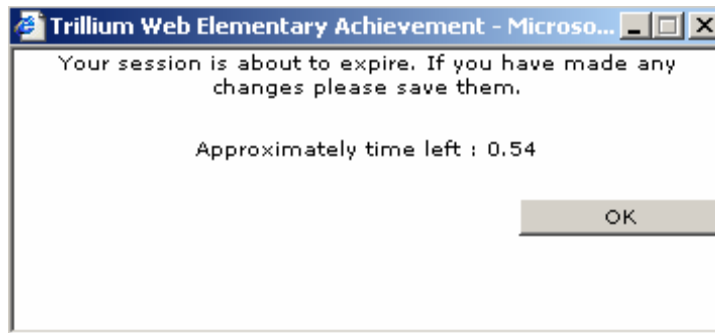
To help maintain the security access to the web application, the manufacturer has built in an automatic “timeout feature”.

**AFTER A 25 MINUTE PERIOD OF INACTIVITY THE USER WILL BE LOGGED OFF AND ANY DATA NOT SAVED DURING THIS TIME WILL BE LOST.**

A period of inactivity is defined as the time between **saves**. Entering data or typing a comment is not seen as activity. If your computer times out, all newly entered data since your last save **will be lost!**

A warning box will appear several minutes before the automatic log out occurs, to provide an opportunity to save data and reset the session timer. No warning is issued if the “pop-up” blockers are on. To invoke a save the user **MUST** still press the **Save** button on the screen. **Simply selecting the OK on the warning**

**screen will not save the data.** In the picture below, the user has 54 seconds remaining before all unsaved data will have been lost.



Again, the best advice is ...

 **SAVE EARLY AND SAVE OFTEN!** 

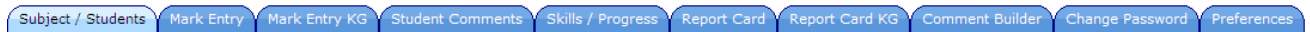
## 6. Reporting Periods

The report period will default to the current reporting period according to Core Trillium when users login.

- ⇒ On the **Subject/Students** page, the report period will be displayed in the upper left corner.
- ⇒ On the **Mark Entry** page, all three reporting periods are visible but only the current report period is available for update.
- ⇒ On the **Mark Entry KG** page, both reporting periods are accessible via a dropdown menu but only the current report period is available for update.
- ⇒ The **Student Comments** page has a dropdown list for the selection of the report period the user wishes to view. Note that only the current report period can be edited.
- ⇒ The **Skills/Progress** page for Grades 1-8 is only available to Homeroom Teachers for Grades 1-8.
  - ⇒ The **Skills/Progress** sub page, **Learning Skills**, allows teachers to enter the each of the learning skills using drop down arrows and the learning skills comments using the Comment Bank or by typing them manually.
  - ⇒ The **Skills/Progress** sub page, **Promotion/Attendance**, displays all three reporting periods but only the current report period is available for update. *Please note that attendance is updated by the school Secretary via Core Trillium.*
- ⇒ The **Skills/Progress** page for JK/SK provides an opportunity for general comments which are to be stated as strengths, areas for improvements and next steps. Both reporting periods are accessible via dropdown menu but only the current report period is available for update.
- ⇒ On the **Report Card** page, the report period will be displayed in the upper left corner.

- ⇒ On the **Report Card KG** page, both reporting periods are accessible via dropdown but only the current report period is available for updatedisplayed in the upper left corner.

This manual provides information on the use of the tools and functions found on each page of the TWebEA website. Pages are displayed by clicking on each of the tabs (the main horizontal menu available on all pages) shown below:



## Signing On and Off TWebEA

1. Enter user name in the "User Name" text box i.e. 6+2 Novel login
2. Enter password in the "Password" text box (for new users, the password is change and a password change will be forced during the first login).
3. Click the "Submit" button to complete the login process.

SRB  
education solutions

Trillium Web Elementary Achievement

Login

User Name:

Password:

Submit

1, 2

3

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### **Note:**

*Each user has five attempts to log in correctly. After five failed attempts the account will be frozen for 15 minutes. This is a security measure to guard against unauthorized access.*

4. To logout of TWebEA, click "**Logout**" situated in the top right corner of the screen.

SRB  
education solutions

Rosedale Public School

Teacher Name: Che

School Info Logout About

Subject / Students Mark Entry Mark Entry KG Student Comments Skills / Progress Report Card Report Card KG Comment Builder Change Password Preferences

4

# Subject/Students

Subject / Students

## Description:

The **Subject/Students** page is a viewing page for the selection of Class/Homeroom, Grade, Subject or Student. Using this page, eligible teachers can view their students by class. Teachers teaching in more than one school, can select the school in which they would like to work, by using the drop down menu situated on the upper part of this screen. Homeroom teachers can see every subject on the report card, but can only edit the subjects they teach. Rotary teachers can only see the subjects they teach. The student and subject last selected on this screen will be the default student and subject for subsequent screens.

## Note:

*In order to select a different school from the drop down, a teacher must teach in more than one school.*

1. Select the default subject and student within the subsequent pages by clicking on the subject and the student.
2. The "Selected" column on the right side of the screen displays the selected subject and student.

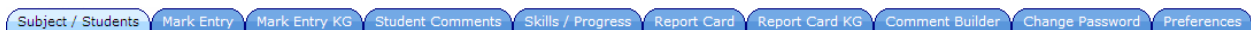
Class/ Homeroom	Grade	Subject	Grade Student Name (Total: 8)
JKBC	JK	Health and Physical Activity JK	JK Av
JKBC	JK	Language JK	JK Bi
JKBC	JK	Mathematics JK	JK Cl
JKBC	JK	Personal and Social Development JK	JK Di
JKBC	JK	Science and Technology JK	JK Du
JKBC	JK	The Arts JK	JK La
JKBC	SK	Health and Physical Activity SK	JK La
JKBC	SK	Language SK	JK La
JKBC	SK	Mathematics SK	JK La
JKBC	SK	Personal and Social Development SK	JK La
JKBC	SK	Science and Technology SK	JK La
JKBC	SK	The Arts SK	JK La

## Note: Reporting Periods

*The report period will default to the current reporting period according to Core Trillium when users login.*

- ⇒ On the **Subject/Students** page, the report period will be displayed in the upper left corner.

The remainder of the manual provide information regarding the use of the tools found on each of the pages. Pages are accessed by clicking on each of the tabs shown below:

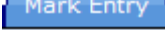


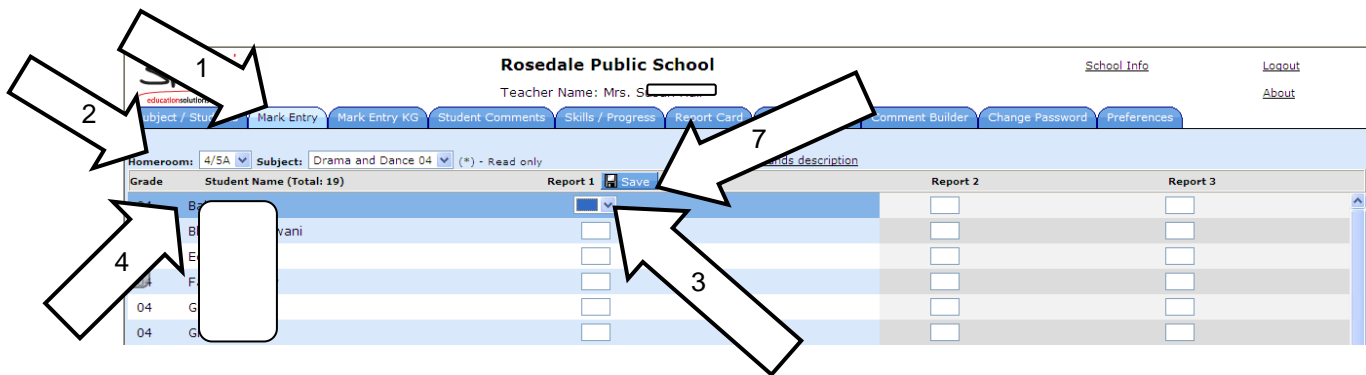
## Mark Entry

Mark Entry


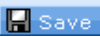
### Description:

The Mark Entry page permits teachers to enter marks for their students. Students are listed alphabetically. The homeroom/class can be changed by clicking on the “**Homeroom**” dropdown button. The Homeroom dropdown menu is only available to Rotary or Split Grade teachers. To select the subject, use the “**Subject**” dropdown list.

1. Click the “**Mark Entry**” tab. 
2. Select a class from the “**Homeroom**” drop down list (for Rotary and Split Grade Teachers only).
3. Select a subject from the “**Subjects**” drop down list.
4. Select a student from the “**Student Name**” column and enter the marks.



Grade	Student Name (Total: 19)	Report 1	Report 2	Report 3
B		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	yani	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the  “**Save**” button located beside the “**Report**” heading.
6. Rotary and Split Grade Teachers may select another class from the “**Homeroom**” dropdown list, and continue with mark entry.
7. Remember to save the changes by clicking the  “**Save**” icon.

### Notes:

*All reporting periods will be visible, but only the current reporting period will be able to be edited.*

*The program will display the appropriate number of strands to enter marks for each subject to comply with the Ministry standards.*

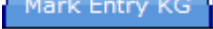
*Health and Physical Education are not reported as separate subjects. If more than one teacher teaches the strands, evaluations and comments must be combined and input as one mark and one comment in the Health and Physical Education subject box.*

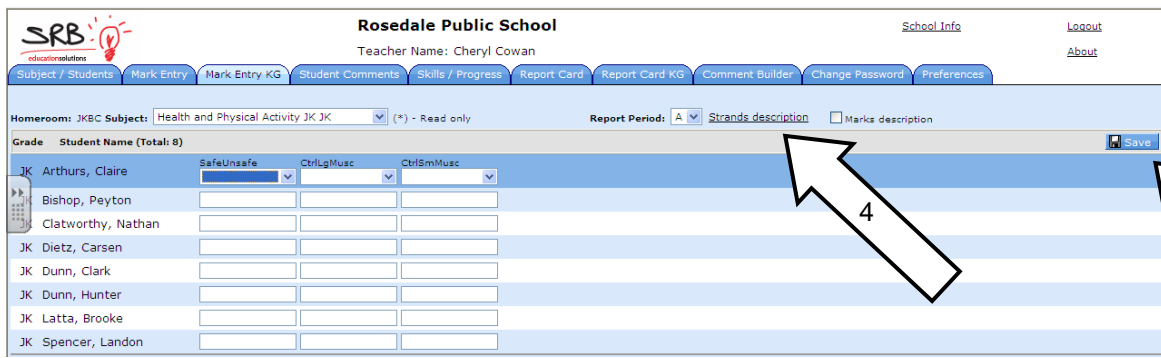
## Mark Entry KG

Mark Entry KG

### Description:

The Mark Entry KG page permits teachers to enter student progress. Students are listed alphabetically. If two or more classes are taught, the desired class can be selected by clicking the “**Homeroom**” dropdown button. The homeroom/class dropdown menu is only available to JK/SK teachers with more than one class. To select the subject, use the “**Subject**” dropdown list.

1. Click the “**Mark Entry**” tab. 
2. Select a subject from the “**Subjects**” drop down list.
3. Click a student from the “**Student Name**” column and enter the progress using the dropdown.



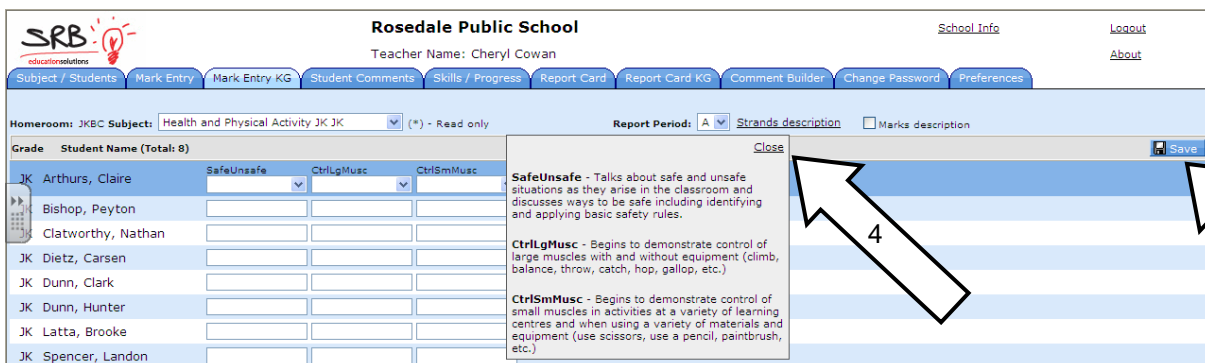
Rosedale Public School  
Teacher Name: Cheryl Cowan

Subject / Students | Mark Entry | Mark Entry KG | Student Comments | Skills / Progress | Report Card | Report Card KG | Comment Builder | Change Password | Preferences

Homeroom: JKBC Subject: Health and Physical Activity JK JK (\*) - Read only Report Period: A Strands description Marks description

Grade	Student Name (Total: 8)	SafeUnsafe	CtrlLgMusc	CtrlSmMusc	
JK	Arthurs, Claire	▼	▼	▼	Save
	Bishop, Peyton				
	Clatworthy, Nathan				
JK	Dietz, Carsen				
JK	Dunn, Clark				
JK	Dunn, Hunter				
JK	Latta, Brooke				
JK	Spencer, Landon				

4. Click the ‘Strand description’ link for a description of all strands in the subject displayed. Click the ‘Close’ link in the pop up window to close the Strands description.



Rosedale Public School  
Teacher Name: Cheryl Cowan

Subject / Students | Mark Entry | Mark Entry KG | Student Comments | Skills / Progress | Report Card | Report Card KG | Comment Builder | Change Password | Preferences

Homeroom: JKBC Subject: Health and Physical Activity JK JK (\*) - Read only Report Period: A Strands description Marks description


Grade	Student Name (Total: 8)	SafeUnsafe	CtrlLgMusc	CtrlSmMusc	
JK	Arthurs, Claire	▼	▼	▼	Save
	Bishop, Peyton				
	Clatworthy, Nathan				
JK	Dietz, Carsen				
JK	Dunn, Clark				
JK	Dunn, Hunter				
JK	Latta, Brooke				
JK	Spencer, Landon				

SafeUnsafe - Talks about safe and unsafe situations as they arise in the classroom and discusses ways to be safe including identifying and applying basic safety rules.

CtrlLgMusc - Begins to demonstrate control of large muscles with and without equipment (climb, balance, throw, catch, hop, gallop, etc.)

CtrlSmMusc - Begins to demonstrate control of small muscles in activities at a variety of learning centres and when using a variety of materials and equipment (use scissors, use a pencil, paintbrush, etc.)

Close

6. Remember to save the changes by clicking the  “**Save**” icon at the top right of the page.

### Note:

*The program will display the appropriate number of strands to record progress for each subject to comply with the Ministry standards.*


## Student Comments

Student Comments

### Description:



The Student Comments page allows teachers to enter subject/academic related comments. On this page, comments can be added manually **and** comments can be applied from the Comment Bank(s) or the Ministry Expectations. Mark entry for Grades 1-8 or progress for JK/SK can also be done from this screen.

### Notes:

The top half of the “**Student Comments**” page allows teachers to create comments within a student report card. The bottom half of the page allows for a search (  Select “**binocular Select**”) of the Comment Banks (Board, Group or Personal) or Ministry Expectations using any or all of the filters available, view the comment in the comment field, edit and save a comment to a bank using any or all of the filters. Comments created or edited within the ‘Student Comments’ tab cannot be saved to the Personal or Group comment bank.


Teachers who teach in more than one school will be able to access their Personal and Group Comment Banks from either school and home.

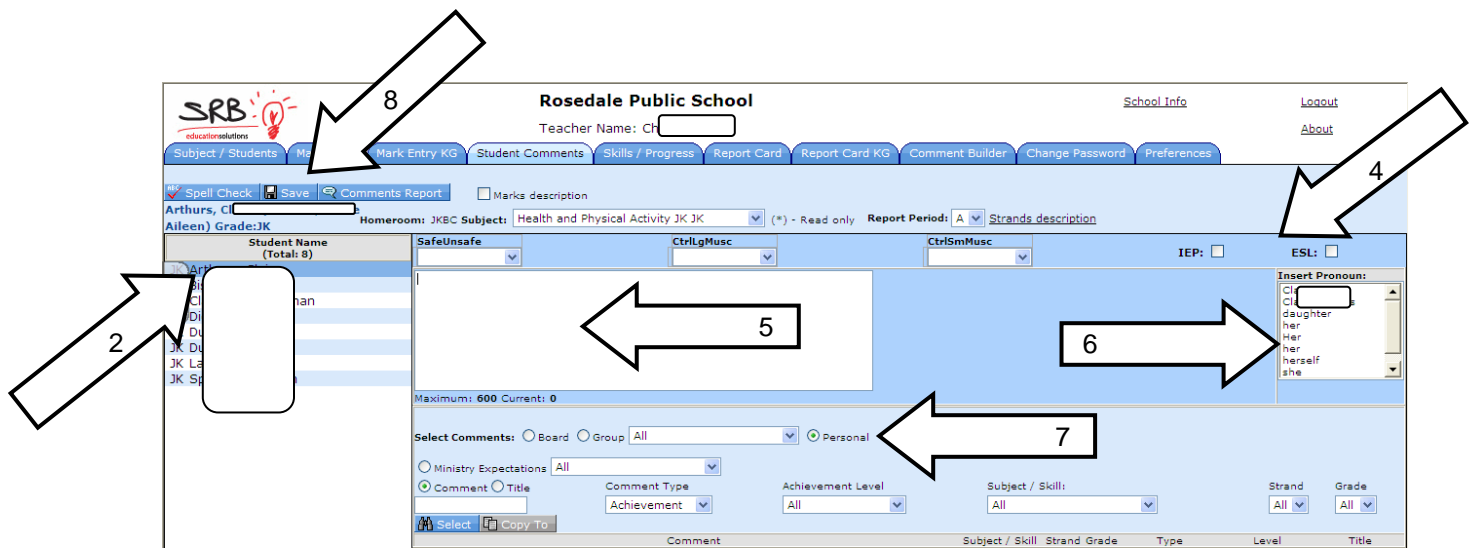
### Creating Individual Comments:

1. Click the “**Student Comments**” tab 
2. Select a student from the “**Student Name**” column.
3. Select a class from the “**Homeroom**” drop down list (for Rotary, Split Grade or JK/SK Teachers only) and a subject from the “**Subject**” drop down list (if more than one subject is taught).
4. Edit or enter the Mark for Grades 1-8, Progress for JK/SK, IEP modification or ESL status using the dropdown.
5. Enter the comment into the comment field.
6. In the “**Insert Pronoun**” box, **double click** the appropriate pronoun to have it inserted at the location of the cursor within the comment field.
7. Continue to enter the rest of the comment.
8. Click the  **Save** “**Save**” icon at the top left of the window.



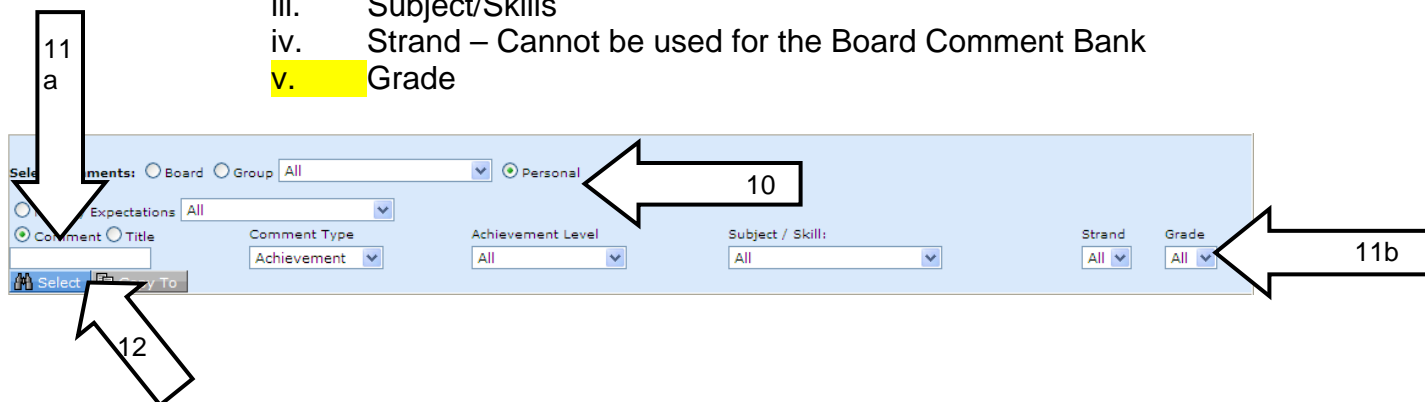
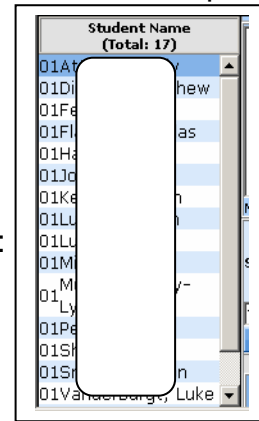
### Note:


Individual comments typed manually cannot be applied to other report cards using the  **Copy To** “**Copy To**” function. See below for the use of “**Copy To**”.

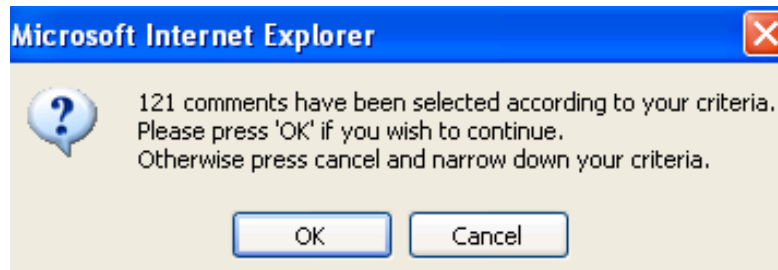


### Using a Comment Bank or the Ministry Expectations:

9. To make use of a Comment Bank to enter comments on a student report card, select a student from the “**Student Name**” column.
10. TWebEA defaults to the “**Personal**” Comment Bank. To use “**Board**” or “**Group**” comments, or “**Ministry Expectations**”, click the appropriate radio button.
11. Use any or all of the filters to search for a comment by:
  - a. Comment key word or Title – Select the appropriate radio button. Enter the key word(s) or title in the field below the radio buttons.
  - b. Filters – Use the dropdown to select any or all of the following filters:
    - i. Comment Type – Achievement is the default. Use the dropdown to select Progress or Learning Skills
    - ii. Achievement Level
    - iii. Subject/Skills
    - iv. Strand – Cannot be used for the Board Comment Bank
    - v. Grade



12. Click the  **Select** “**binocular Select**” icon to view a list of comments matching the key word search.
13. When a large number of comments have been retrieved, the application will pop up a message indicating the number of comments matching the search criteria. To reduce the number of comments displayed, narrow the search i.e. use more filters.

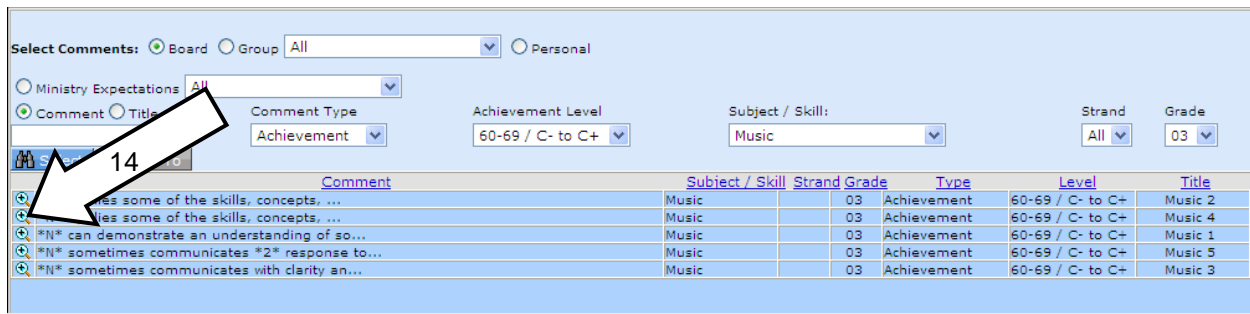


**Notes:**

*If no comments are displayed, widen the search i.e. remove some or all of the filters.*

*Comments displayed in the comment bank area can be sorted by clicking on the column header.*

14. Click the magnifying glass beside the comment to preview the entire comment.  
Double click the desired comment and the comment will appear in the comment box.



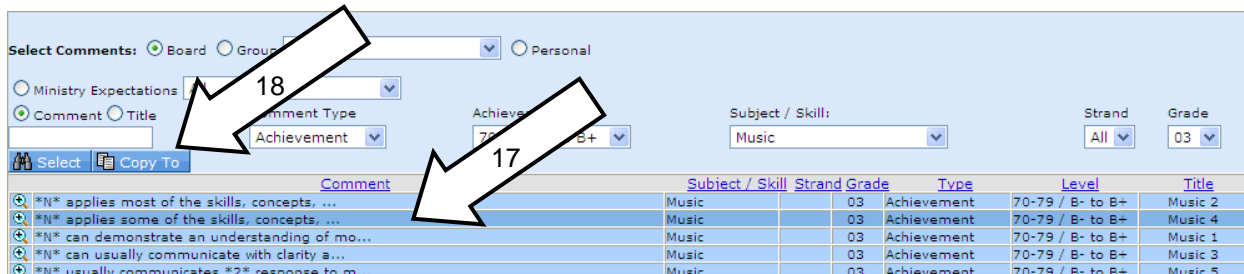
**Note:**

*Do **NOT** put any spaces 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 field. However, if a comment is typed, spaces must be inserted. See Section 7 for more information regarding comments and spacing.*

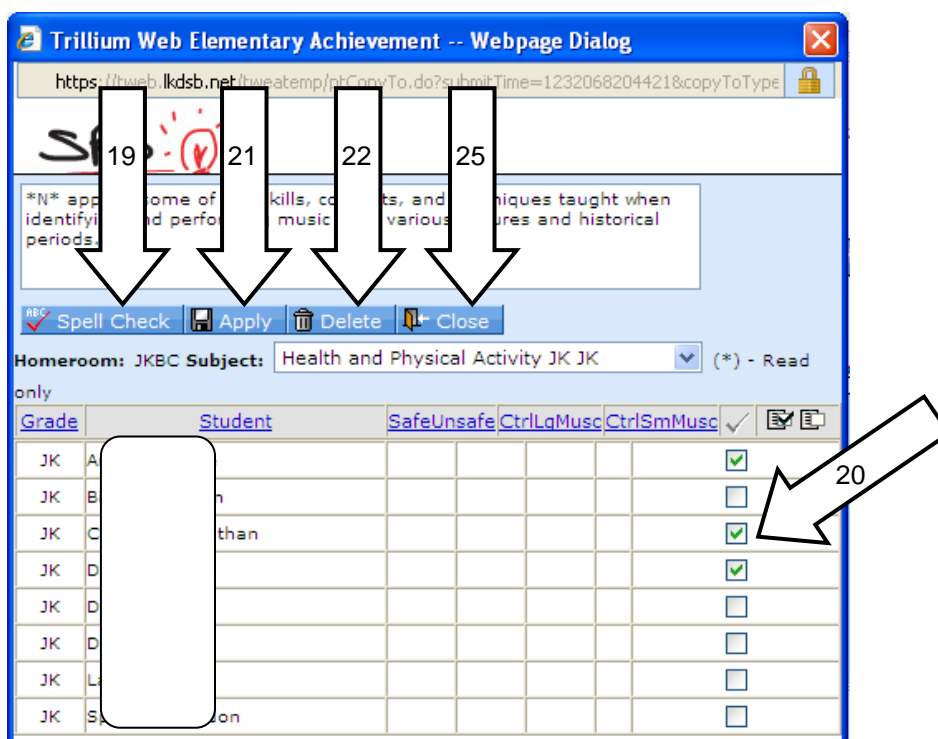
15. Edit comment and insert pronouns as required.
16. Click the Save **“Save”** button to save the comment (located on the left, above the student list).

**Apply a Comment to Multiple Students (Flagging):**

17. Select (single click/highlight) a comment from the Comment list. Notice that the **“Copy To”** icon becomes enabled (turns from grey to blue in colour).
18. Click the Copy To **“Copy To”** button.



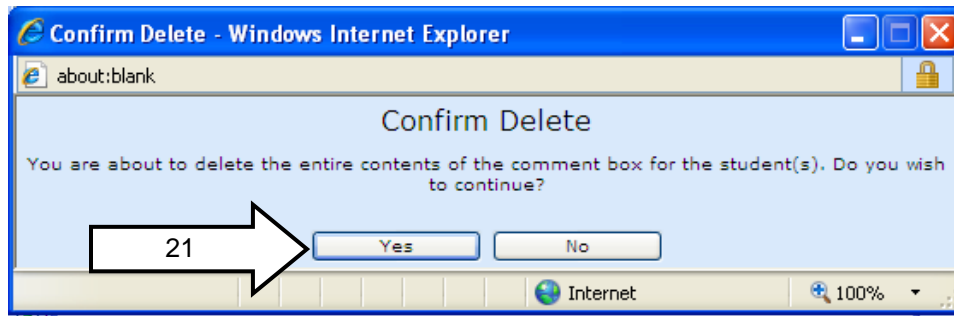
19. The pop up window that appears will allow the same comment to be applied to multiple students. The comment will be displayed in the field at the top of the window. Edit the comment as needed and use the spell check tool.
20. Select the appropriate students by clicking in the appropriate check boxes.
21. Click the “**Apply**” icon on the left side of the window under the comment text field.



**Note:**

The above pop up page can also be sorted by clicking on the grade, student or strands column header.

22. To delete the entire comment field from multiple selected students, a comment must first be applied in order to activate the **Copy To** “**Copy To**” button (the “**Copy To**” button will turn blue when it is active). Select the students by clicking in the empty check boxes. Click “**Delete**” to delete the comment field from the selected students. If a comment is deleted from this screen using the “trash can”, **the entire contents of the comment box** for all students selected will be deleted, not just the last comment. There is **no** “undo” button.
23. A “**Confirm Delete**” pop up will provide an opportunity to continue with the delete or abandon the deletion.



**Note:**

The comment will **not** be deleted from the selected student (where the comment was being applied in order to activate the “**Copy To**” button). The comment must be deleted manually for this student.

**Applying Comments for Stranded Subjects:**

24. When applying comments in subjects with strands, remember to do all levels of each strand in order (e.g.: A, B, C & D for Reading; then A, B, C & D for Writing; then A, B, C & D for Oral and Visual).

**Notes:**

Before adding the next strand, ensure the cursor is at the end of the comment for the previous stand. Because applied comments to an individual student will appear where the cursor has been left, it is important to place the cursor at the end of the comment.

Health and Physical Education are not reported as separate subjects. If more than one teacher teaches the strands, evaluations and comments must be combined and input as one mark and one comment in the Health and Physical Education subject box.

25. Click the “**Close**” button on the pop-up window to return to the “**Student Comments**” page.

**Note:**

The comment size for elementary subjects (in keystrokes) is:

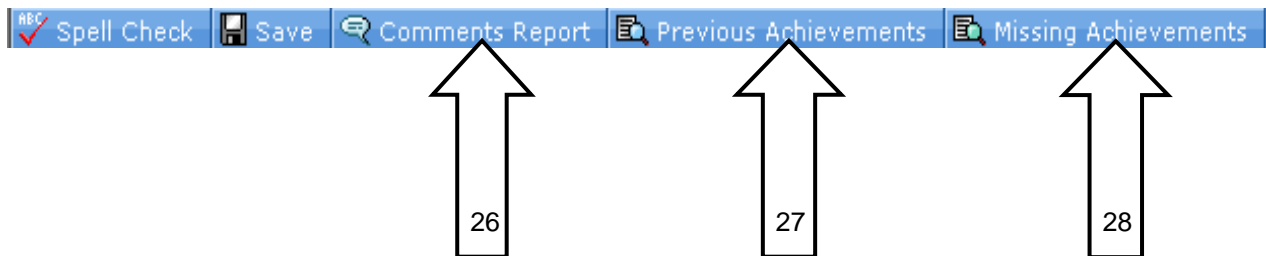
Comment Type	Grades 1 – 6	Grades 7, 8	Kindergarten
English	1100	950	600
French	850	700	600
Mathematics	1370	1170	600
Other	565	400	600

- ⇒ The keystroke indicator is directly beneath the comment field.
- ⇒ The use of the enter key to create paragraphs may cause the comments to exceed the available space when printing the report cards. If enter is used,

the lengths of the comment could be truncated on the report card. (i.e.: if the enter key is used, the keystroke count will not be accurate).

**Additional Tools available for Grades 1-8 only:**

26. The “**Comments Report**” button provides a PDF version of the marks and comments for the entire class for the current reporting period. This PDF can be printed and used for editing purposes during the report card process. It can also be printed at the completion of the Report Card process as a record for future reporting periods.
27. The “**Previous Achievements**” button provides a pop-up window view of previous reports for one selected student. This view can be used as a reference when completing report cards during reporting period 2 and 3. This tool also has a print option which will print the Previous Achievements for one student at a time, one student per page.
28. The “**Missing Achievements Data**” button displays in a check list format for all subjects for selected the homeroom. It indicates the learning skills, marks and comments that have **NOT** been entered.




**Description:**

The Skills/Progress page is divided into two sub pages: “**Learning Skills**” and “**Promotion/Attendance**”. The Learning Skills page allows teachers to enter skills and comments while the “**Promotion/Attendance**” page allows the teacher to enter promotion status and browse attendance information for the selected student.

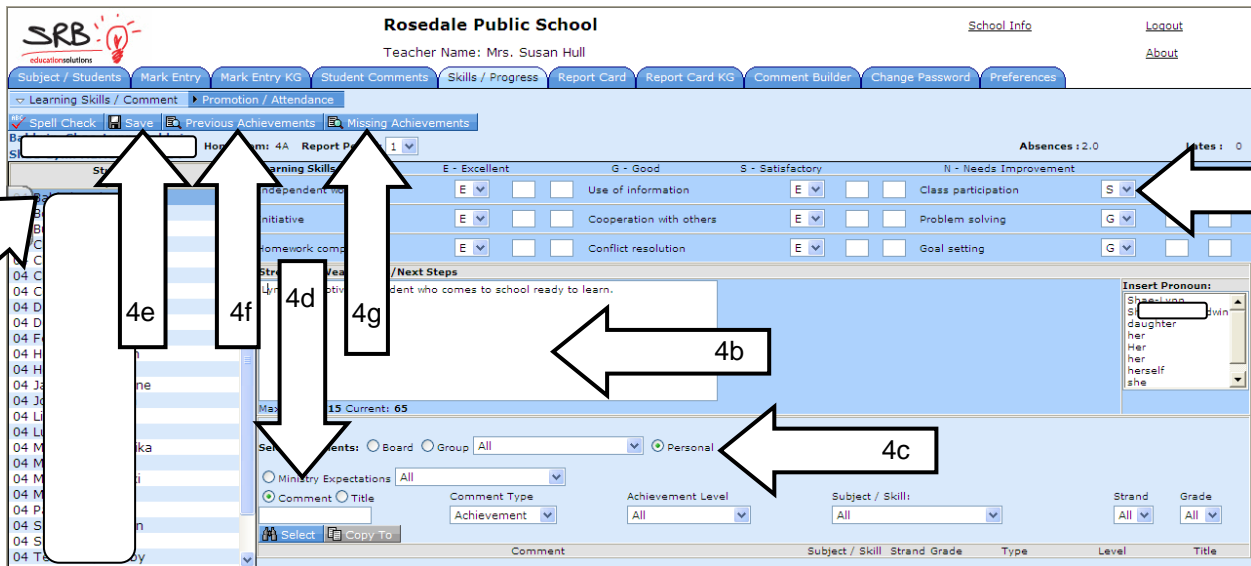
Only homeroom teachers for Grades 1-8 and JK/SK teachers have access to the “**Skills/Progress**” page. Rotary teachers do not have this page or its sub pages; however, this information is available in read only format in the “**Report Card**” tab.


Learning Skills Sub Page**Note:**

There are no Learning Skills Comments in the Board Comment Bank.

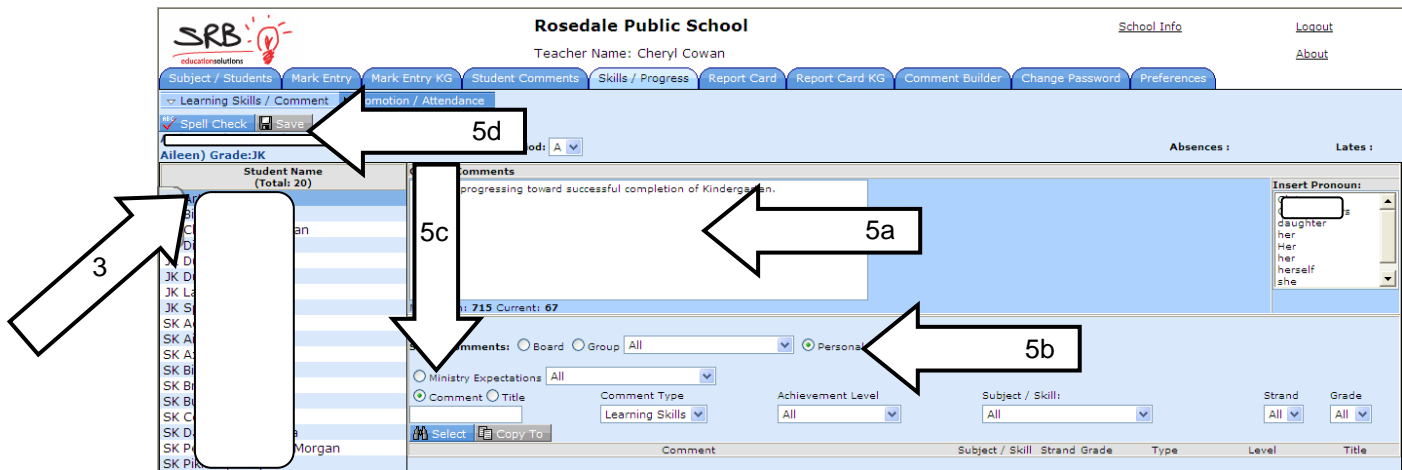
1. Click the “**Skills/Progress**” tab. The default sub page is the “**Learning Skills**” sub page.
2. TWebEA will default to the current reporting period. The other reporting periods can be viewed in a read-only format by using the dropdown.
3. Select a student from the “**Student Name**” field.
4. For Grades 1-8, enter comments in the ‘General Comments’ field by:
  - a. Enter learning skill levels using the drop down arrows.
  - b. Learning Skills comments can be entered manually on this page.
  - c. Comments can be searched and then added from the Personal or Group Comment Banks.
  - d. Select Ministry Expectations and edit to create a comment
  - e. Click the  “**Save**” icon.
  - f. The “**Previous Achievements**” button provides a pop-up window view of previous reports for one selected student. This view can be used as a reference when completing report cards during reporting period 2 and 3. This tool also has a print option which will print the Previous Achievements for one student at a time, one student per page.
  - g. The “**Missing Achievements Data**” button displays in a check list format for all subjects for selected the homeroom. It indicates the learning skills, marks and comments that have **NOT** been entered.

**Note:** Refer to the Comment Builder Section of this manual to create Learning Skills comments and save them to the Personal and Group Comment bank and to the Student Comments section to add a Learning Skills comment to a student or group of students.



5. For JK/SK, enter comments in the 'General Comments' field by:
- Enter comments manually in the General Comments field.
  - Select comments from the Personal or Group Comment Bank.
  - Select Ministry Expectations and edit to create a comment.
  - Click the  **Save** icon.

**Note:** Refer to the Comment Builder Section of this manual to create Learning Skills comments and save them to the Personal and Group Comment bank and to the Student Comments section to add a Learning Skills comment to a student or group of students.



**Description:**

The “**Promotion/Attendance**” page allows the teacher to enter promotion status and browse attendance information for the selected student. Core Trillium is used to track attendance and these fields are in a read only format. School Secretaries are responsible for populating this field.

1. Click on the “**Promotion/Attendance**” sub tab, underneath the “**Skill/Progress**” tab.
2. Select a student from the “**Student Name**” column.

Rosedale Public School  
Teacher Name: Mrs. S

Subject / Students | Mark Entry | Mark Entry KG | Student Comments | Skills / Progress | Report Card | Report Card KG | Comment Builder | Change Password | Preferences

Learning Skills / Comment | Promotion / Attendance

Baldwin, Shae-Lynn (Baldwin, Shae-Lynn Marie) Grade:04 Homeroom: 4A

Grade Student Name (Total: 27)

Student Name	Report Period 1	Report Period 2	Absences / Lates				
Baldwin, Shae-Lynn Marie	<input type="radio"/> Progressing well towards promotion <input type="radio"/> Progressing with some difficulty towards promotion <input type="radio"/> Promotion at risk		Report 1	Report 2	Report 3	Total Days Absent:	2.0
			0			Total Times Late:	0


3. Select the appropriate radio button in the “**Promotion Status**” section. In the third term, promotion to the next grade is automatically inserted unless changed manually on page 1 of the report.
4. The lower part of this screen displays the attendance for the selected student. These fields are populated by the Secretary in Core Trillium.

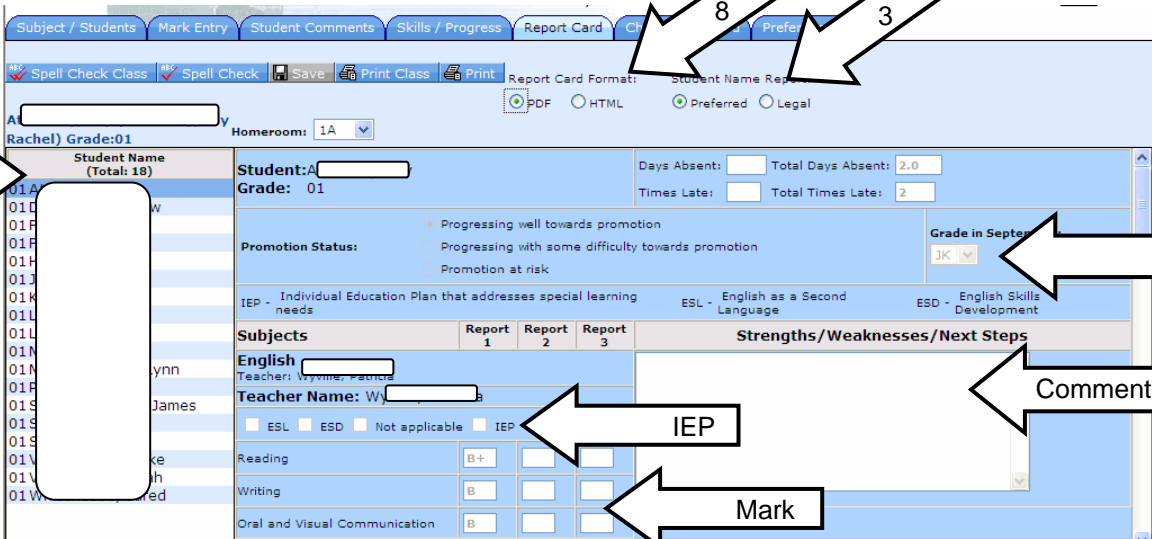
# Report Card

Report Card

## Description:

The Report Card page allows teachers to record IEP modification, enter marks, learning skills and manually enter any comments for the current report period. Students are listed in alphabetical order. Once a student is selected, the subjects will be seen. The right side of the screen is used to enter comments and the bottom part of the screen is used to enter Learning Skills. Teachers will be able to view all reporting periods, but only have access to edit subjects taught. Rotary and Split Grade teachers will have access to all of their classes from this screen by using the homeroom drop down arrow to view each class.

1. Click the “**Report Card**” tab.
2. From the “**Student Name**” field, select a student.
3. The student’s legal name, including middle name, will display in brackets beside the preferred name. The form visible (preferred or legal) in a print preview is dependent upon which radio button is selected (preferred or legal). The name that appears on the official report is dependent upon the setting selected by the Secretary printing from Core Trillium.
4. Under “Grade in September”, use the drop down menu to select the appropriate placement for September.
5. On the “**Report Card**” page, IEP, marks, comments and learning skills can be entered. Scroll down to view/edit each of the subject areas. The learning skills section is located at the bottom of the report.
6. Remember to click  **Save** “**Save**”...often.



The screenshot shows the Report Card form interface. Callout 2 points to the Student Name list on the left. Callout 3 points to the Student Name field at the top. Callout 4 points to the Grade in September dropdown menu. Callout 5 points to the IEP checkbox. Callout 6 points to the Mark field in the English subject row. Callout 7 points to the Comments field. Callout 8 points to the Save button at the top.

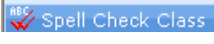

Subject	Report 1	Report 2	Report 3	Strengths/Weaknesses/Next Steps
English	B+			
Reading				
Writing	B			
Oral and Visual Communication	B			

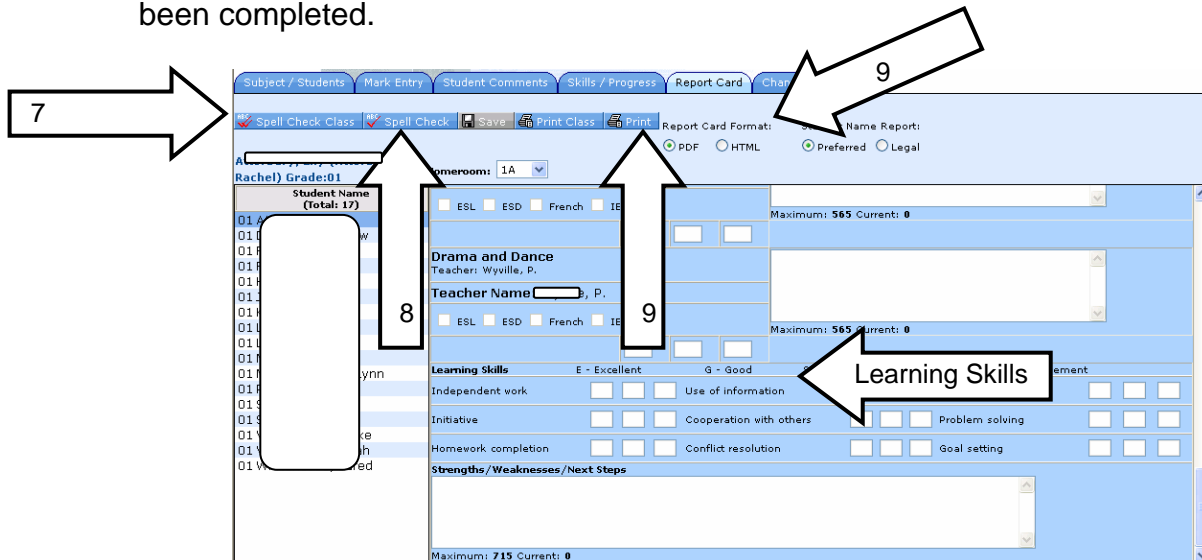
**Note:**


Comments can only be entered manually on this page. To access the comment bank, the “Student Comments” page must be used.

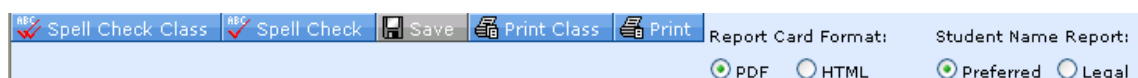
**Note:**

Only the current report period can be edited. Marks from the previous report period are only visible and cannot be edited.

- To spell check the entire class, click . This is a tool will provide a list (by bolding) of the mis-spelled words and the list can be printed or viewed on the screen. The correction/editing must be made manually in the Report Card tab.
- Use the  icon to spell check one individually selected student at a time. This tool functions as a more traditional spell check i.e. it uses a pop-up window, provides alternatively spelled words and the option to ignore, replace or correct during the spell check process. The message in red font, “**Finished**”, indicates that the spell check has finished for **only** that field (subject comment field). Click “**Apply**” to move to the next field (subject) for the selected student. When the spell check window disappears, the spell check for that student has been completed.



- To print a copy of the Report Card, select either the **PDF** or **HTML** radio button and then click  **Print**. This report will have “DRAFT” written across the page and consists only of the first two pages of the Report Card. An Adobe Acrobat window will open and the report card displayed within it. Click the Printer icon to print from this page. To exit, click the “X” in the upper right corner of this window. Be very careful that it is the Adobe Acrobat Reader window and not the TWEA window, which will exit the program without saving.

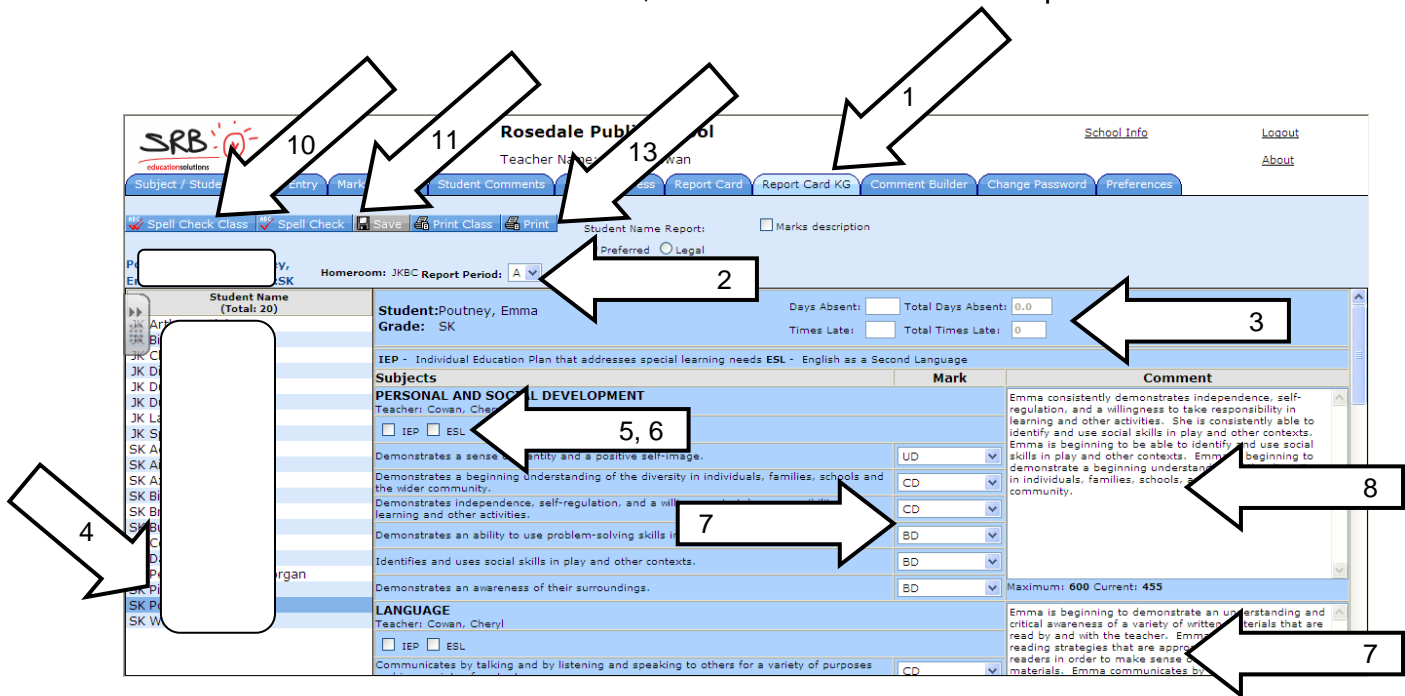


- A Final Official Version of the Report Card can only be printed by office staff that has access to Core Trillium i.e. Secretary.

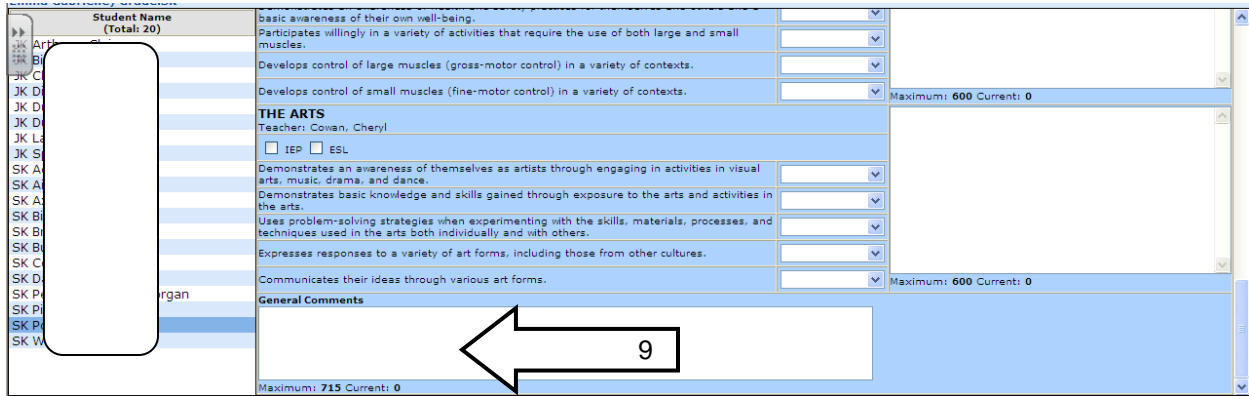
**Description:**

The Report Card page provides a view similar to the printed version of the Provincial Report Card. It allows teachers to edit or record ESL status, IEP modification, marks, skills/progress and manually enter any comments for the current report period. The comment banks are not accessible from the Report Card KG page. Teachers will be able to view all reporting periods, but only have access to edit subjects taught in the current reporting period. Teachers will have access to all of their classes from this screen by using the homeroom drop down arrow to view each class.

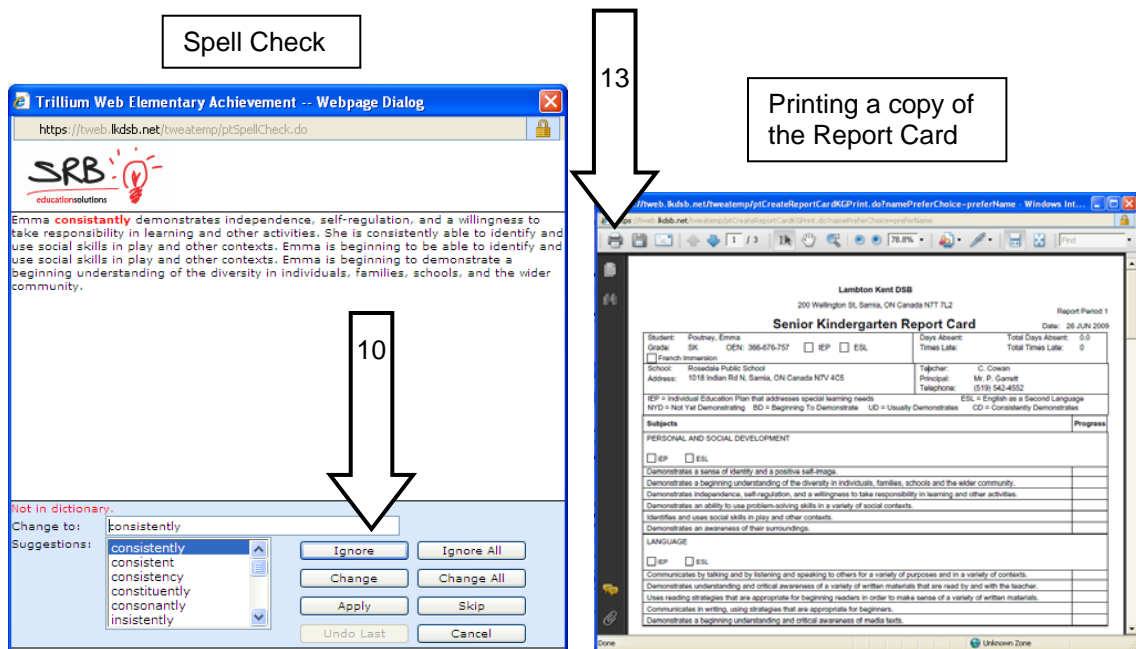
1. Select the “**Report Card KG**” tab.
2. TWebEA will default to the current reporting period. The dropdown will allow the other reporting period to be viewed but not edited. This may be valuable during reporting period period 2.
3. TWebEA will automatically populate the Student Name, Grade, Attendance Information, etc.
4. From the ‘Student Name’ field, select a student from the alphabetical list.



5. To edit or record ESL status, select the checkbox under the appropriate subject. Click “**Save**”.
6. To edit or record IEP modification, select the checkbox under the appropriate subject. Click “**Save**”.
7. To edit or record Marks, use the dropdown in the Marks field to select the appropriate progress. Click “**Save**”.
8. To edit or record a comment, click the comment field beside the appropriate subject. Edit as needed. The comment banks are not accessible from the Report Card KG page (only Student Comments or Skills/Progress). Click “**Save**”.



9. To edit or record a skills/progress comment, scroll to the bottom of the page and click in the 'General Comments' field. Edit as needed. The comment banks are not accessible from the Report Card KG page. Click **“Save”**.
10. Use the **“Spell Check”** for the current student or the **“Spell Check Class”**. This spell check uses a pop up format. Incorrectly spelled words will appear in **red font**. Use the suggestions or edit the work in the 'Change to' field. Click **“Change”**. Repeat for each word in red font. The message in **red font, “Finished”**, indicates that the spell check has finished for **only** that field (subject comment field). Click **“Apply”** to make the changes in the Report Card.
11. Click **“Save”** on the top left of the Report Card KG page (not the pop up spell check window).




12. Repeat for each student in the class.
13. To view/edit a printed copy of the Report Cards, click **“Print Class”** or **“Print”** for the current student selected. Click the Print icon in the window that opens.
14. The Final Official Provincial Report Card can only be printed by office staff that has access to Core Trillium i.e. Secretary.

### Description:

The Comment Builder page allows teachers to create comments and save to a Personal or Group Comment Bank. These banks can be created, edited and viewed as sub pages.

### Note:

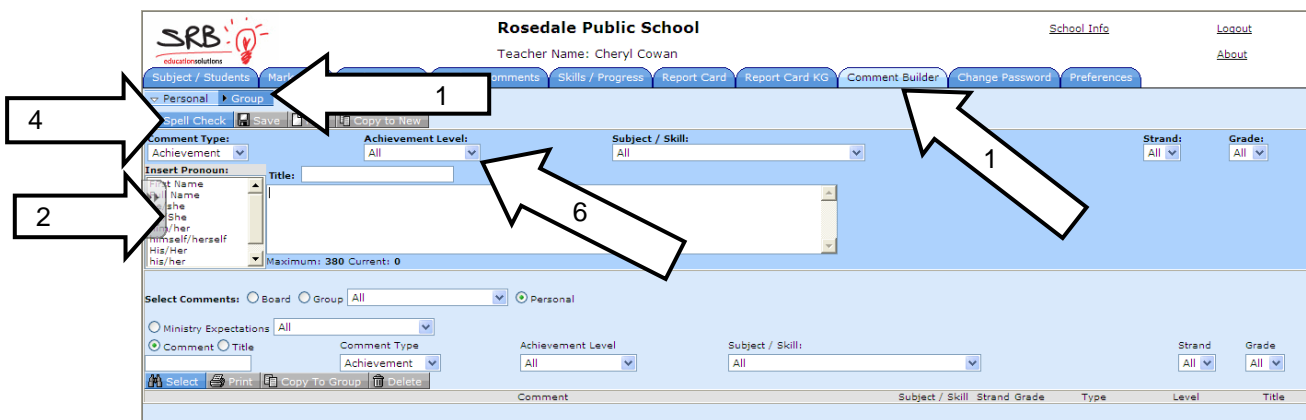
The top half of the Comment Builder page allows teachers to create comments and save them to a Comment Bank (Group or Personal). The bottom half of the Comment Builder page allows for a search (  Select “**binocular Select**”) of the Comment Bank (Board, Group, Personal or Ministry Expectations) using any or all of the filters available, view the comment in the comment field, edit the comment and re-save or save to a different bank using any or all of the filters.


### Create a New Achievement Comment:

### Note:

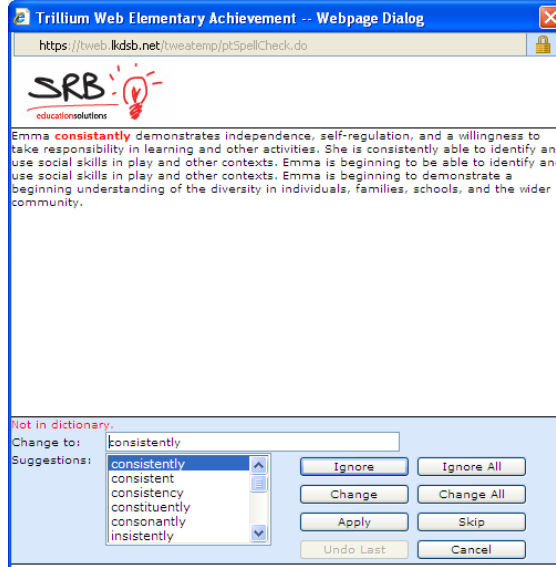
Do not put any spaces after the very last period of the comment. The program will automatically insert two spaces after the last comment. If 2 spaces are added at the end of the comment, 4 spaces will be present when the next comment is applied to that field.

1. Click the tab for the "**Comment Builder**" page. It defaults to the "**Personal**" tab and sub page. The "**Group**" sub page can be accessed by clicking on the icon located under the main menu of tabs.

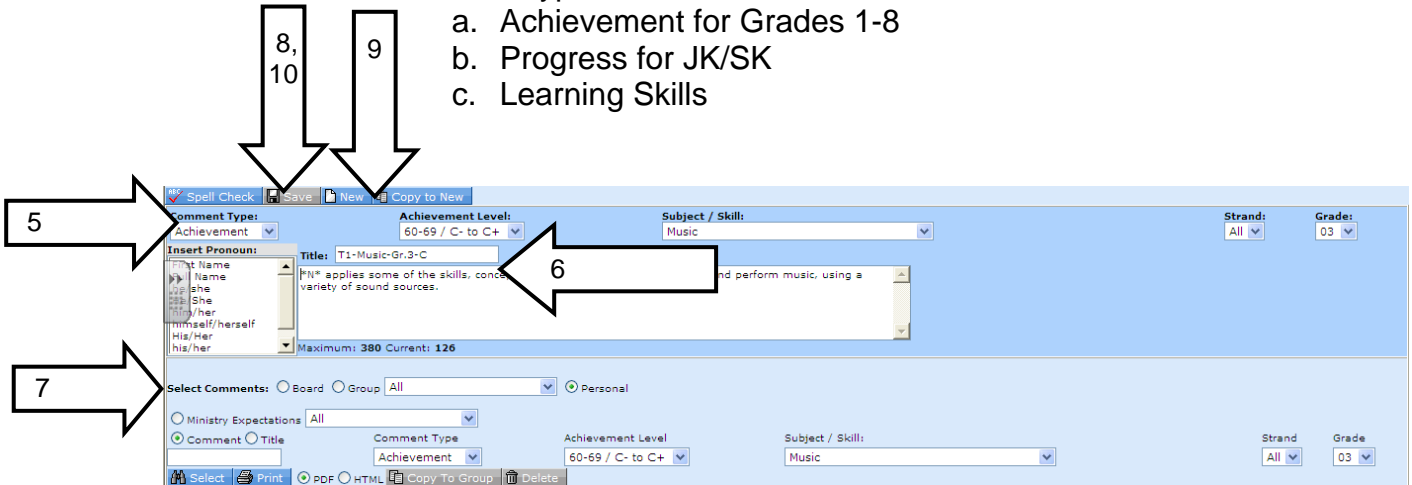


2. To enter a pronoun, **double click** on the appropriate pronoun in the "**Insert Pronoun**" box on the left side of the screen.
3. Enter the comment. Use the "**Insert Pronoun**" box for all names and pronouns.
4. Spell check the comment using the  "**Spell Check**" icon. The spell check tool uses a pop-up window. It detects when a word is not recognized, identifies in red font, and some suggestions are given in the "**Change To**" field. Select the replacement and click the "**Change**" button to change the word.

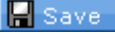
Repeat for each word in red font. Click the **“Apply”** button to apply the change and exit out of the "Spell Check" window. If **“Apply”** is not clicked, the change will not be made.







5. Tags or labels are used when saving to a bank. Use the drop down arrows to assign the **“Comment Type”**, **“Achievement Level”**, **“Subject/Skill”**, **“Strand”** and **“Grade”**. Comment types:
  - a. Achievement for Grades 1-8
  - b. Progress for JK/SK
  - c. Learning Skills

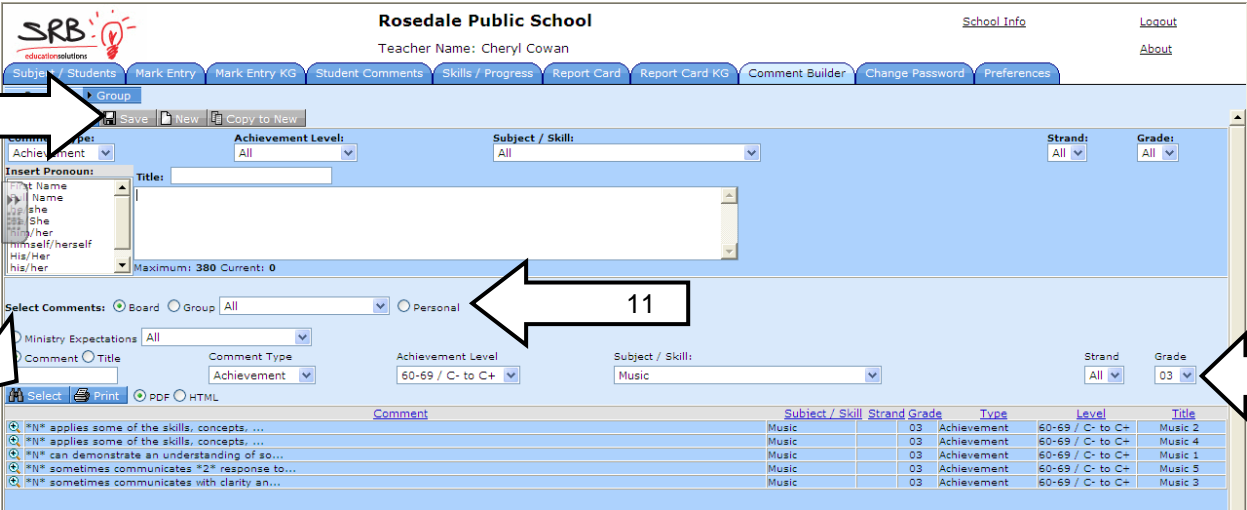


6. Create a **“Title”** for the comment. Using a format that is consist across all comments will make it easier to search the Personal and Group Comment bank e.g. T1-Music-Gr.1-A, T1-Music-Gr.1-B, etc.
7. Comments can only be saved to the Personal or Group Comment Bank. Select the appropriate bank.
8. Save the comment by clicking the **“Save”** icon.
9. To create the next new comment, click the **“New”** icon (beside the **“Save”** icon). Or, highlight and copy the comment, and click the **“Copy To New”** icon to set up a new comment with identical filters and title to the previous comment. The comment itself will not be copied, it must be copied and pasted (or searched/selected or typed manually) into the new comment field.

- Repeat above steps to create a new comment. The filter settings and title may be edited as required when saving the new comment. Save the comment by clicking the  “Save” icon.

### Edit a Comment from the Board, Personal or Group Comment Bank or Ministry Expectations:

- Comments are retrieved in the lower half of the page. Use the radio buttons to select the Board, Group, Personal Comment Bank or Ministry Expectations. “Personal” is the default selection. To search by title or comment, enter the appropriate phrase or title in the field under the Comment and Title Radio buttons and select the appropriate radio button.
- Use the drop down arrows to select filters (Comment Type, Achievement Level, Subject/Skills, Strand and Grade). Click the  “binocular Select” button to view the comments. If no comments are available, widen the search by de-selecting some of the filters.
- Use the  “Magnifying Glass” icon, beside the desired comment, to view the entire comment.
- Click the  “Edit” icon beside the desired comment or double click the text of the comment to display in the comment box field.
- Edit the comment. Set the appropriate filters. Click the  “Save” icon.



**14**

**13**

**11**


**16**

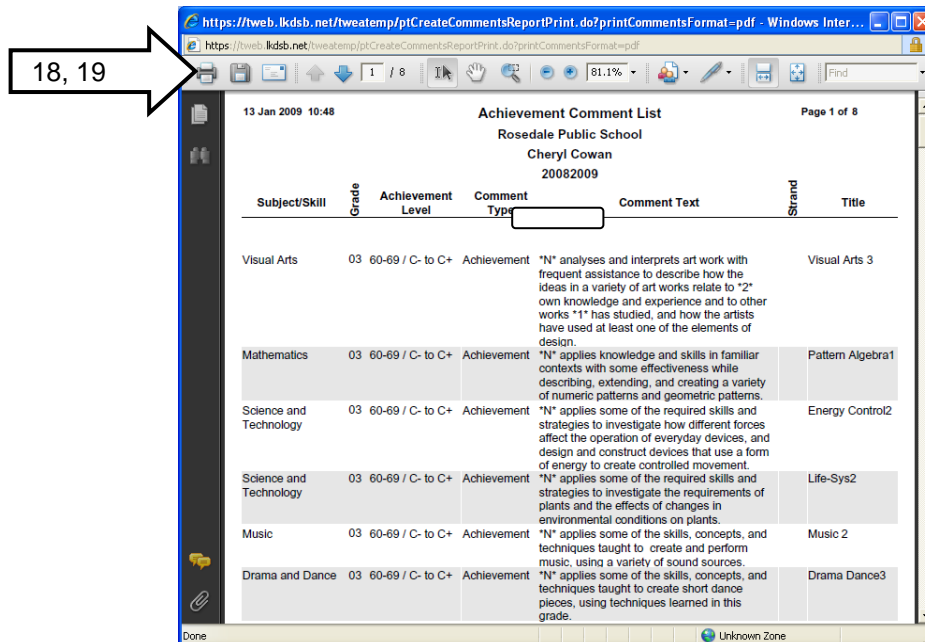
Comment	Subject / Skill	Strand	Grade	Type	Level	Title
*N* applies some of the skills, concepts, ...	Music	03	Achievement	60-69 / C- to C+	Music 2	Music 4
*N* applies some of the skills, concepts, ...	Music	03	Achievement	60-69 / C- to C+	Music 4	Music 1
*N* can demonstrate an understanding of so...	Music	03	Achievement	60-69 / C- to C+	Music 5	Music 3
*N* sometimes communicates *2* response to...	Music	03	Achievement	60-69 / C- to C+	Music 5	Music 3
*N* sometimes communicates with clarity an...	Music	03	Achievement	60-69 / C- to C+	Music 3	Music 3

### **Note:**

*Group Comments will be available to teachers depending on the security setting within the school which is set up by the Secretary. The school Secretary sets this capability. It allows the opportunity to share a comment to a group within a school (i.e. Primary, Junior, Intermediate, Next; or, Grade 1, Grade 2, etc.).*



### Print/View Comment Bank or Save to External Format:

16. Select “**All**” in each selection criteria and click on the  **Select** “**binocular Select**” button to retrieve all the existing comments. To select a specific set of comments, set the appropriate selection criteria.
17. To print or view the comment list, select the appropriate radio buttons for viewing in PDF or HTML. The comment list report can be sorted before viewing and printing. Select the preferred sorting column header (e.g.: Subject/Skill, Grade, Type, Level, Title) and click the “**Print**” button beside ‘Select’.



18. In the window that opens, click the “**Print**” button to print the comments.
19. In the window that opens, click the “**Save**” icon to save to an external format. Determine where the document will be saved (Save in:), name your document (File name:) and click ‘Save’.

### Additional Notes:

20. To delete a comment from the comment bank, click the checkbox beside the comments to be deleted and click the  **Delete** “**Delete**” icon.
21. Remember to select the Comment type to be searched (Board, Group, Personal or Ministry Expectations).
22. A key word search can be done in the “Comment” or “Title Field”. Choose the appropriate radio button, enter the keyword/ phrase and click the  **Select** “**binocular Select**” button. A more specific search can be done with the filters by using the drop down arrows under Comment type, Achievement Level, Subject/Skill, Strand and/or Grade.

### Information on Spacing:

The best advice that can be given on spacing is to be patient and careful. The real true indicator of how a comment will look is, of course, the final print from Core Trillium. This, however, is not always possible and is somewhat impractical especially if the

report cards are being prepared at home. Previewing the comment from the report card page should in most cases, provide a realistic view of the comment.

### **Spacing and Typing Comments on the “Student Comment” Page**

When pronouns are added, a space must be inserted after the pronoun. A space must also be added at the end of a sentence before starting a new sentence.

TWebEA will insert 2 spaces between a comment pasted into the comment field by double clicking on the comment from the comment bank (Board, Group, Personal or Ministry Expectations) and the previous sentence. The double space is always added unless teachers enter a multiple sentence comment (in this case, the spaces are determined by the teacher and not added by the program).

### **Spacing and the “Comment Builder” Page**

Insert a space after a pronoun has been added. A space is also required at the end of a sentence before starting a new sentence.

If a comment from the comment bank (Board, Group, Personal or Ministry Expectation) is pasted into the comment box by double clicking on the comment, the program will automatically insert 2 spaces between it and the previous sentence.

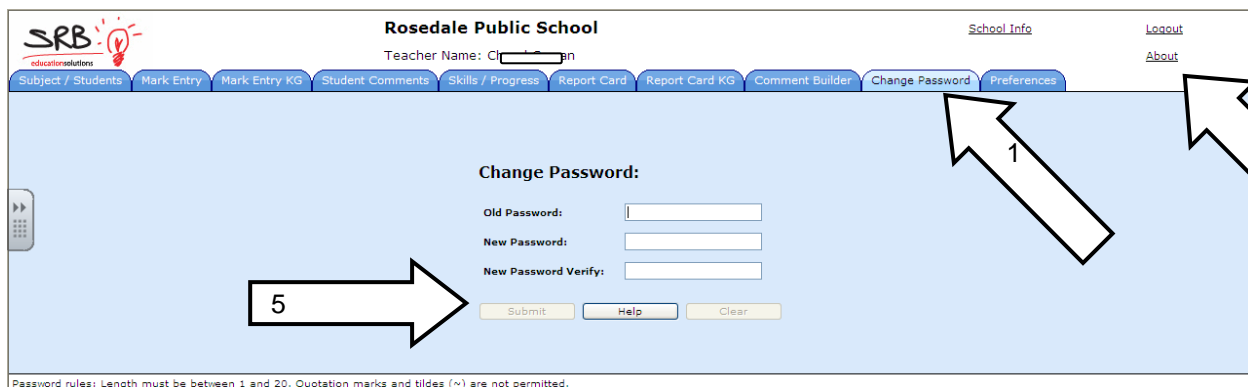
## Change Password

Change Password

### Description:

The “Change Password” page allows teachers to change the current password.

1. Click the **Change Password** “Change Password” tab.
2. To change the password, enter the old password in the field beside “Old Password” (i.e. *changeme for new users*).
3. In the "New Password" field, enter the new password.
4. In the "New Password Verify" field, enter the new password again to verify.



SRB  
educatorsolutions

Rosedale Public School

School Info Logout

Teacher Name: Cl [ ] n

Subject / Students Mark Entry Mark Entry KG Student Comments Skills / Progress Report Card Report Card KG Comment Builder Change Password Preferences

Change Password:

Old Password:

New Password:

New Password Verify:

Submit Help Clear

5

1

7

Password rules: Length must be between 1 and 20. Quotation marks and tildes (~) are not permitted.

### Note:

*As the window indicates, the new password must be between 1 and 20 characters in length. Quotation marks and tildes (~) are not permitted.*

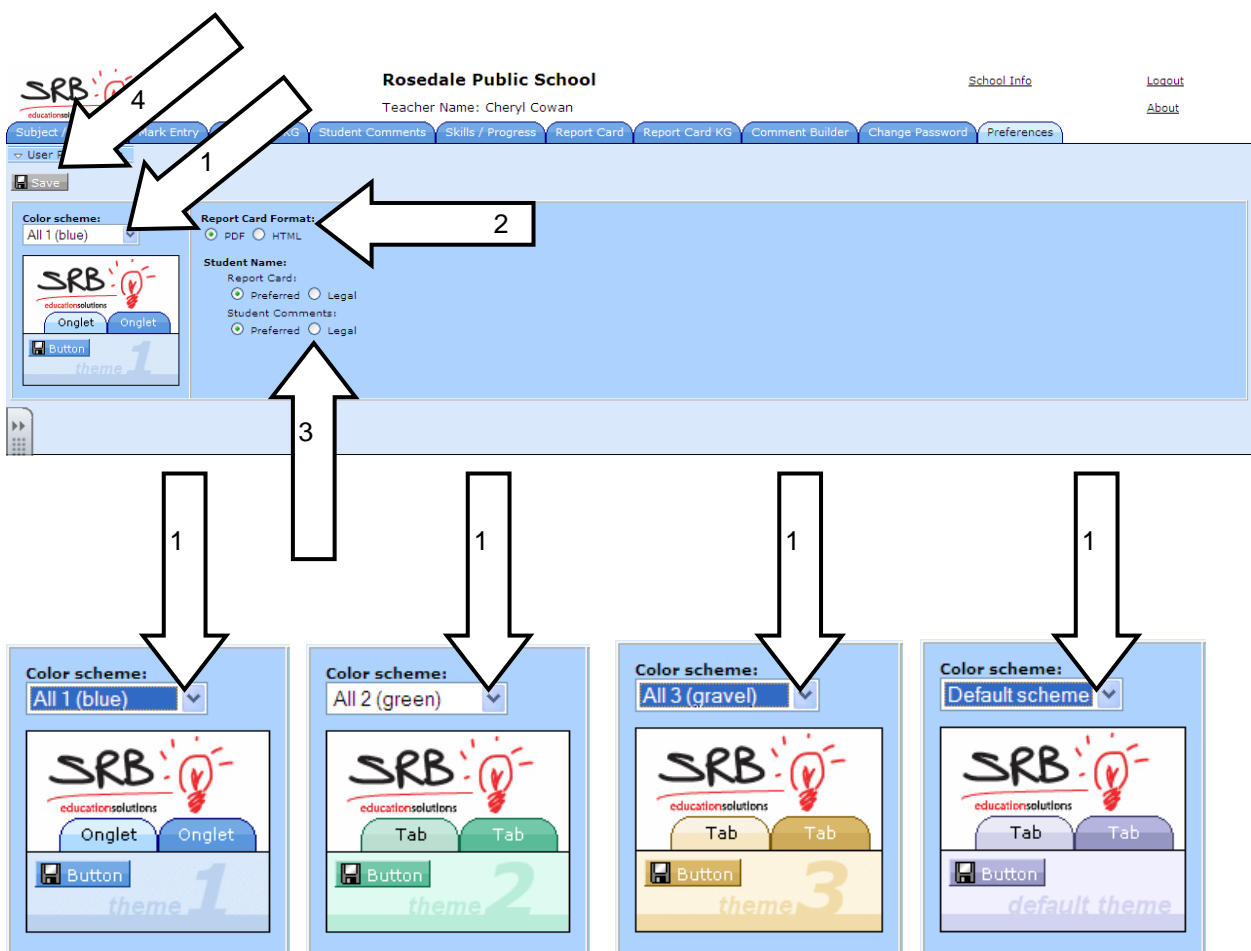
5. Click the “**Submit**” button to change the password.
6. Click the “**Clear**” button to clear all fields.
7. Click “**Logout**” to end the session.

# Preferences

## Description:

The "Preferences" page allows teachers to change the specific settings/views within the TWebEA teacher account.

1. The colour scheme can be previewed by selecting a colour via the dropdown. The choices include All 1 (blue), All 2 (green), All 3 (gravel), Default Scheme.
2. The Report Card Format defaults to PDF. To change to HTML, click the HTML radio button.
3. The defaults for student name in the report card and the comments are "Preferred". To change to 'Legal' click the appropriate radio button.
4. To change the colour scheme, Report Card Format or Student Name in the teacher view, click "Save".



**Note:** This manual was created in the Colour Scheme 'All 1(blue)'.