

m.o.r.e.

**Montessori
User's Guide
v.1**

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1.0 System Requirements

M.O.R.E. Montessori is a completely web based database system. M.O.R.E. can be accessed from any device that has internet access, including: desktop computers, laptop computers and cellular telephones that have a full featured browser, such as the Apple iphone. It is compatible with the following browsers: Internet Explorer, Mozilla Firefox and Safari. The newest update of your preferred browser should be used to ensure the best results.

2.0 Overview

2.1 What is M.O.R.E.? (Montessori Observe Record Evaluate)

M.O.R.E. Montessori is a web based student assessment and tracking system specially designed for the Montessori environment. The system allows teachers to quickly and easily keep accurate records of their students work. This information can then be displayed in simple, useful and attractive ways. Heads of School can use the program to automate many time consuming administrative functions and to view the growth of an individual student, a class, or the entire school. Finally, the program creates several individualized and attractive communication tools to help explain to parents what their child is doing in the Montessori classroom.

2.2 Login Levels Overview

There are three levels of access to the M.O.R.E. program: Administrator, Teacher and Parent.

- Administrator: The school Administrator has complete access to all of the functions available in the M.O.R.E. program. The Administrator can view and edit all information entered into the database. The Administrator can view any child from any class and can print out school wide reports. *(For additional information, see the **School Administration** section of this manual.)*
- Teacher: Each teacher has access to the assessment sheets and anecdotal records of his/her own class. The teacher can print out class reports and can view personal information (name, phone,

- allergies, parents, etc.) of those students assigned to their class. *(For additional information, see the **Teachers** section of this manual.)*
- Parents: Parents have access to their own “Parent Page.” This page contains information about their child’s recent lessons in the form of newsletter reports. The information on those reports is chosen by the child’s teacher or the school administration. *(For additional information, see the **Parents** section of this manual.)*

2.3 Basic Navigation of the Site

The site is designed for ease of use. There are two basic methods to navigate through the M.O.R.E. site: navigation tabs and control tabs.

Navigation Tabs

The navigation tabs are located across the top of the page below the school icon. These navigation tabs change depending on the user’s level of access. The user can click on a navigation tab to go to that section of the site.

Control Tabs

Above the navigation tabs, to the right of the school icon, are the control tabs. These tabs (Home, Edit My Profile and Logout) are always present regardless of the user’s level of access.

3.0 How to Get Started

3.1 Register

To begin using the M.O.R.E. system, you must first register your school. To register:

1. Navigate your web browser to <http://www.M.o.r.e.montessori.com>.
2. Click on the red “Register Now” button at the bottom of the page.

3.2 Enter School Information

On the registration page, you will be asked to provide some basic information about your school:

- School Name
- School Address
- Office Phone
- Office Fax
- School Email

3.3 Enter Administrator Information

The M.O.R.E. Administrator at your school will have access to all student files. This could be a Head Teacher, Director, Assistant Director, or a Receptionist. Although M.O.R.E. allows only one Administrator per school, you may want to share this password among several people who routinely update or change student files. Since the M.O.R.E. Administrator will have access and be able to edit all the information related to your school, **be careful who has access to this username and password.**

You will be asked to enter some information about your administrator:

- Name
- Email Address
- Unique Username
- Unique Password

After you have completed the form, be sure to mouse click the box indicating that you have read and agree to the Terms and Conditions for using the M.O.R.E. system.

- **BEFORE MOUSE CLICKING THE SUBMIT BUTTON, PLEASE TAKE A MOMENT TO WRITE DOWN YOUR ADMINISTRATOR USERNAME AND PASSWORD.**

Mouse click the "**Submit**" button at the bottom of the page. If you need to add or edit this information at a later time, you will be able to do so from the "School Profile Page" (see below for instructions).

You will get a message indicating that you have successfully registered with M.O.R.E. Montessori. Mouse click the link to continue on to the registration page.

You will now be able to enter your username and password on the Member Login page to begin using the M.O.R.E. system.

3.4 School Administration Welcome Page

The first page you will be directed to is the School Admin Welcome Page. From this page, you will be able to set up your school as a first time user. Setting up a school is a three-step process:

First, you must add classes. For directions on how to do this see the section below entitled "**Classes Tab**" on p. 33.

Second, you must add teachers and assign them to classes: For directions see the section below entitled "**Teachers Tab**" on p. 33.

Finally, you must add students and assign them to classes: For directions see the section below entitled "**Students Tab**" on page 33.

Once this information has been entered, the M.O.R.E. Administrator for your school can add to, edit, or delete this information at any time.

Before you begin setting up your school, you may want to gather some basic information about your teachers and students (as well as the students' parents or guardians). If you do not have all of this information available, you can start entering the information you have now and add or edit it at a later time. Take a glance at the list below of information you will eventually need:

Teachers

- Name
- Email Address
- An easy to remember unique user name
- An easy to remember unique password

Students

- Name
- Address
- Phone Number
- Date of Birth
- Age Group (Infant, Primary, etc...)
- Enrollment Status (Applied, Enrolled, etc...)
- Date of Enrollment
- Class Assignment
- Allergies
- Does the school have parent permission to include the student in a Student Directory for distribution to parents and staff?

- Do they nap?

Parents or Guardians

- Name
- Address
- Work and Home Phone
- Email
- Marital Status

If you do not have all of this information available, you can start entering the information you have now and add or edit it at a later time.

4.0 Using the M.O.R.E. System

The site is designed for ease of use. There are two basic methods to navigate through the M.O.R.E. site: navigation tabs and control tabs.

Navigation Tabs

The navigation tabs are located across the top of the page below the school icon. These navigation tabs change depending on the user's level of access. The user can click on a navigation tab to go to that section of the site.

Control Tabs

Above the navigation tabs, to the right of the school icon, are the control tabs. These tabs (Home, Edit My Profile and Logout) are always present regardless of the user's level of access.

5.0 Using the Navigation Tabs

There are ten navigation tabs on the M.O.R.E. system. The user can click on a navigation tab to go to that section of the site. These navigation tabs change depending on the user's level of access.

Administrator Level:

1. School Profile
2. Teachers

3. Classes
4. Students
5. Assessments
6. Reports
7. Custom Lessons
8. Custom Skills
9. Events
10. Search

Teacher Level:

1. Students
2. Assessments
3. Reports

Parent Level:

1. Children List
2. Newsletters
3. Events

6.0 Administrator Level Tabs

The M.O.R.E. Administrator should be the person at your school who routinely updates or makes changes to student files. The M.O.R.E. Administrator will be responsible for maintaining information about your school, entering and adding students, teachers, and classes as well as adding and editing custom lessons and school events. This level of access will be able to use all ten navigation tabs on the M.O.R.E. system:

1. School Profile
2. Teachers
3. Classes
4. Students
5. Assessments
6. Reports
7. Custom Lessons
8. Custom Skills
9. Events
10. Search

6.1 School Profile Tab

From this page, the M.O.R.E. Administrator, can edit your school name, address, phone number, fax number, and email addresses. The administrator can also customize the colors of your school's M.O.R.E. webpage and add your school logo. These colors and logo will appear on all of the reports and newsletters that you generate using the M.O.R.E. webpage.

- Editing School Information
 - You can edit the school name, address, phone number, fax number, and email address by typing in the appropriate information. Remember to mouse click on the save button at the bottom of the screen to update the new information.
- Customizing Colors
 - You can customize the colors on your school's M.O.R.E. site. The colors that you chose should contrast well with white for you to be able to read the text easily. You can experiment with different colors to find a set that works best for you.
- Customizing the Logo
 - You can customize your school's M.O.R.E. site by choosing an image file of your school's logo and uploading it. The logo file must end in ".jpg". Many files that end in other letters - such as ".gif" and ".pdf" - can be changed to ".jpg" merely by changing the file name. To do this, please see your computers or graphics application help function or manual.

6.3 Teachers Tab

From this page, you will be able to view a listing of all of the teachers that have been entered into the M.O.R.E. system for your school. You will also be able to add or delete a teacher or edit their information.

- Adding a Teacher
 1. Mouse click on the "**Add Teacher**" button.
 2. Enter the teachers' name and email address.
 3. Choose a unique user name and password. (Please write these down to ensure the teacher can access the correct records).
 4. Assign the teacher to the relevant class or classes by

mouse clicking on the appropriate class boxes. (Note that to assign a teacher to a class, you must first add that class to the M.O.R.E. system...see adding a class below)

5. Mouse click on the "**Save**" button to save all entered information.
6. Mouse click on the "**Go Back to Listing**" button to add or edit another teacher.

- Editing a Teacher's Information

1. Mouse click on the "**Edit**" button next to the teacher's name.
2. Change any inaccurate information by deleting the existing information and entering the correct information.
3. Save the new information by mouse clicking the "**Save**" button.
4. Mouse click on the "**Go Back to Listing**" button to add or edit another teacher.

- Deleting a Teacher

- Mouse click the "**Delete**" button next to the teacher's name.

6.4 Class Tab

From this page, you will be able to view a listing of all of the classes that have been entered into the M.O.R.E. system for your school. You will also be able to add or delete a class or edit its information.

6.4.1 Adding a Class

To add a new class, mouse click on the "**Add a Class**" button:

1. Choose an appropriate name for the class (Miss Stern's Morning Class or Room 1- Afternoon) and enter it on the form.
2. Choose the class age level. (**The correct age level is necessary to ensure that the corresponding materials and lessons are available in the class database**).
3. Choose a start time and an end time for this class.
4. Mouse click the "**Save**" button to save all information.
5. Mouse click on the "**Go Back to Listing**" button to add or edit another class.

6.4.2 Editing a Class

To edit an existing class, mouse click on the "Edit" button next to the class:

1. Change any inaccurate information by deleting the existing information and entering the correct information.
2. Save the new information by mouse clicking on the "Save" button.
3. Mouse click on the "Go Back to Listing" button to add or edit another class.

6.4.3 Deleting a Class

Mouse click on the "**Delete**" button next to the appropriate class.

6.5 Students Tab

From this page, you will be able to view a listing of all of the students that have been entered into the M.O.R.E. system for your school. You will also be able to add or delete a student or edit their information.

6.5.1 Adding a new student

To add a new student, mouse click on the "Add Student" button:

- Some basic information **is required** about every student. Fill in the form with the appropriate required information:
 - First Name
 - Last Name
 - Zip Code
- You may also enter the following information:
 - Complete Name
 - Complete Address
 - Phone Number
 - Gender
 - Date of Birth
 - Age Group (Infant, Primary, etc...) **The correct age level is necessary to ensure that the corresponding materials and lessons are available in the class database.**

- Enrollment Status (Applied, Enrolled) **Only enrolled students will appear on assessment pages or on class lists.**
- Class Assignment
- Number of days a week that the child attends school
- Start time and end time
- Whether to include them in a Student Directory for distribution to parents and staff
- Do they nap?
- Date of Enrollment/Withdrawal
- Enrollment History (Other student information must be entered and saved before you can edit enrollment history)
- Emergency Contact Information
- Adults Authorized to Pick Up
- Allergies
- Comments

When you are finished, mouse click the “Save” button directly below the “Comments” box to update the M.O.R.E. system.

6.5.2 Adding a Parent

After you have saved the new student information you may enter parent information. If the child has a sibling already entered into the M.O.R.E. system, you may use “Add Existing Parent/Guardian Button to enter the parents information. For all other students:

1. Mouse click on the “Relationship to Child” drop down menu to choose the adults relationship to the child. Then, indicate the marital status of the adult by mouse clicking on the “Marital Status” drop down menu. Now, you may fill out the form with the mother's, father's, or guardians' information:
 - Name
 - Address
 - Work, Home, or Cell Phone
 - Email (If you want the parent to be able to receive email versions of Student Newsletters, click the appropriate box)
 - Marital Status
2. Mouse click the appropriate “**Add Parent**” button to save the information.

6.5.3 Setting up a Parent Webpage

A parent webpage is a communication tool where teachers can communicate with students' families by allowing parents to view individualized student newsletters. It also informs parents about upcoming school events. To create a parent webpage:

1. Mouse click on the "**Create Account for this user**" button. (See Create Parent Page for m.o.r.e. information)
2. Choose a unique username and password for this parent.
3. When you are finished mouse click the appropriate "**Add or Update Parent**" button.
4. Note: if you want to view the Parent Webpage, mouse click on the "View Parent Page" button.

6.5.4 Editing a Student, Parent, Or Guardian

You may edit any student, parent, or guardian information by mouse clicking on the Students navigation tab. From the Student listing mouse click on the "**Edit**" button next to the appropriate students name.

1. To edit an existing student, change the information and mouse click the "**Save**" button below the "Comments" box.
2. To edit a parent or guardian, change the information and mouse click on the "**Update Parent**" button.

6.5.5 Deleting a Student, Parent, or Guardian

You may edit or delete any student, parent, or guardian information by mouse clicking on the Students navigation tab.

You may **delete any student** by mouse click on the "**Delete**" button next to the appropriate students name on the Student listing.

You may delete a parent or guardian by mouse clicking on the "Edit" button next to the appropriate student. Scroll to the parent information on the page and mouse click "**Remove Parent**".

6.6 Assessments Tab

The M.O.R.E. Administrator has the ability to view and edit any and all individual student assessments. For additional information on how to use

the Assessment page, please see the **Assessment Page Overview** in this manual.

6.7 Reports Tab

The Administrator has the ability to generate reports and newsletters for the entire school, one class, or an individual student.

To generate a **School Report**:

1. Select a school report in the “**Select Report** ” on the upper left side of the screen.
2. Mouse click on the “**Generate Report**” button.

To generate a **Class Report**:

1. Select a class report in the “Select Report ” on the upper left side of the screen.
2. Select a class.
3. Mouse click on the “Generate Report” button.

Generate a **Student Report**:

1. Select a student report report in the “**Select Report** ” on the upper left side of the screen.
2. Select the student's class.
3. Select the student.
4. Mouse click on the “**Generate Report**” button.

Additional information on how to generate reports can be found by mouse clicking on one of the blue hyperlinks on the reports page in the M.O.R.E. program or by reading the **Reports Overview** in this manual.

6.8 Custom Lessons Tab

A Custom Lesson is a lesson or material that is created by your school and will appear on the assessment pages of your school only. Custom Lessons can be lessons that are created by and are unique to your school - such as “Care of Rabbit” - or a modification of a common lesson that your teachers would like to track - such as “Transferring Pumpkins”. Any Custom Lessons you add will appear at the bottom of the assessment page under the given subject area.

The **M.O.R.E.** Administrator is the only level of access that allows the creation of a Custom Lesson. As the **M.O.R.E.** Administrator, use judgment as to how many Custom Lessons are added to your school's assessment page. Too many Custom Lessons can clutter your assessment page. You may want to review the assessment page from time to time and delete any unnecessary custom lessons.

6.8.1 Adding or Editing Custom Lessons:

To add a custom lesson, mouse click on the "Add Lesson" button on the upper right corner of your screen. Enter or edit the information about this custom lesson on the provided form:

- Age Level: Each lesson must be assigned an Age Level. To assign more than one age level to a given lesson, you will have to enter the lesson separately.
- Description: You may add a description of the lesson. The description of the lesson will appear on Newsletter reports for distribution to parents. Please use clear language that non-Montessori trained adults will be able to understand.
- Subject Area: Each lesson must be assigned to one subject area.
- Skill Level: You may assign up to three skills to each lesson. The skills can be chosen from those already available to the **M.O.R.E.** system or you can add your own Custom Skills from the Custom Skills page.
- Lesson Image: You may also upload a Lesson Image to appear in the newsletter.

6.8.2 Edit or Delete Custom Lesson

Mouse click on the appropriate button from the list of existing Custom Lessons.

6.9 Custom Skills Tab

A Custom Skill is a non-Montessori description of the outcomes of a lesson or material. For example, for the custom lesson "Care of Rabbit" a custom skill might be "Animal Grooming" or "Care of Living Things". Custom Skills

are created for your school by the **M.O.R.E.** Administrator only. Custom skills will appear on the Skill, Conference, and Permanent Record Reports of only your school. Custom Skills can only be assigned to your school's Custom Lessons. Custom Skills cannot be added to lessons already in the **M.O.R.E.** system.

6.9.1 Adding Custom Skills

1. Click on the "**Add Skill**" button on the upper right corner of your screen.
2. Enter the name of the Custom Skill and assign it to a subject area.
3. Click the "**Save**" button. If you would like to have a Custom Skill apply to m.o.r.e. than one subject area, you will have to create that skill for each subject area. Custom Skills will be available on the Skill 1, 2, or 3 drop down menus when you add or edit a Custom Lesson.

6.9.2 Editing or Deleting Custom Skills

Click on the appropriate button from the list of existing Custom Skills.

6.10 School Events Tab

Adding an Event allows you to enter special events on your school calendar. If the event closes your school, that day will not appear on your Attendance Record. Parents will also be able to view events on any Parent Pages that you have established on the **M.O.R.E.** system.

6.10.1 Adding Events

Mouse click on "**Add Event**" button on the upper right corner of your screen and enter the information about your event:

- Name of the event
- Beginning date of the event. For one day events, the beginning and end date will be the same.
- End date of the event.
- Mouse click on the box to indicate if the school is closed.
- Enter a description of the event.
- Mouse click on the "**Save**" button to update the **M.O.R.E.** system with your event.

6.10.2 Editing or Deleting Events

Mouse click on the appropriate button from the list of existing events.

6.11 Search Functions

The **M.O.R.E.** system allows you to search for information by child, by parent/guardian or by lesson/skill. This will allow you to conduct cross-reference searches such as “All of the four-year-old girls in Room 2 who nap” or “All of the Language Materials that build the skill Decodes Phonetic Words”.

6.11.1 Searches

To use this search function you must:

1. Choose the appropriate navigation tab (Child, Parent/Guardian, or Lesson/Skill) from the top of the search field.
2. Fill in the appropriate field or fields.
3. Mouse click on the “**Search**” button.

6.11.2 Viewing Search Results

The search results will be displayed on your screen. For a child search, mouse click on the child’s first name in the result fields to go directly to that child’s assessment page; mouse click the “View” button for a specific child to view that child’s personal information.

6.11.3 Printing Search Results

To print a search result, mouse click on the blue “**Printable View**” hyperlink located on the right and above the search result. Then, select the print function from your internet browser which is often located in the “File” tab.

7.0 Teacher Level Tabs

Teachers use their unique username and password to login. On the M.O.R.E. system teachers will be able to view student information, update assessments, and generate class and student reports as well as parent newsletters. If you would like to add custom lessons or skills, please see the M.O.R.E. Administrator for your school.

7.1 Students Tab

This page lists all of the students in your class or classes. From here you will be able to jump to either a student's assessment page or view his or her personal information.

7.1.1 Viewing Students

To view your student's personal information click the "View" button adjacent to that student's name. Please note that only the M.O.R.E. Administrator for your school will be able to edit this information and you will only be able to view the students that are assigned to you. To get information on students not assigned to your classroom you will need to speak to the M.O.R.E. Administrator at your school.

The personal information includes the student's:

- Name
- Address
- Home Phone
- Birthday
- Class Assignment
- Age Group
- Date of Enrollment
- Allergies

7.2 Assessments Tab

From the assessment page, record and track your student's use of lessons and materials. You will also be able to generate a variety of student and class reports. Also, from here, you can newsletters. *(For additional information on using the assessment page, please see the **Student Assessment Overview** section of this manual.)*

7.3 Reports

The teacher has the ability to generate reports and newsletters for the entire school, her class, or an individual student.

To generate a **School Report**:

3. Select a school report in the "**Select Report**" on the upper left side of the screen.
4. Mouse click on the "**Generate Report**" button.

To generate a **Class Report**:

4. Select a class report in the “Select Report ” on the upper left side of the screen.
5. Select a class.
6. Mouse click on the “Generate Report” button.

Generate a **Student Report**:

5. Select a student report report in the “**Select Report** ” on the upper left side of the screen.
6. Select the student's class.
7. Select the student.
8. Mouse click on the “**Generate Report**” button.

Additional information on how to generate reports can be found by clicking on one of the blue hyperlinks on the reports page in the M.O.R.E. information or by reading the **Reports Overview** in this manual.

8.0 Student Assessment Overview

The assessment page is the center of the M.O.R.E. Montessori program. It is designed to ease the record keeping process that most Montessori trained teachers are already using in the classroom by computerizing entries, storing the data in an easily accessible and retrievable format, and assisting teachers in communicating student progress to parents through a fully printable or email capable newsletter function.

On the assessment page, you will view and record your students' status with lessons, track their attendance and enter your own anecdotal records. Using the quick functions, you will generate parent newsletters highlighting your students' progress, add custom lessons or materials that you use in the classroom, and view or print your students' information in a variety of graphs and reports.

8.1 Getting Started

To use the assessment page:

1. Select your classroom from the “**Select Class**” pull down menu located on the upper left of the assessment page.

2. Select the student from the “**Select Student**” pull down menu located on the upper left of the assessment page directly below the “**Select Class**” pull down menu.
3. The student’s information will be displayed in the “**Child Information**” section (located directly below the “**Select Student**” pull down menu).

NOTE: Before you begin entering information about a student, confirm that the correct student is displayed in the “**Child Information**” area.

8.2 Viewing Lessons

The bulk of the assessment page is made up of the assessment menu located in the middle of the page. At the top of the assessment menu you will see five tabs representing each of the major areas of the Montessori classroom (**Language, Math, Sensorial, Practical Life, and Science/Geography**) and a sixth “**Overall**” tab. The list of lessons is located right below these tabs.

- Mouse clicking on a classroom area tab changes the lessons listed on the menu. Mouse clicking on “**Overall**” lists all of the lessons regardless of classroom area.
- The default view of lessons is by “**Lesson View**” – which lists lessons by name and status. View your students’ lesson status in graph format by clicking on the “**Switch to Graph View**” button on the left of the page directly below the “**Child Information**”.
- Some lessons, such as the Sandpaper Letters, have sub-lessons within the lesson. This is indicated by “+” symbol in front of the lesson name. By clicking on the “+” symbol, you will be able to view and edit the various sub-lessons. For example, the Sandpaper Letters sub-lessons are the sounds from a to z.




8.3 Lesson Status

Lesson Status is indicated by one of four levels:

- P: indicating that the teacher plans to introduce this lesson to the student

- 1: indicating that the teacher has introduced this lesson to the student
- 2: indicating that the student is working or making progress on the lesson
- 3: indicating that the student has completed or mastered the lesson

These status levels are also represented by the arms of a triangle:

-  the teacher has introduced this lesson to the student
-  the student is working or making progress on the lesson
-  the student has completed or mastered the lesson

The date next to the lesson status is the last day that lesson was modified. Lessons that have already been included in newsletters are indicated in red, although you may include lessons in newsletters as often as you wish.

8.4 Editing Lessons Status

To edit a lessons' status:

1. Go to "**Lesson Name**" column to find lesson you want to edit.
2. Under the "**Status**" column, mouse click on the box with the up and down arrows.
3. Select your students' lesson status from the pop up menu.

Many teachers track their students by pen and paper and update M.O.R.E. Montessori periodically. To ease this pen and paper tracking, you can print paper copies of each child's assessment page or the assessment pages for the entire class by clicking the "**Print Child's Assessment**" or "**Print Class Assessment**" buttons on the Quick Function buttons located at the bottom left of the assessment page.

8.5 Tracking Attendance

Attendance records are entered on the middle left side of the assessment page just below the "Switch to Graph View" button. To enter attendance records:

1. Enter the beginning date of the school week
2. (To find calendar, mouse click on the calendar symbol to the right of the date box) or just enter the date in the date box and then click the "Go" button.
3. Mouse click on the pull down menu next to the day of the week and select Present, Tardy, or Absent from the menu.
4. Attendance reports: mouse click on "Attendance Reports" under "Quick Functions" section at the bottom left of the assessment page.

8.6 Entering Anecdotal Records

Many teachers keep anecdotal records in addition to tracking their students' use of the materials. To enter your anecdotal records:

1. Type anecdotal records into the text box located at the bottom left of the assessment page directly below the "Quick Functions" section
2. Mouse click on the "Add Anecdotal Record" button.
3. To view, click on the "Anecdotal Records" quick function button located directly above the Anecdotal Record text box.

8.7 Generating Newsletters

To generate a newsletter, go to the Newsletter Selector, located at the bottom of the assessment page. You can quickly select lessons that will appear on a student's Newsletter report.

- Mouse click on: the "**Newsletter Selector**" dropdown menus to choose each of the four lessons you wish to appear. Please allow the selected lesson to appear before choosing your next lesson.
- To view the Newsletter: Click on the "**Student Newsletter**" button under "**Quick Functions.**" To see the most recent Newsletters created for your class, please choose the "**Entire Class Newsletter**" button under "**Quick Functions.**"

8.9 Quick Functions

The quick functions allow you to quickly generate commonly used reports. Simply click on the button and it will transport you to the appropriate page.

9.0 Reports Overview

Reports allow you to view the information about your students in a variety of useful ways. Some of the reports cover an entire class - such as the Class List (an alphabetical listing of all the students in a given class). Others are specific to an individual student - such as the Planned Lessons Report (which lists all of the lessons that are planned for one individual student).

9.1 School Reports

9.1.1 Alpha Lists

The Alpha List is an alphabetical listing of each student your school by first name. The report also lists each student's birthday and allergies.

9.1.1.1 Creating an Alpha List Report

To generate this report follow these 3 steps:

1. Choose "**Alpha List**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. Mouse click the "**Generate Report**" button located on the center left of your screen.
3. You may now email or print this report.

9.1.1.2 Emailing Reports

To email reports, follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.

- To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.1.1.3 Printing Reports

Mouse click on the **"Print Report"** button located on the top center of the page. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.1.2 Attendance

The Attendance Report is a list of all of the students in your school with the number of days that they have been tardy or absent for any given time period. You choose the given time period to be covered by the report.

9.2.2.1 Creating an Attendance List

To create an Attendance List, follow these 4 steps:

1. Choose **"Attendance"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. Mouse click the **"Generate Report"** button located on the center left of your screen.
3. Choose a **"Start Date"** and an **"End Date"** and click the **"Filter Report"** button located at the top of your screen.
4. You may now email or print this report.

9.3.2.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New**

Email" and enter the full email address into the box.

2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.2.3 Printing Report

To print this report, please mouse click on the **"Print Report"** button located on the top center of the page. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.1.3 Allergy List

The Allergy List is an alphabetical listing of all of the students your school by first name with a corresponding list of each child's allergies. If you need to add or delete allergies from this list, please contact the person at your school who administers the M.O.R.E. program for your school.

9.2.3.1 Creating an Allergy List

To generate this report follow these 4 steps:

1. Choose **"Allergy List"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Mouse click the **"Generate Report"** button located on the center left of your screen.
4. You may now email or print this report.

9.2.3.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.

- To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.3.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.1.4 Birthday List

The Birthday List is an alphabetical listing of all of the students your school by first name and the corresponding birthday for each student by birth date.

9.1.4.1 Creating a Birthday List

To generate this list follow these 4 steps:

1. Choose **"Birthday List"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. Mouse click the **"Generate Report"** button located on the center left of your screen.
3. You may now email or print this report

9.1.4.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.1.4.3 Printing Report

Click on the "**Print Report**" button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.1.5 Emergency Card

The Emergency Card Report is an alphabetical listing of all of the students in your school by first name and their corresponding emergency information including Parents/Guardians, Emergency Contact Information and Adults authorized to pick up.

9.2.5.1 Creating an Emergency Card

To generate this list follow these 4 steps:

1. Choose "**Emergency**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. Mouse click the "**Generate Report**" button located on the center left of your screen.
3. You may now email or print this report

9.2.5.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.2.5.3 Printing Report

Click on the **"Print Report"** button located on the top center of the page. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.1.6 Student Directory

The Student Directory is an alphabetical listing of all of the students in your school by first name with parent names, addresses, and phone numbers.

9.2.6.1 Creating a Student Directory

To generate this report follow these 4 steps:

1. Choose **"Student Directory"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. Mouse click the **"Generate Report"** button located on the center left of your screen.
3. You may now email or print this report.

9.2.7.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.7.3 Printing Report

Click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will**

block the printing function. Choose Print from your browser. The report will be sent to your printer for printing.

9.1.7 Print Sign in/out sheet

The Print Sign in/out sheet will generate and print a sign-in/sign-out sheet for a every class in your school with the students listed alphabetically by last name.

To print a sign/in out sheet follow these 3 steps: .

- Choose "**Print Sign in/out Sheet**" from the "**Select Report**" drop down menu located on the top left of your screen.
- Mouse click the "**Generate Report**" button located on the center left of your screen.
- **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.**
- Choose Print from your browser. The report will be sent to your printer for printing.

9.1.8 Mailing Labels

The Mailing Labels report will print mailing labels for your entire formatted for Avery 5660 mailing labels or their equivalent.

To print Mailing Labels follow these 6 steps:

1. Place the Mailing Labels in your printer.
2. Choose "**Mailing Labels**" from the School Report section of the "**Select Report**" drop down menu located on the top left of your screen.
3. Click the "**Generate Report**" button located on the center left of your screen.
4. Mouse click the "View Printable" button on the top of your screen.
5. Choose Print from your browser. The report will be sent to your printer for printing.

9.2 Class Reports

9.2.1 Alpha List

The Alpha List is an alphabetical listing of each student in a class by first name. The report also lists each student's birthday and allergies.

9.2.1.1 Creating an Alpha List Report

To generate this report follow these 3 steps:

1. Choose "**Alpha List**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Mouse click the "**Generate Report**" button located on the center left of your screen.
4. You may now email or print this report.

9.2.1.2 Emailing Reports

To email reports, follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.2.1.3 Printing Reports

Mouse click on the "**Print Report**" button located on the top center of the page. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.2.2 Attendance List

The Attendance Report is a list of all of the students in a class with the number of days that they have been tardy or absent for any given time period. You choose the given time period to be covered by the report.

9.2.2.1 Creating an Attendance List

To create an Attendance List, follow these 4 steps:

1. Choose "**Attendance**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Mouse click the "**Generate Report**" button located on the center left of your screen.
4. Choose a "**Start Date**" and an "**End Date**" and click the "**Filter Report**" button located at the top of your screen.
5. You may now email or print this report.

9.3.2.3 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.2.2.3 Printing Report

To print this report, please click on the "**Print Report**" button located on the top center of the page. **Please ensure that your browser does not have a**

“Pop-Up Blocker” turned on, as this will block the printing function. Choose Print from your browser. The report will be sent to your printer for printing.

9.2.3 Allergy List

The Allergy List is an alphabetical listing of all of the students in a class by first name with a corresponding list of each child's allergies. If you need to add or delete allergies from this list, please contact the person at your school who administers the M.O.R.E. program for your school.

9.2.3.1 Creating an Allergy List

To generate this report follow these 4 steps:

1. Choose **"Allergy List"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Mouse click the **"Generate Report"** button located on the center left of your screen.
4. You may now email or print this report.

9.2.3.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.3.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure**

that your browser does not have a “Pop-Up Blocker” turned on, as this will block the printing function. Choose Print from your browser. The report will be sent to your printer for printing.

9.2.4 Birthday List

The Birthday List is an alphabetical listing of all of the students in a class by first name and the corresponding birthday for each student by birth date.

9.2.4.1 Creating a Birthday List

To generate this list follow these 4 steps:

1. Choose **"Birthday List"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Mouse click the **"Generate Report"** button located on the center left of your screen.
4. You may now email or print this report

9.2.4.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.4.3 Printing Report

Click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a “Pop-Up Blocker” turned on, as this will**

block the printing function. Choose Print from your browser. The report will be sent to your printer for printing.

9.2.5 Class List

The Class List is an alphabetical listing of all of the students in a class by first name.

9.2.5.1 Creating a Class List

To generate this report follow these 4 steps:

1. Choose "**Class List**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu
3. Mouse click the "**Generate Report**" button located on the center left of your screen.
4. You may now email or print this report.

9.2.5.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to one parent, select that parent from the drop down menu.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.2.5.3 Printing Report

Mouse click on the "**Print Report**" button located on the top center of the

page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a “Pop-Up Blocker” turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.2.6 Emergency Card

The Emergency Card Report is an alphabetical listing of all of the students in a class by first name and their corresponding emergency information including Parents/Guardians, Emergency Contact Information and Adults authorized to pick up.

9.2.6.1 Creating an Emergency Card

To generate this list follow these 4 steps:

1. Choose **"Emergency"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. Select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Mouse click the **"Generate Report"** button located on the center left of your screen.
4. You may now email or print this report

9.2.6.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.6.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the

page. **Please ensure that your browser does not have a “Pop-Up Blocker” turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.2.7 Student Directory List

The Student Directory is an alphabetical listing of all of the students in a class by first name with parent names, addresses, and phone numbers.

9.2.7.1 Creating a Student Directory

To generate this report follow these 4 steps:

1. Choose "**Student Directory**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Mouse click the "**Generate Report**" button located on the center left of your screen.
4. You may now email or print this report.

9.2.7.2 Email Report

To email this report follow these 2 steps:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.2.7.3 Printing Report

Click on the "**Print Report**" button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that**

your browser does not have a “Pop-Up Blocker” turned on, as this will block the printing function. Choose Print from your browser. The report will be sent to your printer for printing.

9.2.8 Sign in/out Sheet

The Print Sign in/out sheet will generate and print a sign-in/sign-out sheet for a class with the students listed alphabetically by last name.

9.2.8.1 Printing a sign in/out sheet

To print a sign/in out sheet follow these 3 steps: .

- Choose **"Print Sign in/out Sheet"** from the **"Select Report"** drop down menu located on the top left of your screen.
- If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
- Mouse click the **"Generate Report"** button located on the center left of your screen.
- **Please ensure that your browser does not have a “Pop-Up Blocker” turned on, as this will block the printing function.**
- Choose Print from your browser. The report will be sent to your printer for printing.

9.2.9 Assessment by Material

The Assessment by Material Report allows you to view every child in a class who has worked with a given lesson. It lists the children's names, the level of experience they have with the material, and the last date their records were updated for that material.

9.2.9.1 Creating an Assessment by Material Report

To generate this report follow these 4 steps:

1. Choose **"Assessment by Material"** from the **"Select Report"** pull down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** pull down menu located directly below the

"Select Report" drop down menu.

3. Mouse click the **"Select Material"** button located below the **"Select Report"** drop down menu.
4. You may now email or print this report.

9.2.9.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.2.9.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing. **Please ensure that your browser does not have a "Pop-Up Blocker" turned on, as this will block the printing function.** Choose Print from your browser. The report will be sent to your printer for printing.

9.2.10 Printing a Newsletter

The Print newsletter will generate newsletter reports for an entire class.

9.2.10.1 Printing an entire class's Newsletter Report

To print an entire class's Newsletter Report follow these 4 steps:

1. Choose **"Print Newsletter"** from the School Report section of the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have chosen a Class Report and have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down

menu located directly below the **"Select Report"** drop down menu.

3. Mouse click the **"Generate Report"** button located on the center left of your screen.
4. Choose Print from your browser. The report will be sent to your printer for printing.

9.2.11 Mailing Labels

The Mailing Labels report will print mailing labels for a particular class formatted for Avery 5660 mailing labels or their equivalent.

To print Mailing Labels follow these 6 steps:

6. Place the Mailing Labels in your printer.
7. Choose **"Mailing Labels"** from the School Report section of the **"Select Report"** drop down menu located on the top left of your screen.
8. Select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
9. Click the **"Generate Report"** button located on the center left of your screen.
10. Mouse click the "View Printable" button on the top of your screen.
11. Choose Print from your browser. The report will be sent to your printer for printing.

9.3 Student Reports

9.3.1 Anecdotal Records

The Anecdotal Record Report lists all of the anecdotal records entered for that student. These records are entered on the assessment page.

9.3.1.1 Creating an Anecdotal Records Report

To generate this report:

1. Choose **"Anecdotal Records"** from the **"Select Report"** drop down

menu located on the top left of your screen.

2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the "**Select Student**" drop down menu located directly below the "**Select Class**" drop down menu.
4. Mouse click the "**Generate Report**" button located on the center left of your screen.
5. You may now email or print this report.

9.3.1.2 Emailing Report

To email this report:

1. Select the recipient from the "**Email**" drop down menu.
 - To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.3.1.3 Printing Report

Mouse click on the "**Print Report**" button located on the top center of the page. The report will be sent to your computer for printing.

9.3.2 Conference Report

The Conference Report lists all of the "**skills**" each student has mastered. It also provides a space for any notes the Teacher wishes to add. This report is intended to be used as a tool for the teacher when meeting about the child with parents or other interested parties.

9.3.2.1 Creating a Conference Report

To create a Conference Report:

1. Choose "**Conference Report**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the "**Select Student**" drop down menu located directly below the "**Select Class**" drop down menu.
4. Mouse click the "**Generate Report**" button located on the center left of your screen.
5. Notes may be added in the box at the bottom of the page.
6. You may now email or print this report.

9.3.2.2 Emailing Report

To email this report:

1. Select the recipient from the "**Email**" drop down menu.
2. To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
3. To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
4. Mouse click the "**Email Report**" button located on the top center of the page.

9.3.2.3 Printing Report

Mouse click on the "**Print Report**" button located on the top center of the page. The report will be sent to your computer for printing.

9.3.3 Permanent Record

The Permanent Record Report lists the child's name, address, parents/guardian, attendance and skills mastered broken out by subject.

9.3.3.1 Creating a Permanent Record

To generate this report follow these 4 steps:

1. Choose "Permanent Record" from the "Select Report" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "Select Class" drop down menu located directly below the "Select Report" drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the "Select Student" drop down menu located directly below the "Select Class" drop down menu.
4. Mouse click the "Generate Report" button located on the center left of your screen.
5. You may now email or print this report.

9.3.3.2 Emailing Report

To email this report:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.3.3.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing.

9.3.4 Planned Lessons Report

The Planned Lessons Report is a listing of which lessons have been planned for an individual student.

9.3.4.1 Creating a Planned Lessons Report

To generate this report, follow these 5 steps:

1. Choose **"Planned Lessons"** from the **"Select Report"** drop down menu located on the top left of your screen.

2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the **"Select Student"** drop down menu located directly below the **"Select Class"** drop down menu.
4. Mouse click the **"Generate Report"** button located on the center left of your screen.
5. You may now email or print this report.

9.3.4.2 Emailing Report

To email this report follow these 2 steps:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Click the **"Email Report"** button located on the top center of the page.

9.3.4.3 Printing Report

To print this report, please click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing.

9.3.5 Recommendation Form

The Recommendation Form Report allows a school to quickly memorialize a student's strengths for either internal or external placement. It lists a series of skills such as **"Consideration for Others"** and allows the user to mark each skill as **"Developing," "Age Appropriate,"** or **"Above Age Level."**

9.3.5.1 Creating a Recommendation Form

To create a Recommendation Form follow these 4 steps:

1. Choose "Permanent Record" from the "Select Report" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "Select Class" drop down menu located directly below the "Select Report" drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the "Select Student" drop down menu located directly below the "Select Class" drop down menu.
4. Mouse click the "Generate Report" button located on the center left of your screen.

9.3.5.2 Using the Recommendation Form

Choose the appropriate level for each skill by using the drop down menus on the right hand side of the screen. When you have completed the form, you may now email or print this report.

9.3.5.3 Emailing Report

To email this report:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Click the **"Email Report"** button located on the top center of the page.

9.3.5.4 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing.

9.3.7 Skills Report

The Skills Report lists each skill that: has been planned for that student, the student has been introduced to, the student is developing understanding of, and the student has displayed independence and confidence in. **"Skills"** are non-Montessori descriptions of the outcomes of a lesson or material. For example, for the lesson Sandpaper Letters, a skill might be

"Associates Symbols with Phonetic Sounds."

9.3.7.1 Creating a Skills Report

To generate this report follow these 4 steps:

1. Choose **"Skills Report"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the **"Select Student"** drop down menu located directly below the **"Select Class"** drop down menu.
4. Mouse click the **"Generate Report"** button located on the center left of your screen.
5. You may now email or print this report.

9.3.7.2 Emailing Report

To email this report:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.3.7.3 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing.

9.3.8 Print/Email Newsletter

The Newsletter Report is a tool that allows the school and the teacher to communicate with a child's parents. It allows the teacher to choose any four lessons that you want to highlight to the students parents. The report displays a photograph of the lesson and gives a short description in non-Montessori language to foster parent education.

9.3.8.1 Creating a Newsletter

To generate a newsletter:

1. Choose **"Print/Email Newsletter"** from the **"Select Report"** drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the **"Select Class"** drop down menu located directly below the **"Select Report"** drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the **"Select Student"** drop down menu located directly below the **"Select Class"** drop down menu.
4. Mouse click the **"Generate Report"** button located on the center left of your screen.

9.3.8.2 Adding lessons to the Newsletter

Choose four lessons for the student from the lesson drop down menus in the center of the page.

9.3.8.3 Adding Messages to the Newsletter

If you wish to send a message to the entire class, type that message into the **"Add Message to Entire Class"** box located on the left side of the screen and then click on the **"Add Message to Entire Class"** button located below it. If you wish to send a message to only the individual student for whom you are generating the newsletter, type that message into the **"Note to Student"** box located on the left side of the screen. You may now email or print this report using the email or print buttons located at the bottom of the screen.

9.3.8.4 Emailing Report.

To email this report:

1. Select the recipient from the **"Email"** drop down menu.

- To email to all of the parents, select "**All Parents/Guardians**". This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select "**New Email**" and enter the full email address into the box.
2. Mouse click the "**Email Report**" button located on the top center of the page.

9.3.8.5 Printing Report

Mouse click on the "**Print Report**" button located on the top center of the page. The report will be sent to your computer for printing.

9.3.9 Viewing Old Newsletters

The View Old Newsletters Report allows you to see newsletters you have previously created for each student.

9.3.9.1 Creating Old Newsletters Report

To generate this report:

1. Choose "**View Old Newsletters**" from the "**Select Report**" drop down menu located on the top left of your screen.
2. If you have m.o.r.e. than one class, select the appropriate class from the "**Select Class**" drop down menu located directly below the "**Select Report**" drop down menu.
3. Choose the name of the student for whom you wish to generate the report from the "**Select Student**" drop down menu located directly below the "**Select Class**" drop down menu.
4. Mouse click the "**Generate Report**" button located on the center left of your screen.

9.3.9.2 Using the View Old Newsletter Report

Mouse click the "**View**" button next to each newsletter to view it. Mouse click the "**Edit**" button next to each newsletter to edit it. You may now email or print this report.

9.3.9.3 Emailing Report

To email this report:

1. Select the recipient from the **"Email"** drop down menu.
 - To email to all of the parents, select **"All Parents/Guardians"**. This will email the report to all of the parents and guardians that have been entered into the M.O.R.E. system by your school's administrator.
 - To email to a person who is not listed, please select **"New Email"** and enter the full email address into the box.
2. Mouse click the **"Email Report"** button located on the top center of the page.

9.3.9.4 Printing Report

Mouse click on the **"Print Report"** button located on the top center of the page. The report will be sent to your computer for printing.

10.0.0 Trouble Shooting

ISSUE	POSSIBLE CAUSES	SOLUTION
The System Runs Slowly	You have a slow internet connection	Upgrade to a faster internet connection.
	You are running an older version of your browser	Upgrade to a newer version of your browser
I Cannot Log On to System	Password/Username are incorrect	Check to make sure you have the correct password and user name.
	You have typed either your password or username incorrectly	Try retyping them in the appropriate spaces
I have forgotten my password		Click on the "Forgot your password?" link directly below the login window and your

ISSUE	POSSIBLE CAUSES	SOLUTION
		password will be emailed to you.
The system has stopped responding	For security reasons, the system logs off users who have been idle for a period of time.	Click the "log off" link located at the top of the page. Then, log back in using your username and password.
I cannot print Reports	Your pop-up blocker is on.	Turn off your browser's pop-up blocker.
My assessment grid is blank	You have not assigned an age group or a class to a student	Assign an age group and a class on the student add/edit page

Contact Us

If you have questions, concerns, or would like to get involved in the m.o.r.e. Montessori project, please contact us via email at morehelp@metromontessori.com. We will respond to your emails ASAP, with the priority going to trouble shooting issues.