# IB PYP Reports: Editing Report Card Templates & Publishing

# How to Get Started with PYP Reports

## Introduction to PYP Reports

Highly customisable, fully integrated with teacher gradebooks, and tailored for IB PYP assessment, ManageBac report cards are generated in PDF and are instantly available for students and parents to view.



To begin, navigate to **Reporting > Generate Reports** and select **IB Primary Years** from the drop-down menu.

# How Teachers Enter Grades & Comments into Gradebooks
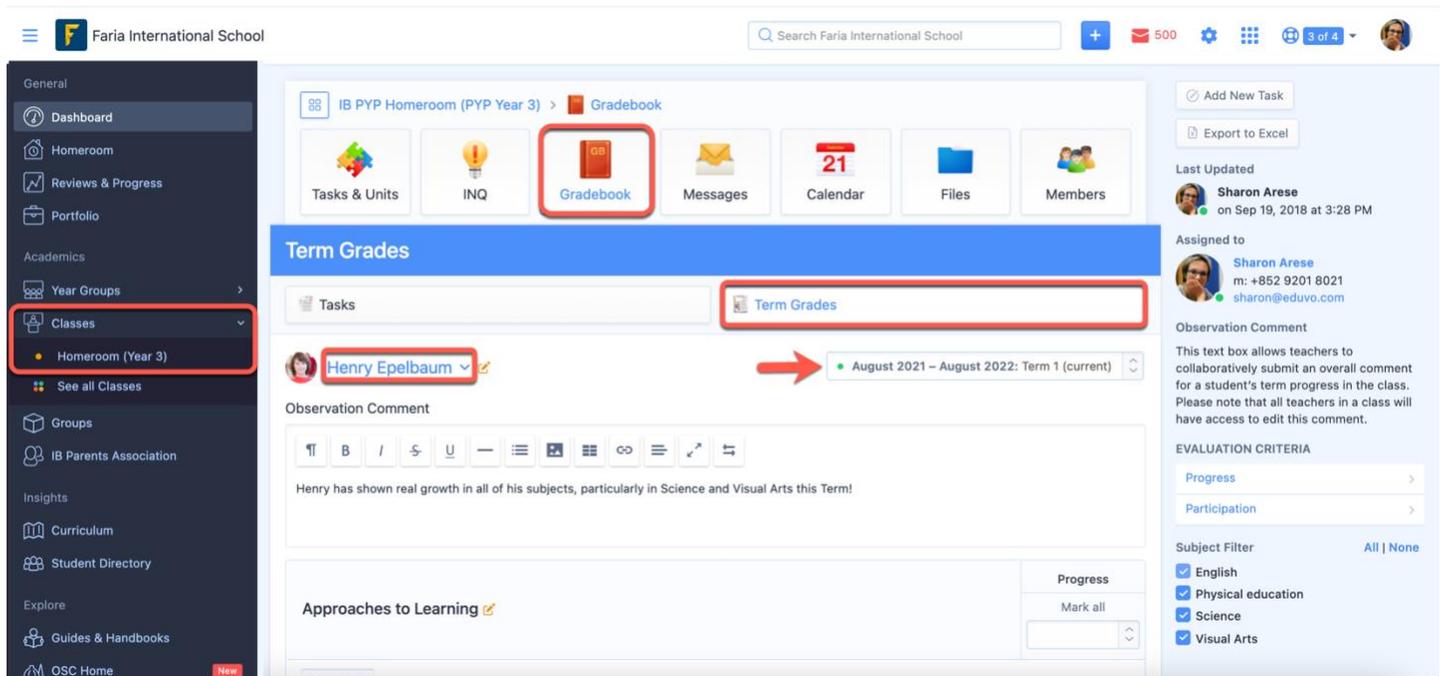


Under **Class > Gradebook > Term Grades**, teachers can Submit Term Grades. Here the teacher can assess units, subjects, scope & sequence, Approaches to Learning, Learner Profiles, Comments and Rubrics.
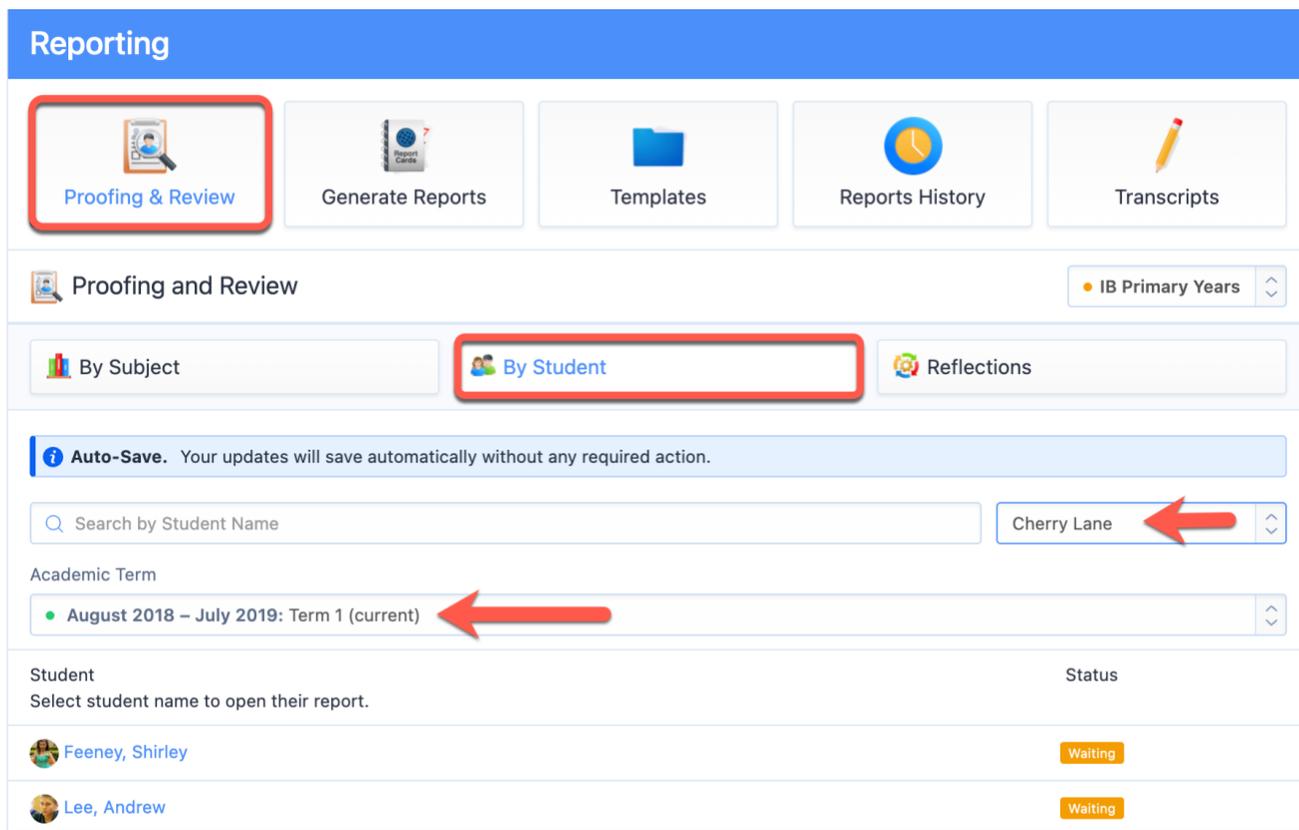


Under **Reporting > Proofing & Review**, you can view programmes and subjects to see which teachers have submitted their term grades. As an admin user, you can directly edit these grades here.

# Creating Report Templates

## Customise Report Templates

**Via Reporting > Templates > IB Primary Years**



To edit an existing template, select the template from the list of available templates.

To add a new template, select **Add Template** on the right-hand side of the page. Depending on the width of your browser, this may also appear at the bottom of the page.

# Via Overview

## Templates

📁 **Edit Template**

| ⚙ Overview | 📑 Cover Sheet | 📧 Letter | 📄 Summary | 🖼 Class Reports |
|---|---|---|---|---|
| 📋 Assessment | 📑 Attendance | | | |

**Title** *

IB Enhanced PYP - Term Report

**Customise Report Layout**

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- ☑ Cover Sheet ⓘ **1**
  - ☑ Letter ⓘ
- ⇅ ☑ PYP Overview

    **IB PYP Overview Title** **2**

    IB Primary Years Programme

    ☑ Show PYP Framework Icon
    - ⦿ PYP Programme Model  ○ PYP Agency Model

    ☑ Show PYP Description

    > The International Baccalaureate (IB) Primary Years Programme (PYP) is a curriculum framework designed for students aged 3 to 12. The PYP is a transdisciplinary framework that focuses on the development of the whole child as an inquirer, both at school and beyond. The PYP is underpinned by six transdisciplinary themes around which learning is planned.

    ☑ Show Transdisciplinary Themes

    **Transdisciplinary Themes Description**

    > The transdisciplinary themes above are selected for their relevance to the real world and focus on issues that go across subject areas.

    ☑ Show ATL Skills
    - ⦿ Standard  ○ Early Years

    **ATL Skills Description**

    > Also embedded within the PYP curriculum framework are the Approaches to Learning (ATL). These are a range of skills relevant to all subject areas that are valuable in any learning experience and in life beyond school. The ATLs are:

- ☑ Summary of Achievement ⓘ **3**
- ☑ Assessment Descriptors
  - ☑ Assessment Explanation **4**

    **Evaluation Criteria**

    × Progress  × Participation

    **Rubrics & Options Descriptors**

    Select Rubrics & Criteria

    - ☐ Show on separate page
- ☐ Class Reports
- ☑ Reflections  Reflections ⓘ **5**

  - ☑ Student reflections
  - ☑ Homeroom advisor reflections
    - ☑ Show on Cover Page
  - ☑ Coordinator reflections
  - ☑ Counselor reflections
  - ☑ Head of school reflections
- ☐ Learning Goals **6**
- ☐ Custom Logo Size ⓘ

## Page Setup

**Page Size**
○ A4  ⦿ US Letter

**Page orientation**
⦿ Portrait  ○ Landscape

☐ Double-sided Printing

☑ Page Footer
- ☑ Page Numbers
- ☐ Page Bottom Margin
- ☑ School Address
  - ☑ School Phone Number

**Icon Preferences**
- ⦿ Show all Icons: recommended for color
- ○ Hide all Icons: recommended for black & white

☑ Page Header
- ☑ Student Name
- ☑ Student Photo
- ☑ Preparation Date
- ☑ Report Title
- ☑ Academic Term

[ Save Changes ] or Cancel

Via the **Overview** page of the report template, customise the report layout. You can drag and drop sections of the report template to re-order them here. Tick or untick the boxes to enable or disable sections of the template. The template may include:

1. **Cover Sheet**: The front page, includes student personal details, report title and term, and letter from the school.
2. **PYP Overview:** Includes IB PYP Overview Title, PYP Framework Icon and Description, Transdisciplinary Themes, and ATL Skills.
3. **Summary of Achievement:** Includes all sections of the gradebook set up via Settings > Primary Years Next > Assessment.
4. **Assessment Descriptors:** Enable to include the assessment models used to grade the students, and well as any assessment explanations you wish to write.
5. **Reflections:** Students, homeroom advisors, IB coordinators, counsellors and Head of Schools may all write general reflections on the student's progress.

   ○ Students: Reflections can be found within their profile
   ○ Homeroom Advisor: Reflections may be written within their Homeroom tab
   ○ IB coordinators, counsellors, and Head of Schools: Reflections may be written within Reporting > Proofing and Review > Reflections.
6. **Learning Goals:** Pulled directly from the Student Portfolio, a list of goals the student is working towards.

At the bottom of the Overview page, choose the page size, orientation, printing preference and footers. Click Save Changes once done.

## Via Cover Sheet

Select the student's personal details that will appear on the front page of the report card, including their year level and assigned Homeroom Advisor. You can also include names, titles, and photographed or scanned signatures for up to four people on this front page. It's recommended to upload a signature with a white background, to best blend in with the report.

## Via Letter



Via the **Letter** page, write a letter to your school community. This will show up on the **Cover Sheet**. There is no word limit, but be aware that significantly longer letters may span two pages if they do not fit on the first page.

The letter can be plain text (without formatting). For more text formatting you can use our Rich Text Editor or HTML if you wish to code in additional formatting options or include hyperlinks.

## Via Summary

**Templates**

📁 Edit Template

| ⚙ Overview | 🖼 Cover Sheet | ✉ Letter | 📄 Summary | 🖼 Class Reports |
| 📋 Assessment | 📅 Attendance | | | |

Summary Section Header *

Summary of Achievement ⬅

○ Show standard header  ○ Show larger header  ● Hide header

Customise Summary Layout

Please select the fields to include

☑ Observation Comments

   ☑ Show Teacher Names on Observation Comments

☑ Unit Assessment

   ☑ Show Unit Duration and Date

   ☑ Show Unit Description

   ☑ Show Class Name

   ☑ Show Subject Focus

   ☑ Show Related Concepts

Unit Fields to Show on Reports

[   ⬍ ]

Unit Templates

[ All Templates ⬅   ⬍ ]

☑ Overall Unit Assessment

☑ Teacher Comments

Units per page

○ One  ● Many

The **Summary tab** includes all the Gradebook information filled in by your teachers. This includes:

- **Summary Header Section:** You can customize the Summary of Achievement section title. You can also select whether you would like to show the **standard header** size, use a **larger header** or **hide** the section **header** on the Report Card.
- **Observation Comments**: Select whether or not you would like to allow **Observation Comments** on the reports as well as whether or not you want to **Show Teacher Names on Observation Comments.**
- **Unit Assessment**: Select the unit fields you wish to appear on the reports, including **Unit Duration and Date, Unit Description, Class Name, Subject Focus,** and **Related Concepts.**
  - Choose the **Unit Fields to Show on Reports** as well as the **Unit Templates** you wish to be shown on your reports.
  - You can also turn on/off the **Overall Unit Assessment Score**
  - Turn on/off the **Teacher Comments** for each unit
  - You can choose to show **One** Unit per page or **Many**. If One per page is selected, Units will move automatically to the next page if the previous unit was displayed on the page. If

the **Many** option is selected, space is saved and the Unit will be displayed after the previous Unit ends.

☑ Subject Assessment ⬅
☐ Subject Descriptions
☑ Show Class Name ⓘ
☐ Show unassessed Learning Outcomes ⓘ ⬅
☑ Teacher Comments
Subjects per page
○ One ● Many ⬅

- You can show or hide the **Subject Assessment** on your report cards.
  - o Turn on/off the **Teacher Comments** for each Subject
  - o You can show the Unassessed Learning Outcomes for each Subject or hide them.
  - o You are also able to customise whether or not you want **One** or **Many** Subjects per page on your reports. If **One** subject is selected per page, subjects will automatically move to the next page of the report if the subject does not fully fit on the first page This ensures that each subject's grades and comments are entirely on **One** page. If **Many** subjects are selected per page, space is saved by allowing subject grades/comments to be split over two pages if there isn't enough space on the first page.

⬍ ☑ Learner Profile ⬅
☐ Show Assessment Marks
☐ Only Show Assessed Attributes
☑ Show Descriptors ✎ Edit Descriptors ⬅
☐ Show Learner Profile Diagram
☐ Teacher Comments
☑ Show Learner Profile before Summary Section ⬅
☐ ATL Skills
☐ Teacher Comments

- **Learner Profile:** Choose if you wish to display assessment marks, hide any un-assessed attributes of the Learner Profile, include or exclude Learner Profile descriptors, and include or exclude the Learner Profile diagram taken from the IB.
  - o If you would like to show the **Learner Profile Diagram** and description on a **separate** page with no grades or comments, please follow the choices above.
- **ATL Skills:** Turn on/off the graded ATL skills and/or teacher comments beneath the ATLs.

Terminology

Observation Comments Title ←

Grade Rubrics Section Title

Custom Rubric Grades

Teacher Comments Title ←

Unit Assessment Title

Subject Assessment within Units Title

Subject Assessment Title

ATL Skills Title

Learner Profile Title

Signatures ←

☑ Signer One

☐ Signer Two

☐ Signer Three

☐ Signer Fourth

☑ Advisor ←

- At the bottom of the page, you can customise your terminology for each section to better match your school community's understanding of what is being graded. For example, the sections for **Observation Comments Title** and **Teacher Comments Title**, highlighted in the screenshot above, can be renamed. Enter the preferred titles in the boxes below these options, and click Save Changes once done.
- Lastly, you are able to add in up to four **Signers** via the **Signatures** section with an optional **Advisor** that you would like to show up on the Summary page of your reports.

## Via Assessment



Write your own custom assessment explanation, or use our default written by our IB PYP Curriculum expert team.

## Via Attendance



if your school subscribes to the ManageBac Attendance Module, attendance data can also be added to Reports Templates via the **Attendance** tab.

You can choose which Attendance Categories to display on the report cards based on the Academic Term dates or for the whole academic year.

Homeroom attendance can be displayed on the **Cover Sheet** or **Summary of Achievement**.

If you're not currently using ManageBac for Attendance, but are interested in learning more about the module and how it automatically links to the report card, email us at sales@managebac.com.

## Generate a preview



To generate a preview for an individual student, you can navigate to **Reporting** > **Generate Reports > IB Primary Years** and follow the below steps:

1. Select an **Academic Term**.
2. Select your **Report Template**.
3. Select a **Year** or Grade Level.
4. Select a student.
5. Click on **Generate Preview.**

## IB Primary Years Programme

The International Baccalaureate (IB) Primary Years Programme (PYP) is a curriculum framework designed for students aged 3 to 12. The PYP is a transdisciplinary framework that focuses on the development of the whole child as an inquirer, both at school and beyond. The PYP is underpinned by six transdisciplinary themes around which learning is planned.

The transdisciplinary themes above are selected for their relevance to the real world and focus on issues that go across subject areas.

| Who we are | Where we are in place and time | How we express ourselves | How the world works | How we organize ourselves | Sharing the planet |
| --- | --- | --- | --- | --- | --- |

Also embedded within the PYP curriculum framework are the Approaches to Learning (ATL). These are a range of skills relevant to all subject areas that are valuable in any learning experience and in life beyond school. The ATLs are:

| Communication Skills | Social Skills | Thinking Skills | Research Skills | Self-management Skills |
| --- | --- | --- | --- | --- |

Once generated, a PDF of a Preview Report will export with an example of the individual student's Report.

# Proofing & Review

Proofing & Review is a feature available for any school with the reports module and allows administrators to view and edit grades and comments from each class before generating reports.

**Via Reporting > Proofing & Review > IB Primary Years**

From here you can view and edit grades from all classes by Subject or by Student. Search **By Student** and filter by **Advisor** to see the completion status of student grades:



- Waiting = Some gradebook fields have been completed, but not all
- Submitted = All gradebook fields have been completed

Prior to proofing, we recommend **locking term gradebooks**.

Admins can lock and unlock gradebooks by programme & academic term, this ensures grades are not changed after a certain date before reports are generated.

Logged in as an admin, navigate to **Settings > Academic Terms**.

1. Select your programme
2. Tick **Restrict teachers from making any changes to term grades**
3. Save Changes

Please note that administrators will still have full access and editing permissions when gradebooks are locked, to ensure a seamless proofing and review process.



You can also access the **Lock Term Gradebooks** page via **Reporting > Proofing & Review**, on the right navigation panel.

# Reflections



Click the **Reflections** tab to read and edit the reflections of the Student, Homeroom Advisor, Coordinator, Head of School or Counselor. These reflections can then be enabled on the report card via the Report Template Overview tab (see below).

# Generating Reports

## Via Reporting > Generate Reports > IB Primary Years

To generate your reports, please first confirm the following data:

1. **Term**: Select a term with the correct grade data.

 2. **Template**: Ensure that your selected template includes your desired information and excludes other information. You can easily adjust your template by clicking **Edit Template.** You can have an unlimited number of templates.

3. **Years**: Choose to generate reports for all year levels at once, or specify which years will have reports generated. (This setup allows you, for instance, to generate reports for Grade 9 using one report template, and then generate for Grade 10 using another template.) If you would like to include non-IB grades, tick the checkbox and specify the term.

4. Next, give your report a **Title** (e.g. First Semester Report).

5. Choose your **Sort Order**, and indicate what information you want to show in the Report Card file name.

6. Indicate the **Preparation Date.**

7. Select a **future release date** and time if you want to generate the report cards ahead of time and have a scheduled release at a different time. Enabling the **Notify parents & students** option will also delay the notification emails to be sent until that point in time.

## Previewing Report Cards

**Preview Individual Reports:** Click this option to view an individual student report. This is a quick & easy way to see what report cards will actually look like.

# Reporting

| Proofing & Review | **Generate Reports** | Templates | Reports History | Transcripts |

## Generate Reports

● IB Primary Years ⇅

Generate Reports below for students in **IB Primary Years** year groups.

**Academic Term** *

● August 2018 – July 2019: Term 1 (current) ⇅ ← **1**

**Report Template** *

IB Enhanced PYP - Term Report ⇅ ← **2**        ✎ Edit template

Report templates are used to organise the layout of each report. You may prefer to use a shorter, more concise layout for your Interim reports, whereas for your Final year-end report, you may prefer to use the full report style.

**Years** *

☐ Pre-Nursery   ☐ Nursery   ☐ EY1   ☑ PYP Kindergarten   ☑ PYP Year 1   ☑ PYP Year 2   ☑ PYP Year 3   ☑ PYP Year 4   ☑ PYP Year 5   ☐ Year 6   **3**

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

## Report Preferences

**Report Title** *

Term Report

The report title is displayed on the cover sheet and footer of each report.

**Preparation Date** *

September 20, 2018                                                                    ▦

The Preparation date is displayed on the cover sheet of each report. It can be set to a prior date to match the end of your most recent academic term.

**Sort Order** *

◉ Family Name   ○ Year   ○ Homeroom

**Include in File Name** *

☐ Report Title   ☑ Grade   ☑ Student Name   ☑ Preparation Date   ☐ Student ID

☐ Notify parents & students via e-mail

The Notify via Email option allows you to inform parents & students that their reports have been generated. Ticking this option will send a notification email automatically following report generation.

✉ Preview Report Emails

## Confirmation   **4**

Your **Term Report** will be generated for **Term 1 (current)**, **PYP Kindergarten, PYP Year 1, PYP Year 2, PYP Year 3, PYP Year 4, PYP Year 5** in the **August 2018 – July 2019 Academic Year** using the **IB Enhanced PYP - Term Report** tem   **5**

| Save Changes | Epelbaum, He... ▾ | **Generate Preview** | ☐ Update Individual Report | | Generate Draft | Generate Draft With Zip | Generate Reports |

**Generate Draft:** Click this option to bulk generate Draft reports for all students & classes in the year levels selected.

## Reporting

| Proofing & Review | Generate Reports | Templates | Reports History | Transcripts |
| --- | --- | --- | --- | --- |

### Generate Reports

● IB Primary Years

Generate Reports below for students in **IB Primary Years** year groups.

**Academic Term** *

● August 2018 – July 2019: Term 1 (current)

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IB Enhanced PYP - Term Report          ✎ Edit template

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**Years** *

☐ Pre-Nursery  ☐ Nursery  ☐ EY1  ☑ PYP Kindergarten  ☑ PYP Year 1  ☑ PYP Year 2  ☑ PYP Year 3  ☑ PYP Year 4  ☑ PYP Year 5  ☐ Year 6

Select the years of the students you wish to generate reports for. For example, by ticking the Grade 11 and 12 options, you will be able to generate reports for Grade 11 and 12 students, showing all the classes those students are involved in.

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| Save Changes | Epelbaum, He... ▾ | Generate Preview | ☐ Update Individual Report | Generate Draft | Generate Draft With Zip | Generate Reports |
| --- | --- | --- | --- | --- | --- | --- |

Drafts can be found via the **Reports History** page.



## Generating Report Cards

Once confident that reports are ready, click the **Generate Reports** button. A full PDF will also be generated and stored as a master copy in the list in the **Reports History** tab.

Note that reports are generated one at a time. Each report job may take up to 60 minutes, depending on the number of students you are generating for and the time of year (Dec and May are busy reports seasons!).

## Viewing Individual Student Reports

To view an individual report, navigate to the **Reports** section in the student's profile. The report card is available via PDF for parents, students, and teachers to view, and stays with the student profile for as long as the student has a ManageBac account.

## Reports History



Navigate to **Reports History** to download a zip file of all reports jobs (actual & draft). We provide each student's report as an individual file.

# Hiding Reports from Students & Parents

## Hiding Reports via Student Profile



Hide reports from student and parent view via the student's profile, click **Edit Profile** to access the **Reports Access** section, select the **Hide Report** checkbox and **Save Changes.**

Admins and teachers will still able to view the reports when they are hidden. Only admins can hide or unhide the reports, while teachers will be able to see that the reports have been hidden.

Students and parents will not be able to access the **Reports**. Note that reports e-mail notifications will also not be sent to students & parents if their reports have been hidden.

## Unhiding Reports

To unhide reports, untick **Hide Reports Tab from Student and Parents**, click **Save Changes**.

Students and parents will now be able to access and download any reports as per usual.

## Export List of students with Hide Reports enabled

**Via Settings > School Directory**

Admins are able to export a student list that shows which students have had their reports hidden.



Select **Export Student & Parent information** download a record of user information in your School Directory.

| | AE | AF | AG | AH | AI | AJ | AK | AL |
|---|---|---|---|---|---|---|---|---|
| | Postal Code | Country | UI Language | Last Accessed | Enrollment Dat | Graduation Dat | Withdrawal Da | Hide Reports? |
| | 94577 | United States | English | September 18, | | | | No |
| | 44122 | United States | English | September 18, | | | | No |
| | 70002 | United States | English | September 18, | | | | No |
| | 7039 | United States | English | September 18, | | | | No |
| | 95110 | United States | English | September 18, | | | | No |
| | 89701 | United States | English | September 18, | | | | No |
| | 79109 | United States | English | September 18, | | | | No |

The **Student and Parent information** spreadsheet shows if the "Hide Report Cards" option is enabled per student.

# Updating Individual Reports



**It is possible to update an individual student's report card. After making changes to a student's grades, navigate to Reporting > Generate Reports > Update Individual Reports.**

# Update Individual Reports

| 📄 Update Reports | 🔵 Previously Updated Reports |
|---|---|

⚠️ **Guidance**

This page allows you to update a report for a student using the current Gradebook data. Also, it allows you to change basic report information such as the title, template used, or preparation date.... >

🔍 **Select Report**

**Programme** *
● IB Middle Years **(1)**

**Academic Term** *
● August 2021 – June 2022: First Term (current) **(2)**

**Student** *
👤 Rachel Epelbaum **(3)**

**Report** *
Term Report MYP MYP 5 2021-09-20 **(4)**

Term Report MYP MYP 5 2021-09-20
◷ Released on Sep 20, 2021    **(5)** ⬇️

📄 **Update Report**

**Report Template** *
Please select a template...

**Report Title** * **(6)**
Term Report MYP

**Include in File Name** *
☑ Report Title  ☐ Grade  ☑ Student Name  ☑ Preparation Date  ☐ Student ID

**Preparation Date** * **(7)**
September 20, 2021 📅

✅ **Confirmation & Preview**     **(8)** 👁 Preview Updated Report

✅ **Confirmation**

You, **Sharon Arese**, confirm that the report, **Term Report MYP MYP 5 2021-09-20,** will be updated for **Rachel Epelbaum** with the following changes:

- **Latest Gradebook Data And Homeroom Comments.**
- **Report Name:** Term Report MYP
- **Template Name:** Please select a template...
- **PDF Naming Convention:** Report Title, Student Name, Preparation Date
- **Preparation Date:** September 20, 2021

**(9)** **Update Individual Report** or Cancel

25

From the **Update Reports** page, select the following:

1. Academic **Programme** the report card to be updated was generated in
2. **Academic Term** the report card to be updated was generated in
3. The **student** the Report Card was generated for
4. The **specific Report Card** to be updated
5. **Download** the selected Report to confirm this is the one you intend to update
6. Select the **Report Card Template** and **Report Title** to use for the update
7. Select **Preparation Date** and **File Name** items for the updated report card.
8. **Preview** the updated report card.
9. Click **Update Individual Report** to generate the updated report card and replace it on the student profile automatically.

Notes:
- the report card will not be updated in the consolidated PDF nor on transcripts. To print the new report card, please download the PDF directly from the student's profile.
- Classes do not have to be unarchived to update previous report cards



Use the **Previous Updated Reports** page to review and download updated versions of report cards by academic programme.

# Adding Term Goals & Reflections

**via Settings > IB Primary Years >**
**Reflections**



You can enable Term Goals and Reflections Questions for response in Student Profiles via **Settings > IB Primary Years > Reflections**. The Reflection Question responses can be added to Reports, however, the Term Goals will be viewed only in Student Profiles.

## via Student Profiles

Students can respond to the term goal and Reflection Questions you added in your account settings via **Profile > Reports & Reflections**. Be sure to **Save Changes** after responding.

Add the student reflections via the **Reporting > Templates > IB Primary Years >** Select a Template **> Overview > Reflections**. This will show the Student Responses to Reflection Questions on the Report. It's not possible to include the term goal.

# Displaying Student Photos on Reports

To show student photos on your report cards, you must first bulk upload student profile photos on the system. Click on **Settings > Import Manager > Students > Import Student Photos** to begin. Upload a zip file of your student photos, with each photo name matching a student ID.



Photos should be in PNG, JPEG, or JIF format. For best results, we recommend portrait photos with the dimensions 300px by 300px. Please ensure that each photo is less than 1 Mb.

Once the photos have been uploaded, you can then navigate to **Reporting > Templates** select **IB Primary Years** and your **Report Template.** Via the **Cover Sheet** page, select the Student Photo checkbox. Your student reports will generate with the student photo on the cover.