



上海耀中國際學校  
YEW CHUNG INTERNATIONAL SCHOOL OF SHANGHAI

Committed to **Global Education**

# Report Writing

April 2015

# International



# What makes a good report?

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# Process

Input data and check Final Grades

Generate report and review grades

Read notes, review work

Co-Teachers Communicate

Write the subject report and proofread

# Generating Reports

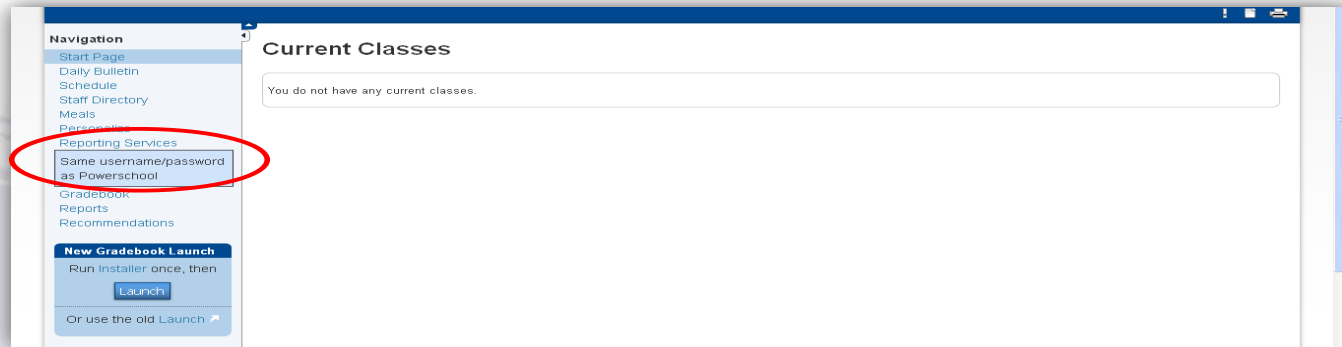
## How to Generate Reports on Power School Reporting Service

### 1. Log onto PowerTeacher

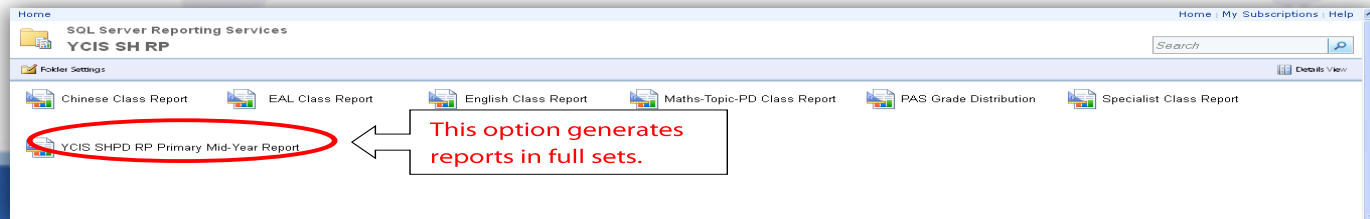
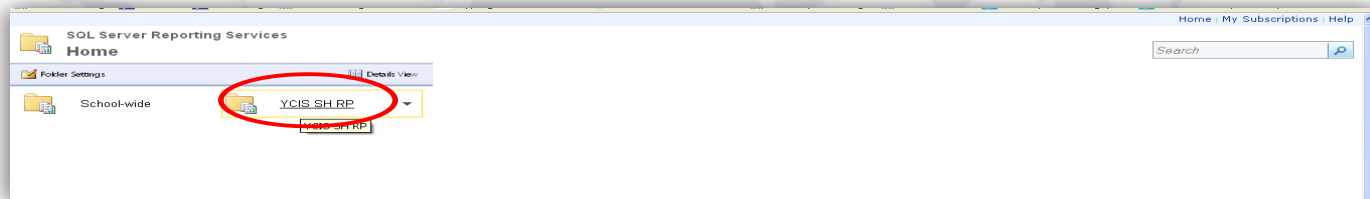


# Generating Reports

2. Click on Reporting Services. It will open in a new tab. Log in with your normal school username and password



3. Go to YCIS SH RP, and choose the report you'd like to generate.



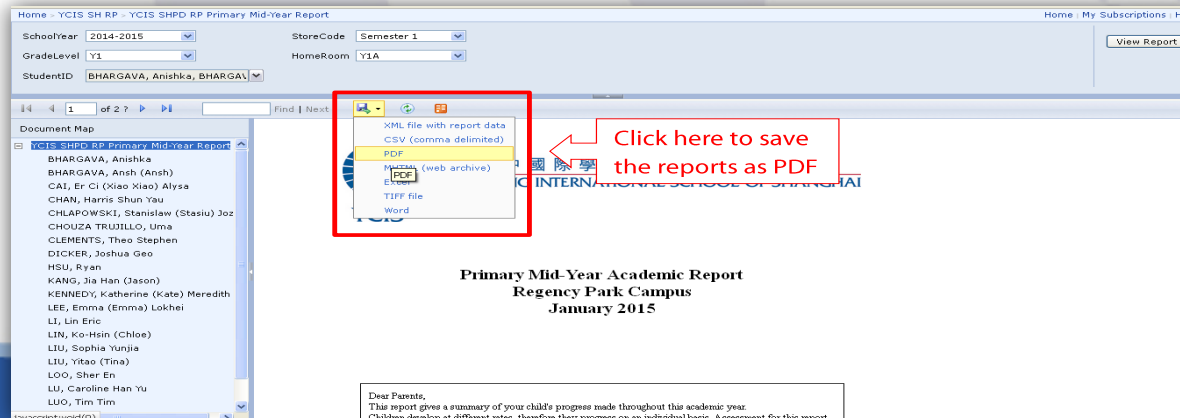
# Generating Reports

4. Select **School Year**, **StoreCode**, **GradeLevel**, **HomeRoom (for class teachers) / Section Group (for specialists)**. You can also filter which students' reports you'd like to print by selecting from **StudentID**.

Click on "View Report" on the top right corner to generate a report.



5. Save the reports as PDF



# Report Comments

## Mathematics

Using and applying mathematics

DS

Counting and understanding numbers

EE

Knowing and using number facts

EE

Calculating

DS

Understanding shape

DS

Measuring

EE

Handling data

DS

Effort

SA

Andrew is making good progress in Mathematics. After a few seat change in the classroom, he is now sitting in a group that works for him and where he is less distracted. He works well when he puts his head down and gets on with the task set. Andrew usually performs well in end of unit assessments, showing that understood the concepts taught and practised in class. Andrew is particularly strong at converting measurement and solving multi-step word problems. He has a good recall of multiplication fact and this helps him when using written methods for multiplication and division, also to work out the area and perimeter of shapes. We are hoping that Andrew keeps up his current good work ethic in Semester 2.



# Report Comments

Speaking, Listening and Responding

Speaking

DS

Listening and responding

DS

Group discussion and interaction

DS

Drama

DS

Effort

HM

Reading

Understanding and interpreting text

DS

Engaging with and responding to texts

DS

Effort

HM

Writing

Word structure and spelling

DS

Creating and shaping texts

DS

Text structure and organisation

DS

Sentence structure and punctuation

DS

Presentation

DS

Effort

HM



# Report Comments

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Anne enjoys reading and writing for a variety of purposes. She reads for enjoyment and is able to retell, in detail, books of her own choosing. Anne's vocabulary is expanding and she can understand difficult words by using context cues. She showed appreciation for poetry and understands it as a form of expression. Anne used many different poetic devices in her poetry such as, alliteration, metaphors and similes. She used dialogue to develop the characters in her recent fairytale story. We are very pleased with Anne's confidence when presenting to the class. She worked with her group members to create a presentation about an author, showing the qualities of a significant author. Her non-fiction explanation about Ancient Rome showed a good understanding of both structural and language features.

# Report Comments

## Mathematics

Using and applying mathematics

DA

Counting and understanding numbers

DA

Knowing and using number facts

BD

Calculating

DA

Understanding shape

DS

Measuring

DS

Handling data

BD

Effort

SA

Andrew is becoming more confident and comfortable with Mathematics as he familiarises himself with the concepts we have been exploring this semester. We have seen improvement in Andrew's ability to mentally calculate numbers during Mental Maths. Revision of basic math facts would help Andrew become more comfortable during Mental Maths and also in the manipulation of numbers to make given totals. During the unit on number facts and shapes, Andrew is showing basic understanding of problems connected with doubling and halving. Her computations aren't always consistent. Andrew has excellent knowledge of 2D and 3D shapes and their properties. In our most recent unit, Andrew has shown that he has good knowledge of the tools used and the units of measure associated with it. During this semester, Andrew has also learned how to solve 2-step problems. Further practise in this area would help him become more confident in this area.

# Report Comments

Topic: Science

Scientific enquiry & investigative skills

DS

Scientific knowledge & application

DS

Topic: History and Geography

Historical and geographical enquiry, communication and skills

DS

Knowledge and understanding of people and places

DS

Knowledge and understanding of events and changes in the past

DS

Knowledge and understanding of patterns, processes, environmental change and sustainable development

DS

Effort

CO

In the Human Body Unit, Andrew could list the five senses and understand the importance of keeping his body healthy. He could name the main body parts in both English and Chinese. Andrew enjoy constructing different toys from the past, particularly the Ball and Cup. He could sort old and new toys and discuss the basic differences in their construction and appearance. During the Our Home Countries unit, Andrew performed a detailed presentation on his home country, speaking clearly, confidently and with good volume in front of the audience.

# Common Issues

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- Whole comment is positive and narrative
- No areas of weakness identified or goals set
- The grades and the comment are not alligned
- The name of the student is inconsistent
- Capitals letters are missing for subjects
- Proof reading has not been done carefully
- Cut and paste has been used in most reports
- The comment lacks structure
- The report as a whole is contradictory

# English/EAL

- This comment should give detailed examples of the child's progress (related to specific skills) so far in English and should specifically mention progress in each of the three areas above. How is their progress in Guided Reading? What have they been working on and how are they doing with it? What are their strengths? What are their weaknesses? Have they made any significant improvement or decline? What are the next steps in their learning? Are they getting more challenging work?
- Jaime is confident to answer questions and take part in class discussions. He needs to work on listening more carefully to instructions. During class discussions he often needs to be reminded to focus on his teachers instead of his peers. This is a goal for Semester 2. Jaime reads aloud well and shows an understanding of what he has read but needs encouragement to focus and read during class. He enjoys the group reading sessions and can discuss the book, setting and characters before trying to predict what will happen next in the story. He enjoys working with others, but struggles to concentrate as well when working independently. Jaime tends to write short sentences so is being encouraged to be more descriptive in his writing and to edit his work thoroughly. His use of grammar and punctuation has really improved and we would like him to now focus on his presentation. (885)

# Chinese

- This comment should give detailed examples of the child's progress (related to specific skills) so far in Chinese and should specifically mention progress in each of the three areas above (听、说、读、写). What have they been working on and how are they doing with it? What are their strengths? What are their weaknesses? Have they made any significant improvement or decline? What are the next steps in their learning? Are they getting more challenging work? Do they have any goals they are working towards or recently made a great achievement?
- Isabel has made steady progress in Chinese this semester, especially in her oral Chinese. She listens attentively and plays an active part in Chinese lessons. She has an interest in creating dialogues and actively participates in oral activities. Isabel is now able to speak and express her opinion using the correct pronunciation. She has also shown an improvement in her reading skills, although she needs to work on being louder. More reading practise may help Isabel to widen her vocabulary and enrich her imagination, so that she can use more descriptive vocabulary and language in her speaking and writing. With her continued hard work, she will continue to make further improvements in the future. (704)

# Maths

- This comment should give detailed examples of the child's progress (related to specific skills) so far in Mathematics. What have they been working on and how are they doing with it? What are their strengths? What are their weaknesses? Have they made any significant improvement or decline? What are the next steps in their learning? Are they being extended? If so, how?
- Shu Yung has a very good foundation of Mathematics skills that enables her to perform well in this subject area. She is particularly strong at multiplication and is rapidly progressing through the levels of the speed trials. Her thorough knowledge of the times tables helps her greatly in being able to make accurate and quick mental calculations. Of all the topics covered, Shu Yung initially seemed to find fractions and decimals the most challenging. She struggles to find the fraction of a whole number and converting between the two, but she certainly applied herself and was able to complete the tasks she was set with support. Shu Yung obviously enjoys Mathematics, but should ensure that she asks for help, especially when solving word problems where she may be unfamiliar with some of the English terminology. (823)



# Topic

- This comment should give detailed examples of the child's progress so far in the units they've covered for Science and Topic. What have they been working on and how are they doing with it? Have they completed any particular projects? What are their strengths? What are their weaknesses? Have they made any significant improvement or decline? What are the next steps in their learning? Are they being extended? If so, how?
- Steven has shown an interest in Science during the course of the year, particularly our unit on Forces and Friction. He asked meaningful questions and contributed greatly to our class discussions. He worked well with a partner but struggled to explain ideas using the specific scientific vocabulary taught in class. During our History and Geography units, Steven participated well in all activities and skillfully presented his project on Ancient Egypt to his peers. He draws on his wide general knowledge but needs encouragement to complete independent work in the time provided. Steven enjoyed the more practical aspects of our topics, including our investigation on air resistance using an egg and parachute. (718).

# Personal Comment

- This comment should give specific examples of the child's social and emotional development, including next steps. How are his/her friendships? Has s/he received any awards or participated in any assemblies? Have they taken on additional roles or responsibilities such as Student Council, ECO Action? Has the child showed a particular interest in a topic? How does this child model the behaviors above (i.e. specific example of modeling good character or a caring attitude toward the environment)? What are their strengths? What are their weaknesses? Have they made any significant improvement or decline? Do you have new or ongoing concerns? What is your professional opinion about this child's overall progress? *Do not repeat what you have written in previous comments.*
- Dana has made good progress and achieved a great deal this last semester. She is our class representative for the Student Council, a role she really enjoys. Her performances at our recent Curriculum Assembly and Christmas Concert were impressive. Dana works hard in class, is a kind and friendly student who has a good sense of humour. She needs to work on her presentation as well as consistently completing her work in the given time. In class she confidently shares her work with her peers, works well collaboratively always follows the Helping Hands rules established in school. Dana can be relied on to try her best and should be encouraged to raise her hand more to participate in all class activities. We are confident of continued progress in the coming months. (719)