

Printing Parent PIN Pages

The following instructions detail the steps that teachers can take to access and print parent PIN pages for the parents and guardians of the children in their classrooms. Parents can view their children’s assessment results directly on CLI Engage if they have this parent PIN page.

1. Login to CLI Engage.
2. From the Dashboard, click on the “Assessment” tab:




3. Then, choose the assessment you would like to print parent reports for your class. For example, “CIRCLE Progress Monitoring PreK.”
4. Select the school and then the class that you would like to print parent reports.
5. On the class view page, click the reports button next to a child’s name (highlighted below in yellow):

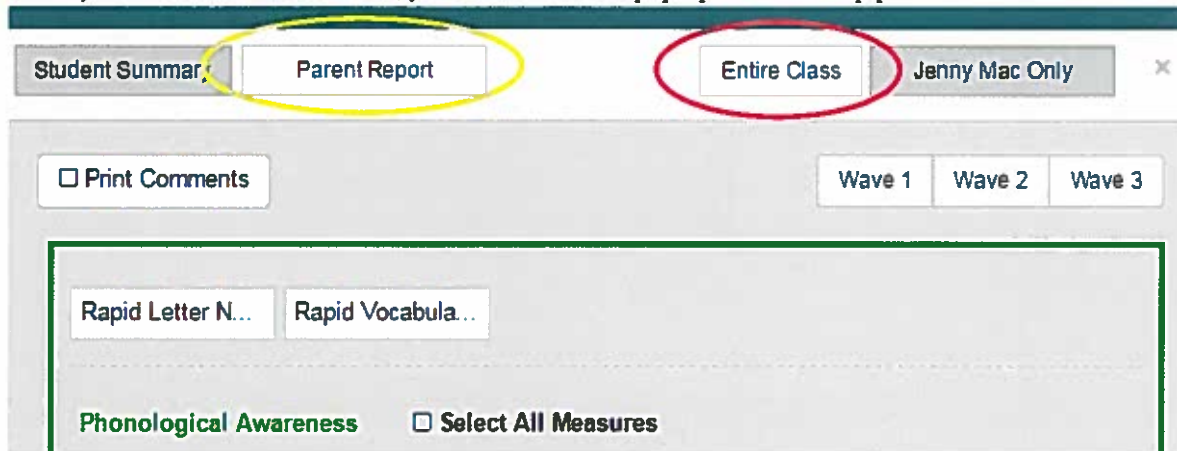
Community/District: CLI TEST COMMUNITY School: Test School 1 Class: Brown's Class

Navigation: < Class View | Reports | View Groups | Click to Assess in Spanish | Offline Assessment

Student Name	Launch selected	Student Summary	Rapid Letter Naming	Rapid Vocabulary 1	Syllabication	Onset-Time	Asseriation	Rhyming 1	Total (click to collapse)	Listening	Words in a Sentence
Exclude All											
Maximum Score	52	55	7	5	7	9	28	5	5	5	
1 Jenny Mac	0	0	3	0	0	0	3	0	0	0	

Teachers can print a school report (for teachers and administrators) and a parent report from this button.

6. When you click the  icon, you will see a screen pop-up where the top portion looks like this:



For the parent report, select the parent report option (highlighted in yellow above).

7. You can choose to print parent reports for one child, or for the entire class from this screen. If you are planning to print parent reports for all of the children in your class, we recommend that you select “Entire Class” (highlighted in red above).
8. Then, select the wave and measures that you would like to appear on the parent report. **We recommend that you only select the measures that you administered** to appear on the report, to avoid confusion for the parents.
9. Once you have selected the measures, you will see the following buttons at the bottom of the screen:



10. First, click the button to “Create for Parent.” Parent reports will download as PDFs. Please disregard these documents. **This step is required for parents to be able to view the reports online.** NOTE: This is a glitch on CLI Engage. We are working to correct it as soon as possible, but wanted to offer teachers the ability to download reports for parents as soon as possible. We apologize for this inconvenience.
11. Next, click the “Parent PIN Page” button. The parent PIN pages will download as a PDF, so you can easily print and share with parents/guardians. Parents can view and save their children’s assessment results directly through the CLI Engage website if they have this information, which is uniquely tied to each child.
12. To help parents better understand what these results mean, we recommend that you also attach the “Student Report Cover Page.” This document can be downloaded from the CLI Engage Resources page: www.cliengage.org/resources, under the “Assessments” heading:

Assessments

Review the resources below to learn about the “Assessments” on CLI Engage, including the CIRCLE Progress Monitoring System and CIRCLE Classroom Observations Tools.

- CIRCLE Progress Monitoring Training
- CIRCLE Progress Monitoring Administration Videos
- CIRCLE Progress Monitoring Score sheets
- CIRCLE Progress Monitoring Reports
- CIRCLE Progress Monitoring Parent Reports**
- CIRCLE Progress Monitoring Parent Feedback
- Offline Assessment