

Quick Tips and Tricks for Classroom Teachers

Report Distribution

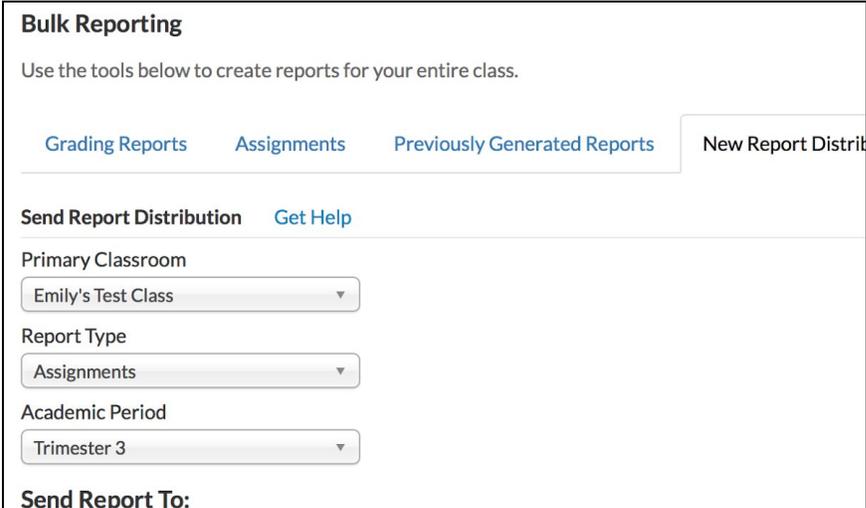
How can I distribute grade reports?

The Beehively system allows teachers a variety of options for sharing grade reports for students:

- Make grades visible online for parents to see
- Download and print reports to be distributed by hand
- Distribute reports electronically to a student, group of students, or the entire class

How do I do electronic report distribution?

1. Access the "Reporting" tab on your class page.
2. Scroll down to "Bulk Reporting" and find the "New Report Distribution" tab.
3. Select the following:
 - a. Desired Classroom
 - b. Report Type
 - c. Academic Period
4. Click on "Send Report"



Bulk Reporting

Use the tools below to create reports for your entire class.

[Grading Reports](#) [Assignments](#) [Previously Generated Reports](#) [New Report Distribution](#)

[Send Report Distribution](#) [Get Help](#)

Primary Classroom
Emily's Test Class

Report Type
Assignments

Academic Period
Trimester 3

Send Report To:

How quickly will they send out?

Reports are processed and sent from the system within 20 minutes of the distribution, often taking less than 10

minutes. Some parents may take longer to receive their report depending on their email client, you can keep an eye on the dashboard to watch the distribution and parents opening the reports.

What reports will send?

Any of the reports in the system can be sent electronically. If you don't see an option on the list please reach out to your school's gradebook administrator or the Beehively support team.

- Report Cards, Progress Reports, and Subject Summary Reports will send a report that includes grades from all classes and subjects the student is enrolled in.
- The Missing Assignment report will only include missing assignments from within the classroom that the report is being sent.

How can I see who has viewed the reports or who didn't receive them?

You will be automatically directed to the "Past Distributions" tab once you have sent the report. Here, you will see a list of all past distributions that have been sent for this class. This will show who sent the distribution, the report type, and overall status. From here you can do two things:

- Delete the distribution
- View the dashboard by clicking on "Status Detail"

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Past Distributions

You are viewing previously created distributions. Click on "Status Detail" to see details of a distribution. If it is "In Queue" then please R

SENT ON	CREATED BY	REPORT TYPE	WITHDRAW	STATUS
09/15/2017 10:04 am	Support, Beehively	Progress Report (detail)	Withdraw Now	Status Detail
09/02/2016 01:39 pm	Support, Beehively	Student Standards	Withdrawn	In Queue



The parents will receive an email prompting them to open a link, which will open a page in their browser with the sent report. There are many status updates provided throughout the report retrieval process allowing you to verify which parent(s) viewed the report and when. Keep reading to discover what all the statuses mean, and how to troubleshoot any failed attempts.

Pending: The email is waiting to be sent from Beehively's email server

Sent: The email has been sent and is in route to the recipient's email server such as Gmail or Yahoo.

Delivered: The email is in the inbox of the parent

Dropped (aka bounced): After multiple attempts, the email was rejected by recipient. We recommend contacting the user in this case

Opened: The parent opened the email

Clicked: The parent clicked the link to the report, this does not necessarily mean that the report was accessed

Downloaded: The page was accessed, and the report was downloaded and shown on the parent's screen

Confirmed: The parent checked they have seen the report and submitted approval. This is the final step.

Once your distribution is complete, you can revisit the "Past Distributions" tab anytime to view what you have sent throughout the year. If you do not see this option provided at your school and would like to try out this feature, please contact support@beehively.com and we can enable it for your school!