

Report Card Template Navigating Techniques

For training purposes, five Report Card templates have been designed for *Demonstrating Results: Developing State and Local Report Cards*, using sample data, charts, and text. This document explains how the Report Card templates are designed to aide in making revisions to the look or format of the templates. **Please note that the Report Card templates, including the sample referenced in this document, do not use real data and are for illustration purposes only. Furthermore, the pictures used throughout these templates are copyrighted and may not be reproduced.**


The five sample Report Card templates created for this training include:

- Local Comparisons
- Local Trends
- Local Extended (must be printed on legal size paper)
- State Comparisons
- State Trends

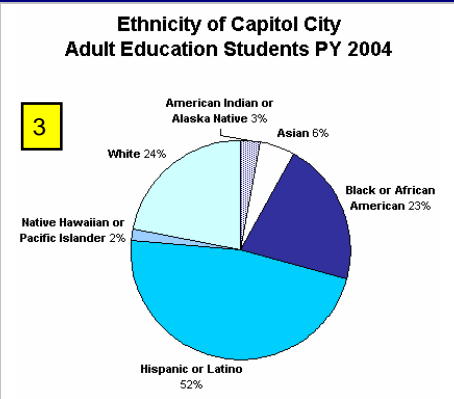
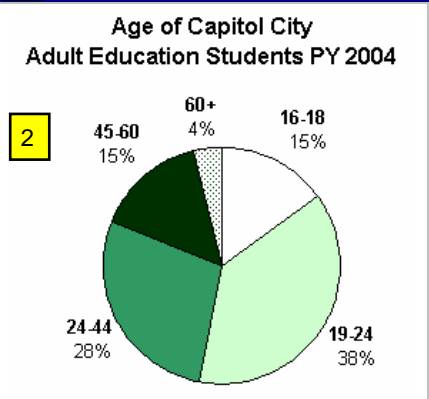
The Report Card template for Local Comparisons was selected for this document to highlight the design features that are included in each of the templates. These design features may be used in the redesign of any of the five templates.

The first section (pages 1–4) of this document includes page-by-page details about the font, color, layout, and other features of each cell within the table used in the template. All of the templates are designed in a table format. In this guide, each cell in the table is labeled to correspond with the description of that cell.

The last section (pages 5–8) contains an abbreviated glossary of terms that are used in the design features section of this document. The bolded words found in the first section describing features of each cell are explained in greater detail in the glossary. These explanations help clarify how to reformat or revise the cells within the template.

 **TIP:** Refer to the *User Guide* provided in this training to help you with creating, formatting, and placing charts and graphs from Excel into the Report Card template. Advanced users may wish to redesign the Report Card template in another format; however, for the purposes of this training the table format must be used.

1 Students



Enrollment by Race/Ethnicity PY 2004

Race/Ethnicity	Program	Similar Towns	State	Program vs. State*
American Indian or Alaskan Native	3 %	1 %	0 %	+3
Asian	6 %	7 %	9 %	-3
Black or African American	23 %	20 %	36 %	-13
Hispanic or Latino	52 %	42 %	39 %	+13
Native Hawaiian or Pacific Islander	2 %	1 %	7 %	-5
White	24 %	29 %	18 %	+6

Gender	Program	Similar Towns	State	Program vs. State*
Male	47 %	51 %	44 %	+3
Female	53 %	49 %	56 %	-3

Pre Employment Status	Program	Similar Towns	State	Program vs. State*
Employed	66 %	67 %	77 %	-11
Unemployed	26 %	27 %	14 %	+12
Not in Labor Force	8 %	6 %	9 %	-1
On Public Assistance	17 %	8 %	4 %	+13

*Difference in percentage points

5 Contact Name
Address
Address 2
City, state, zip
Website



6 Local Comparison Template – For Illustration Purposes ONLY

BACK PAGE (Page 1 of template)

Borders: Borders are not used in this table or cells.
 Note: In order for the template to print correctly, page 1 of the template is the last page of the printed report card.

1. Section Header/Title for the back page.
 Format: Section Header text is formatted to be **white**, font Britannic Bold, 18pt. Apply a **Dark Blue** fill to this cell. See **Color Fills** for help.
2. **Chart** – Size no larger than 2 inch by 2 inch.
Format Chart Layout: In-line with text.
3. **Chart** – Size no larger than 2 inch by 2 inch.
Format Chart Layout: In-line with text.
4. **Table** – Format this chart in Excel, then copy and Paste Special the Excel table into the cell. (Do NOT use the usual paste function, you must use Paste Special as explained in the *User Guide*.)
 This data table uses **Dark Blue** font, Tahoma 8–10 pt. and either no fill or yellow **Color Fill**.
5. Insert contact information for the program.
 Format: Section text is formatted to be **white**, font Arial Bold, 8pt. Apply a **Dark Blue** fill to this cell. See **Color Fills** for help.
6. For template purposes only, we have labeled the templates here so you can tell which version is used in this sample. This cell should NOT be in your final report card.

FRONT PAGE (Page 2 of template)

7		8	Capitol City Program for Adult Education - Capitol City, MU																																																									
9 Local Adult Education Report Card																																																												
																																																												
10	<p>The adult education and literacy program supports instruction in Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as a Second Language (ESL) classes for adults age 16 and older who lack basic literacy and English language skills. This <i>Adult Education Report Card</i> describes our program's adult education students, their participation in instruction, and their achievements in increasing their literacy, improving their employment, entering postsecondary education, and obtaining a secondary credential.</p>																																																											
11	<table border="1"> <thead> <tr> <th></th> <th>Actual %</th> <th>Similar Programs</th> <th>State Average</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td colspan="5">Completed One or More Levels</td> </tr> <tr> <td>ABE</td> <td>26 %</td> <td>25 %</td> <td>18 %</td> <td>A+</td> </tr> <tr> <td>ASE</td> <td>25 %</td> <td>25 %</td> <td>21 %</td> <td>A+</td> </tr> <tr> <td>ESL</td> <td>18 %</td> <td>19 %</td> <td>10 %</td> <td>A+</td> </tr> <tr> <td colspan="5">Achieved in Education</td> </tr> <tr> <td>Earned Secondary Credential</td> <td>3 %</td> <td>13 %</td> <td>19 %</td> <td>F</td> </tr> <tr> <td>Entered Postsecondary School</td> <td>15 %</td> <td>10 %</td> <td>11 %</td> <td>A+</td> </tr> <tr> <td colspan="5">Joined the Workforce</td> </tr> <tr> <td>Entered Employment</td> <td>54 %</td> <td>66 %</td> <td>53 %</td> <td>A</td> </tr> <tr> <td>Retained Employment</td> <td>66 %</td> <td>90 %</td> <td>87 %</td> <td>C</td> </tr> </tbody> </table>						Actual %	Similar Programs	State Average	Grade	Completed One or More Levels					ABE	26 %	25 %	18 %	A+	ASE	25 %	25 %	21 %	A+	ESL	18 %	19 %	10 %	A+	Achieved in Education					Earned Secondary Credential	3 %	13 %	19 %	F	Entered Postsecondary School	15 %	10 %	11 %	A+	Joined the Workforce					Entered Employment	54 %	66 %	53 %	A	Retained Employment	66 %	90 %	87 %	C
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Retained Employment	66 %	90 %	87 %	C																																																								
12	<p>Grades are relative to the state average and determined through a formula that may be found at website.gov</p>																																																											

Borders: There are “Box” borders around the entire table on this page. The border is a 1½-pt. line, color **Dark Blue**.

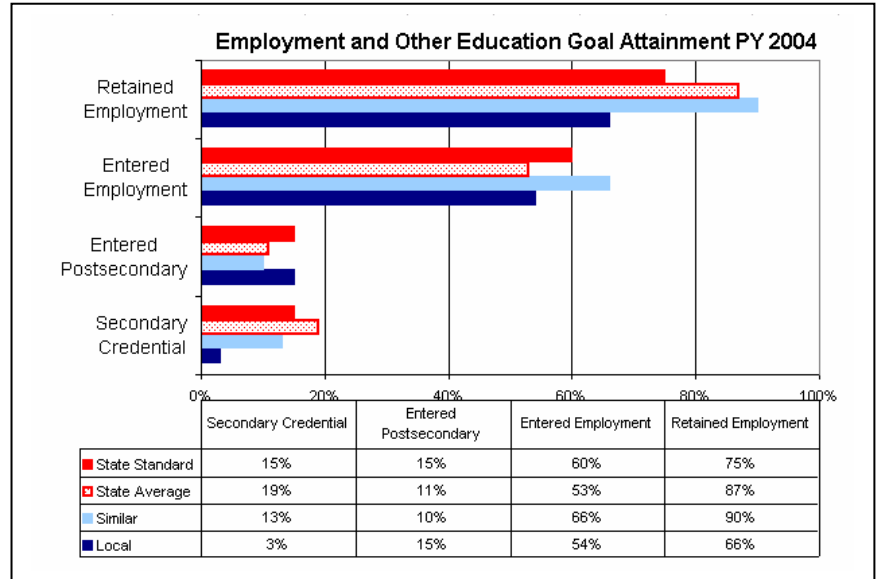
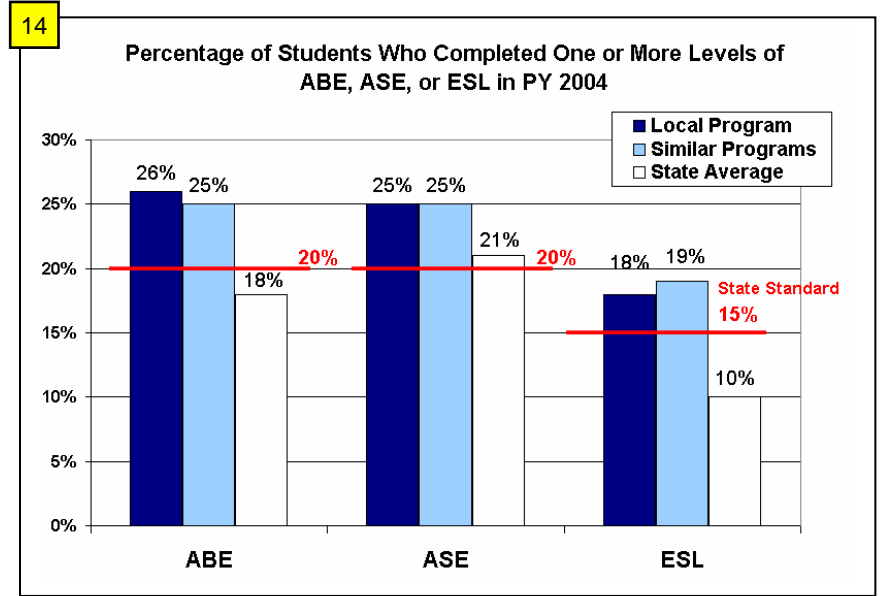
- Insert Picture** – Insert Logo.
Picture size as shown: 0.6” H x 0.6” W
- Text: Program Name – font is **Dark Blue** color, Arial Bold, 12 pt.
- Text: Report Card Name – text is formatted to be **white**, font Britannic Bold, 26 pt. Apply a **Dark Blue** fill to this cell. See **Color Fills** for help.
- Insert Picture**
Picture size shown: 1.7” H x 4.65” W
Note: This picture is copyrighted and may not be reproduced.

Text – Provide descriptive text about the program and/or the report card itself. Text may describe the purpose of the report card and the meaning of the charts and graphs included in the report card.

- Table** – Format selected chart in Excel and resize the chart in a blank Word document prior to copying and pasting into the template.

Most text is in Californian FB, 9–11 pt. font sizes, **Dark Blue** color with no fill or light blue fill. Grades text is in Bradley Hand ITC, 11 pt., **white** color with **Dark Blue** fill.

- Text Box:** Separately, below the table, a text box may be inserted and may include notes about your data chart. Small font size (such as 8 pt.) and minimal text is suggested.



INSIDE LEFT (Page 3 of template)

Borders: There are no borders used in this table. However, both charts have a text box around them with a 3/4-pt. black line border. See **Format Text Box**.

- 13. Text: Section Header/Title – font is **white** color, Britannic Bold, 18 pt., with **Dark Blue Color Fill**.
- 14. The second cell occupies the rest of the page. Tables, charts, pictures, and/or text may be inserted to fill the cell. The sample here shows two charts with the following formatting:

Insert Chart: Refer to the *User Guide* developed for this training to learn how to create, format, resize, and place charts and graphs.

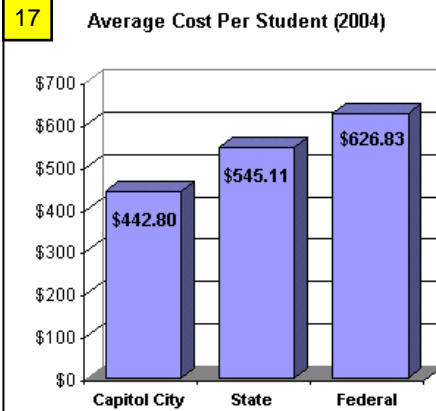
Format Picture/Chart Size: Charts should be no wider than 4.25 W. To find the size of a chart, double click any chart in your template, and look under the Size tab.

Format Chart Layout: In this template, the first chart is Square, and the second chart is In Line With Text. Use a paragraph return before second chart for spacing.

Text boxes: If your chart does not have a border, and you want a border, you can use text boxes around your charts with a .75 black line.

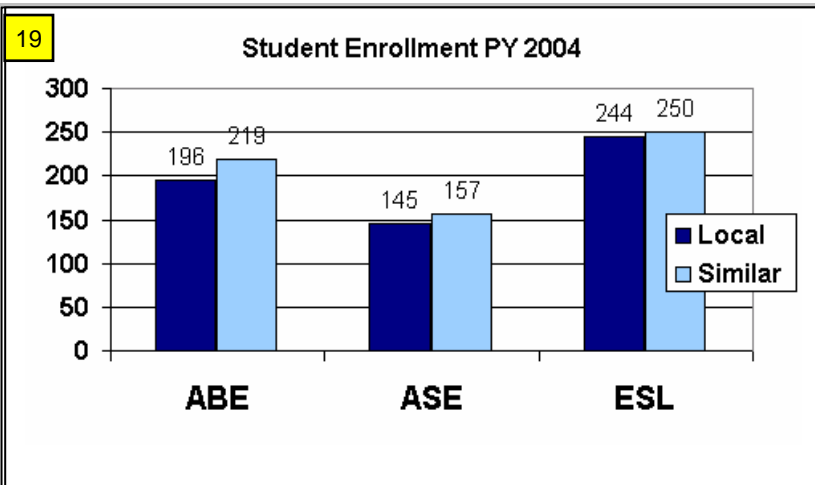
INSIDE RIGHT (Page 4 of template)

15 Enrollment, Contact Hours & Cost



18

Average Contact Hours 2002-2004				
	2002	2003	2004	Change
ABE	51	62	52	+1
ASE	47	48	48	+1
ESL	78	70	61	-17



Borders: There are no borders used in tables on this page.

- Text:** Section Header/Title – font is **white** color, Britannic Bold, 18 pt., with **Dark Blue Color Fill**.
- Insert picture:** **Text box** used as border around picture. Note: This picture is copyrighted and can not be reproduced.
- Insert chart:** See the *User Guide* created for this training to create a chart. Use **text box** as border.
- Table:** Format selected chart in Excel and resize the chart in a blank Word document prior to copying and pasting into the template.

This table uses **Dark Blue** color, Tahoma 8–10 pt. with various **Color Fills**, including **light**, **medium** and **dark blue**.

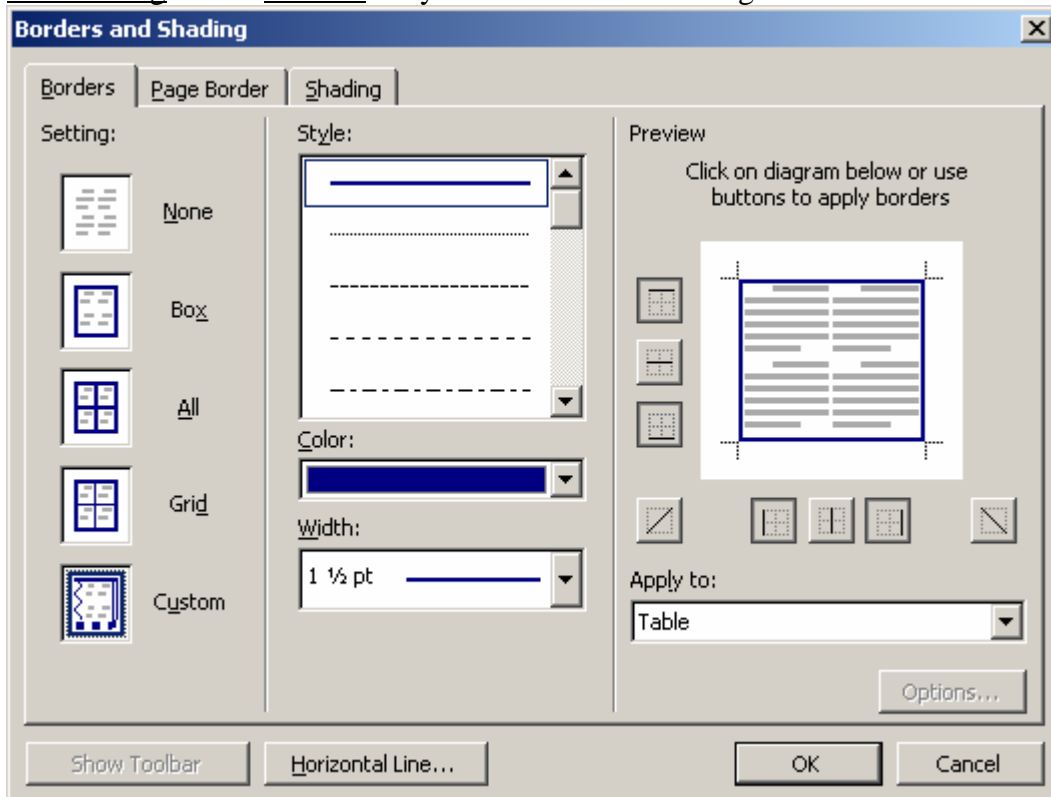
- Insert Chart:** See *User Guide* developed for this training to learn how to create, format, resize and place charts and graphs. Note: You can insert **text box** around your chart for a border, or you may keep the border around the chart when formatting in Excel before pasting into the template.

Abbreviated Glossary:

BORDER (Table and Cell):

For the most part, it is best not to use borders around your table and table cells.

To change borders in your table or cell, go to the main tool bar and select Format, then Borders and Shading. In the Borders tab you will see the following menu:

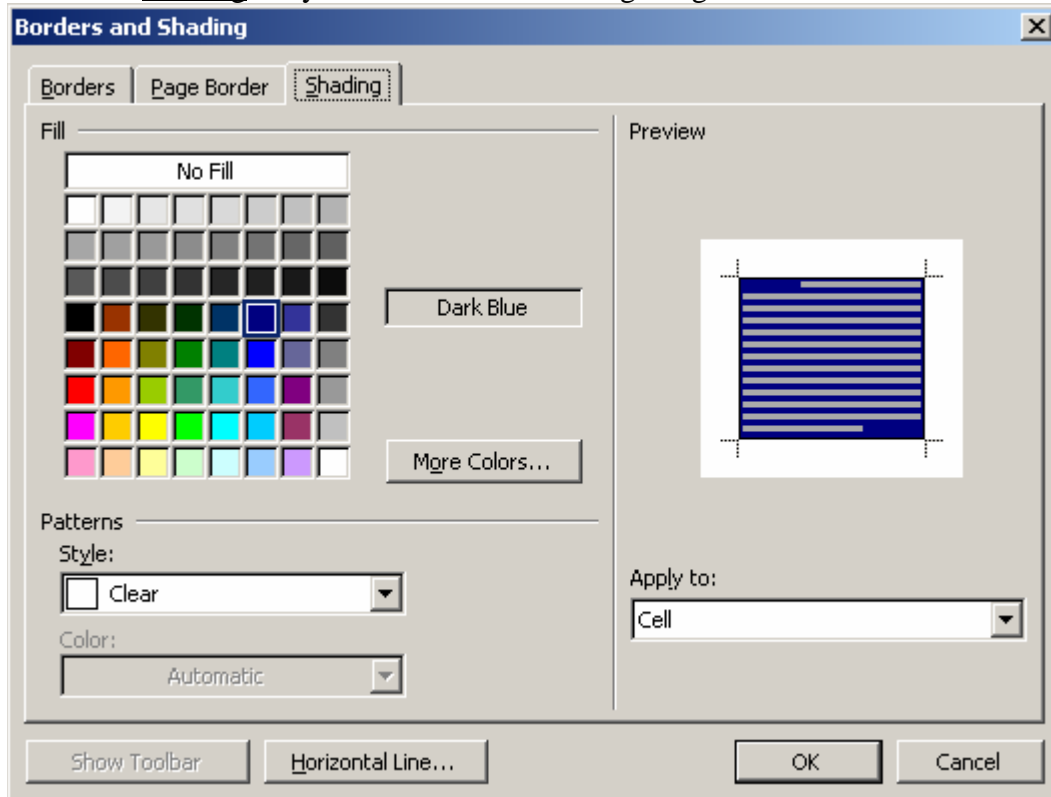


The image above shows the selections of: Setting: Box, Apply to: Table. The preview pane shows the appearance of the box around the table.

Borders can be applied to one side, all sides, or any combination of sides. Select the desired style border and in the Preview pane click on the sides of the square to select/deselect the border for each side. If only one cell is being formatted and not the whole table, be sure the Apply to: drop-down menu shows Cell, not Table.

COLOR FILLS:

To insert a color in a cell, go to the main tool bar and select Format, then Borders and Shading. Under the Shading tab you will see the following image:



Select a color; in this example Dark Blue is selected. Then, select Apply to: Cell using the drop-down menu if Cell is not already selected. Click “OK.”

CHART:

Please refer to the *User Guide* for a detailed explanation of how to create and format charts in Excel. You must then Copy and Paste Special from Excel into the template or into a blank Word document if the chart needs to be resized to fit the template cell. Copy and Paste regular may be used when copying from the blank Word document to the template, but Paste Special must be used when copying the chart from Excel to any Word document/template.

FORMAT PICTURE BORDER:

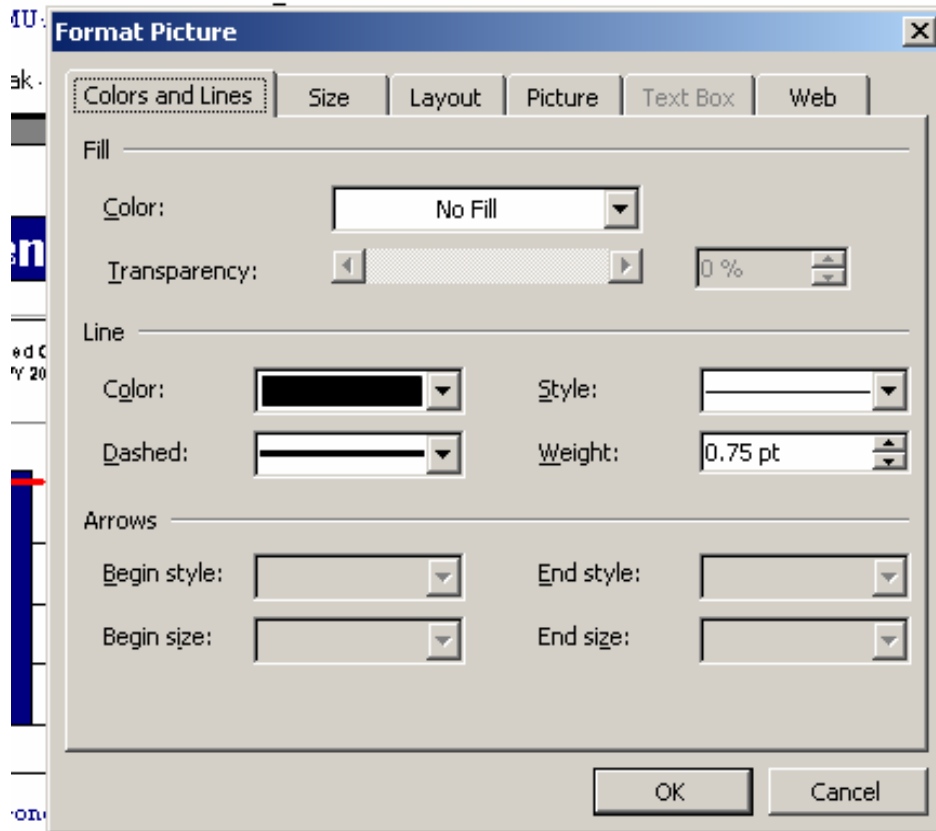
Double click on the picture. A menu screen will appear like the one below. Click on the Colors

and Lines tab.

Under Line, select color, style, and weight according to your preferences.

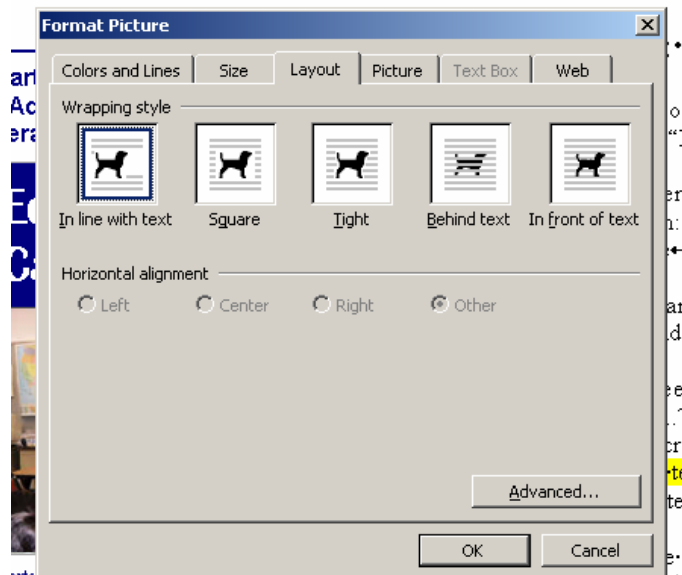
The example in this guide uses the color Black, a solid line style, and weight of

.75 pt.



FORMAT PICTURE LAYOUT:

Double click on the picture. A menu screen will appear; go to the Layout tab. Choose a layout and horizontal alignment.



INSERT CHART:

Please review the *User Guide* developed for this training to learn how to Copy and Paste Special a chart from Excel into Word. (Note: Always use Paste Special as explained in the *User Guide* when copying a chart from Excel to insert in a Word document.)

INSERT PICTURE:

Go to the main menu bar and select Insert, Picture, and then From file. Browse for the photo you want to use, and click Insert. Photos might need to be resized, in which case you should insert the photo into a blank Word document, resize the photo and crop if necessary, then copy the revised picture and paste into the template.

PASTE SPECIAL:

Please see the *User Guide* in the section titled “Placing a Graph or Chart from Excel into the Report Card Template.”

RESIZE PICTURE:

Double click on the picture. A menu screen will appear; click on the Size tab.

Enter new height OR width. Note: Lock aspect ratio should be checked to ensure that the picture is resized without distortion.

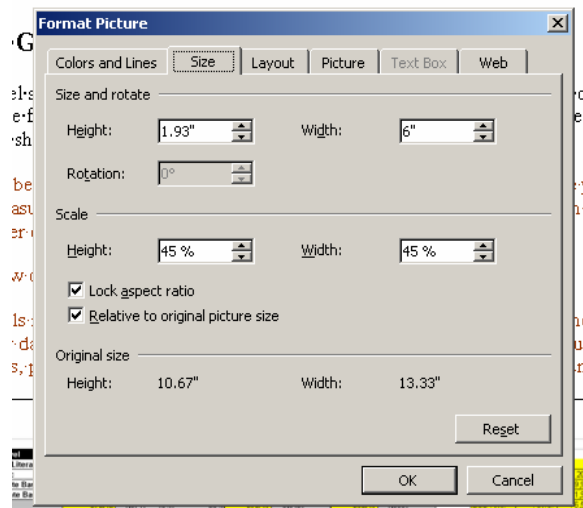



TABLE:

Create the table in Excel, then Copy and Paste Special the new data table into the appropriate cell. Apply your styles to the text (sample styles are provided in the design features section above to aid you in determining the best size and font to use in a chart for the reader). Note: If your table is too big for the cell, you may need to limit the amount of information you include in the chart. Alternately, you may Copy and Paste Special the chart from Excel into a blank Word document and resize the chart until it will fit in the cell. However, be sure that the font size is not too small for the reader.

TEXT BOX:

To create a text box, go to Insert, then Text Box. (Note: this icon may already exist in your Drawing toolbar and will look like this: ) Click on the handle bar around the text box and drag the box within the document to its placement, then type in text. Although the template in this document uses text boxes around several charts and pictures, this is entirely optional.