



Circle Christian School Monthly Reporting Quick Start Guide

The Percipion HELPER system is designed to assist homeschooling families with their monthly record keeping. This guide will assist you as you begin to use the system. If at any time you are unsure of what to do next, click the "Need Help" link on the upper right of the screen for page-specific instructions and hints.

It may be helpful to print this guide before proceeding.

To use the system, you will need to complete the following steps:

1. Registration - The system will require you to set up an account with Percipion.com. This will only need to be done once. Follow the link on the CCS Web site to the registration area. You will be asked to give some basic account and membership information.

Note: Do not forget to put in the coupon code supplied to you by CCS. This will allow you to use the system with no additional charge to you. Otherwise, you will be taken to the payment system and asked for payment.

2. Set-up your school - This is a one time set-up that gives the system the information needed to generate your monthly reports. This step should only take about fifteen minutes to complete. Once the information has been completed, the system will auto-fill many of the monthly report fields each time you create it.

You will be asked to give the following information:

- School details
- School years
- Family details
- Teacher details
- Student details

3. Input your report information – You may now begin to do the following:

Enter the textbooks that you are currently using in the "Curriculum" section under "Manage my settings". This is used to create a drop-down list of curricula that you may select when generating your monthly reports. You may go back to this section at any time to update, inactivate, or add new materials.

Designate your holidays, vacations, and field trips under the "Manage my school" section. This will help you to keep track of your required school days and will remove these "special" days from the school calendar for attendance purposes. You may go back to this section at any time to update or add additional events.

If you wish, you can also keep a book list or reading log using the "Reading log" area.

Take attendance using the attendance area.

4. Generate your reports - Go to the "Create reports" area and select "Monthly report". Choose "Add new monthly report" and select the student, month, and year for which you wish to create a report.

There are seven tabbed sections to the report:

Skills

Attendance

Grades

Reading Log

Continuing Ed.

Field trips

Notes

- Skills - The skills tab provides a checklist of the skills covered in each course. Select a course by clicking on its name. Check the appropriate boxes for each skill that was covered during this month.
- Attendance - This pulls in the attendance, holidays, and field trips that you have entered for the month.
- Grades - The grades tab is where you will list all of the courses and their respective curriculum. Choose course, curriculum, source of instruction, course length (if applicable), and grade for each course. To add additional entries, click the link labeled "Add another course to this report". You may remove any unneeded entries by clicking the "Remove this row" link to the right of the specific entry.
- Reading Log - This pulls the reading logs that you have created for the month if you used the log.
- Continuing Education - This lists any continuing education that you may have entered for the month.
- Field Trips - Any field trips taken during the month will be listed here.
- Notes - This is an area where you can add notes or additional information to your report. It is not required.

5. Save the report - You may now save the report. Saved reports can be reopened at another time to continue working on them.

6. Submit the report - From the monthly report area, choose the desired report, and click "Submit monthly report". It is important to note that **once you have submitted the report, it cannot be edited**. It can be viewed (or printed) by selecting "View monthly report".

Note: **The monthly report can not be submitted unless the attendance is complete and skills and grades have been entered**. Once these are complete the submit button will be available at the bottom of the report management screen.

Helpful Hints:

- A complete help manual is available to view or print under the "Manage my school" area. It is listed as "System Help".
- You can also build new monthly reports, based on previously submitted reports, by selecting "Create as copy" from the monthly report management area. If your curriculum and subjects are similar from month-to-month this can be a real time saver.
- You may change your password or e-mail address at any time using the "Account Manager" section.