

MORE TIME FOR MEANINGFUL EVALUATIONS

Bring each student's progress into focus

Thoughtful evaluations. A calmer reporting season.

Teachers come to know their students through daily work, conversation and quiet observation. Defero gives that knowing a shared home, and gathers it into a student report families can read, keep and talk over together.

When evaluations live in scattered documents and email, the office spends reporting season chasing contributions and pasting them into place. In Defero, teachers write toward the same evaluation period, administrators can read over and correct, and the saved evaluations flow into the student's PDF report on their own.

Keep the teacher's voice

Each teacher's observations are written in their own words, with rating choices only where the school's template asks for them. Narrative evaluations never need a gradebook behind them.

Leave less to assemble

Teacher contributions, the period's details and recorded attendance arrive together. Review time goes to what the report says, not to copying between documents.

Give families the whole picture

Learning across main lesson, subjects and handwork appears in one consistent report. Specific observations make conversations about progress and next steps more useful.

One connected rhythm



For example, a main lesson evaluation and a handwork evaluation become sections of the same student's report, alongside the period's attendance.

Start with one grade and one reporting period

Choose a small circle of teachers, agree on the evaluations you want, and read one complete report together. Let that first cycle settle a rhythm the rest of the school can follow.

FOR ADMINISTRATORS

A clear starting point for staff

Decide what the report should tell families

Begin with the evaluations your school wants to offer. If subject evaluations belong in the report, add or confirm the relevant classes. For each class, look over its type, dates, teachers, student roster and evaluation template.

Evaluations are attached to classes. Keep the setup as simple as your reporting needs allow; a narrative evaluation never needs a gradebook.

1 Confirm the school year and grades

Make sure the right school year is active and students carry the right grade for that year. Confirm each grade's class teacher where applicable. At a year change, coordinate the Year Transition with the office before setting up the new reporting cycle.

2 Choose the evaluation template

Under **Admin → Evaluations**, look over **Evaluation Templates**. A template shapes what teachers complete, such as a written evaluation or rating choices. Choose the right template for each class; otherwise the default is used. Agree on templates before teachers begin writing.

3 Create the evaluation period

Go to **Admin → Evaluations → New**. Give it a clear name, the participating grades, in-session start and end dates, total school days, a due date and the opening text for the report.

The in-session dates set the report's attendance range. The due date helps decide which period is offered on class pages; the start date does not delay its appearance. Create the period when staff are ready to begin.

Example: one reporting cycle

Fictional setup, not a school record.

Grade / period	Grade 4 / Autumn Evaluation
Classes / template	Main Lesson and Handwork / written evaluations
People	Assigned teachers, with administrator review
Outcome	One report bringing the contributions together

Template = what teachers write. Period = which reporting cycle it belongs to.

FOR TEACHERS & ADMINISTRATORS

Let teachers focus on the student

Write where the class already lives

Teachers open **Classes**, choose their class and select **View evaluation** beside a student. **Edit evaluation** begins the writing. Changes save on their own as a draft; glance at the save confirmation before moving on.

Complete the required fields, then choose **Mark completed**. The class list shows a completion check, so staff can see which contributions are finished. **Prior evaluations** are close at hand for context on the child's path so far.

Specific observations. Useful next steps.

Fictional writing examples. No real student or teacher is represented.

MAIN LESSON

“The student explains fraction patterns clearly using drawings and objects. Written explanations are becoming more complete. A useful next step is to check each answer and describe how it was reached.”

HANDWORK

“The student approaches new stitches with patience and is gaining confidence working independently. The next focus is maintaining even tension and checking the work before moving to the next row.”

Each teacher offers a distinct view of the child. Together, these observations give families a rounder picture of their student's learning.

Administrators can help finish the work

Administrators can open and edit an evaluation when a correction or a helping hand is needed. The evaluation stays with its teacher; for a class with several teachers, choose the right teacher's evaluation.

If someone else saves a newer version in the meantime, Defero shows the two side by side so staff can see the difference before deciding what to keep.

Make reading over part of the rhythm

Agree who checks completion, who reads over the wording and when reports may go home. Marking an evaluation completed helps track the work; staff should still look through the assembled report before sharing it.

A practical writing pattern: observation → progress → next step.

THE FINISHED REPORT

Bring the contributions together

Defero assembles a student report for the chosen evaluation period from the saved evaluations, the period's opening text and dates, the school-day total, recorded attendance and the student's grade for that school year.

WHAT COMES TOGETHER

Teacher evaluations

Period details & opening text

Recorded attendance

School-year grade



ILLUSTRATIVE STUDENT REPORT

Example student · Grade 4

Autumn Evaluation

Opening text & attendance

The context for this reporting period.

Main Lesson

Fractions and written explanations.

Handwork

Patience, independence and technique.

Fictional schematic, not a screenshot. Content and layout depend on the school's setup and report design.

Read over, download and share

1. **Check completion.** Confirm every expected class and teacher contribution is finished.
2. **Open the PDF.** On the student's record, use the **Reports** card. Look at the grade, period, attendance, wording and expected sections.
3. **Correct at the source.** Update the evaluation or other source information, confirm the save, and reopen the PDF to see the result.
4. **Prepare the final set.** Administrators can use **Admin → Evaluations → Download all reports** to prepare a ZIP for the period. If anything changes afterward, regenerate an out-of-date archive before the reports go home in the school's chosen way.

Give reports the school's own face

Admin → Report Design lets administrators adjust supported wording, colors, typography and layout, preview a PDF, and publish the design for generated reports. Report design is separate from what teachers write.

Keep the care in the writing.

Let Defero bring the report together.