

administrator instruction manual (V12.1)



ADMINISTRATOR SET-UP

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32-bit or 64-bit Windows 2000/XP/Vista/Windows 7

Latest Windows service pack

128MB RAM or greater

50MB free space for the program (for the Administrator and each Teacher with all reports complete)

Program will run on Apple Macs provided the Mac is running a PC emulation program.

Recommended:

Screen Resolution of 1024 x 768 or greater

Internet Connection

NB: If you are creating memory sticks for teachers you will need a Memory stick with 50MB space or greater for each teacher. If you are using our server to transfer settings and reports, the administrator and teachers will require internet access. You can use **reportplus** offline and use any memory stick.

2. INSTALLATION

Assign an Administrator to carry out the Administrator Set Up. The Administrator will have full control of setting up the teacher accounts.

NB: After installation, **reportplus** will detect whether you have Report:assist (a previous report writing software) installed on the computer. **Reportplus** will ask if you want to import your school settings from report:assist. For more information see the section on 'Importing Settings from Report:assist'.

2A. INSTALLATION USING THE CD

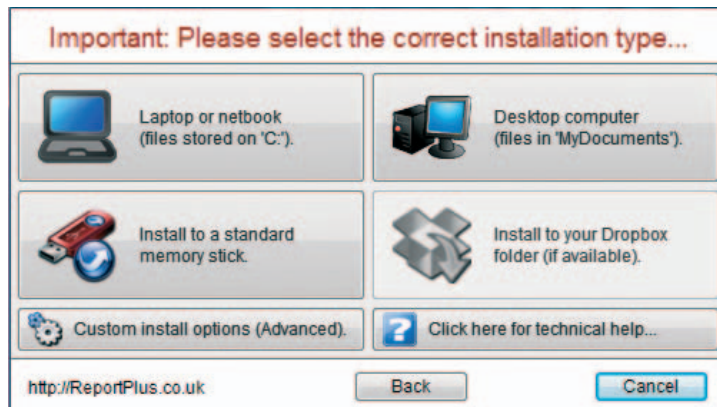
Insert the CD. After a few seconds the CD should begin to load automatically (If an AutoPlay window appears, click on **Run Disc.exe**). **NB:** If the CD does not load automatically you will need to click on **Start**, then **Run** and type d:\disc.exe (replace d with the letter of your CD drive if it is different).

You will see 5 menu options along the top of the screen. (Click on the icons for more information on Features, Contact Info, FAQ and Memory Sticks.) To Install **reportplus** click on the **Intro** icon and click Install **reportplus** to install on to this computer.

Click **Run** then follow the on-screen prompts. When installed, **reportplus** will open automatically. If not, a **reportplus** icon will have now appeared on your desktop, double-click on the icon to open **reportplus**.

2B. INSTALLATION FROM WEBSITE

Go to the **reportplus** website www.reportplus.co.uk
Click on **Download** and click on **Download reportplus**.
Click **Run** then follow the on-screen prompts.



Select the correct installation type:

Standard install – recommended for stand alone computers and installation over standard networked computers (not laptops).

Networked laptop or notebook – this option should only be used for laptops and notebooks connected to a network. This install will store **reportplus** documents and settings on the laptop's hard drive and thus will avoid any synchronisation issues when the computer is removed from and returned to the school network.

Install to standard memory stick – select this option if you want to install to any normal memory stick (not a U3 memory stick). Insert the memory stick, follow the install prompts then you can move the memory stick to any computer, open the memory stick from My Computer and double-click the **start reportplus** icon.

Install to Dropbox folder – this option will appear if **reportplus** detects Dropbox on your computer. Dropbox is an online file storage program, for more information see the resources section of our website.

Custom install – enables you to select various options for install i.e. install to a central network drive. For more information see the resources section of our website.



When installed, **reportplus** will open automatically. If not, a **reportplus** icon will have now appeared on your desktop, double-click on the icon to open **reportplus**.

NB: You will notice that you have a generic **reportplus** report layout at this point, this is normal. The following instructions explain how to load your school's existing report layout, or if you want to start a new layout follow the instructions in help section 6. Customising Report Layout.

2C. U3 INSTALLATION

From the Downloads section of our website there is an option to install to a U3 memory stick. Insert the U3 and click on the **Download U3** button.

Advantages of using a U3 memory stick:

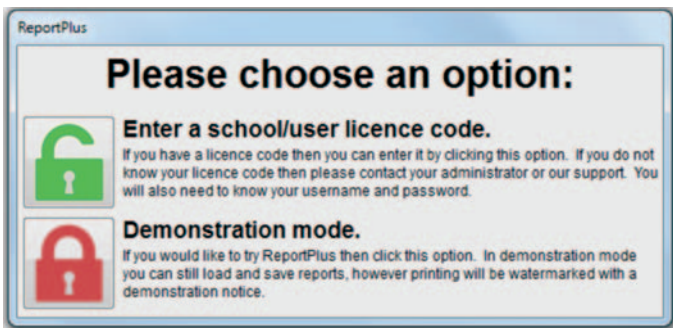
Program auto-starts

Hardwearing encrypted memory stick (requirement for some local authorities)

No internet connection is required after validation.

The manual may be updated over the course of the year. Check on the web site under resources for the latest manual version (This is V12.1).

After you open **reportplus** for the first time you must validate your **reportplus** account by entering your validation codes. This unlocks the program so all features are accessible to you. Click on the **Enter a school/user licence code** button.



(If you want to use the demo mode click on the Demonstration mode button)

NB: Without validation, a 'Demo' watermark will appear on all report printouts. The administrator's validation codes will have been sent to you in a pack from **reportplus** (on the back of the cd-rom case). **ONLY** the administrator should use this password to validate (the school licence name is entered by all users).

The following must be carried out in the correct order:

1. Enter the school licence name and click **search**.
2. Select your Username; the administrator's is the same as the Licence name.
3. Enter your Password (case sensitive) and click **Validate**.

If you are the administrator you will see the Admin Icon.



NB: Before teachers start to write their reports, they will need to validate their computers with their own username and password, not with the administrator's. For validation instructions for teachers click on the **Help** icon in **reportplus** and see the section on Teacher Validation.

When you ordered **reportplus**, you may have requested that we set up your report layout for you with your school logo etc. Follow these instructions to retrieve your layout.

4.A. WITH INTERNET CONNECTION



Click on the import icon and click **Download School Settings from server**.

NB: You must be connected to the internet for this to work.

If you are unable to connect to the internet, click on the wizard icon and select



Reportserver Connection, this will automatically try various methods to reach the **reportplus** server. Alternatively you can import your report layout from a file using any memory stick.

4.B. FROM FILE (OFFLINE)

If you have asked us to set up your layout for you and you cannot connect to our server, we can email you a settings file to import (Call on 0115 727 0811 to request). Open

reportplus, click on the import icon and click **Import school settings from file**. Browse for the file saved on your desktop and double click on the file. You will see a message asking if you are sure you want to import new settings. In this case you do so click **Ok**.

Reportplus will now close to reset.

4.C. FROM MEMORY STICK

You can export the settings to a memory stick. Insert any memory stick into the computer, click **File Export all settings and data (not reports) to memory stick**. This enables you to then take the memory stick to any computer with **reportplus** installed and import the report layout from the memory stick. To do this, open **reportplus**, click on the import icon and click **Import school settings from memory stick**.

After the import has taken place, **reportplus** will close. Open **reportplus** again and the new layout will have been imported.

5. IMPORTING SETTINGS FROM REPORT:ASSIST (I.E. FRONT PAGE AND STATEMENTS)

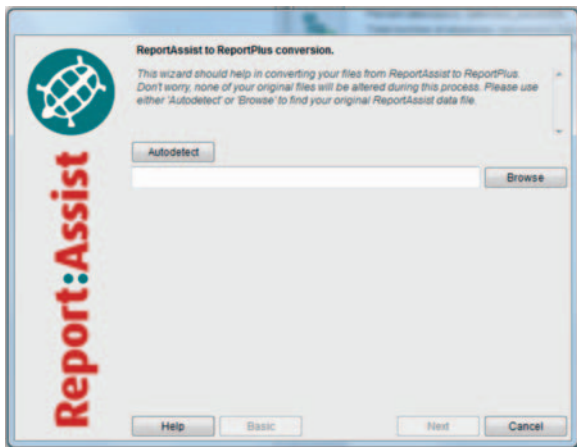
You may have previously been using report:assist. If so, you may want to copy some of the settings to **reportplus**. You have the option of bringing over your school report front cover, favourite statements, teacher names and their pupil list from last year's reports. If you have already started writing reports in report:assist for this year, you can still transfer these into **reportplus**.

5A. ON A COMPUTER WITH REPORT:ASSIST DETECTED (EX REPORT:ASSIST USERS ONLY)

In this instance, the computer onto which you want to install **reportplus** has report:assist already installed with all the settings you want to transfer.

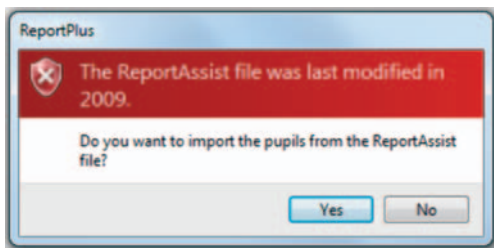


Click on the **Wizard** icon and select **Report Assist Import**. On the following window, click **Autodetect** to look for the report:assist database. If you can't see the Autodetect button, click on the **Advanced** button first. **NB:** If multiple teachers are found, select one teacher from the list whose settings you want to copy to **reportplus**.



The report:assist database should be found automatically. If so click **Next**; if not, click **Browse** and look in C:\Program Files\Reportassist\Reportassist2009(or your most recent)\reportassist data\[teacher's name] and look for a **turtle** file. Double click on the **turtle** file then click **Next**. **NB:** If your report:assist folder is on a memory stick, browse to the same file on the memory stick instead.

You will be asked if you want to import the pupils you have saved in your most recent version of report:assist.

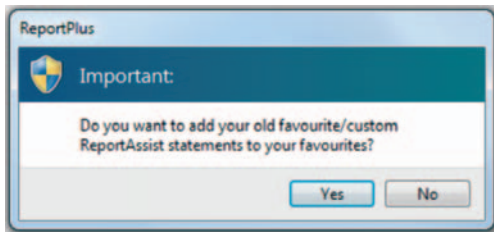


This is probably only useful if you have already started this year's reports in report:assist and want to transfer reports into **reportplus**. If this isn't the case then your pupil list will be out of date. I.e. pupils are allocated to the teachers they had last year.

If you click **Yes** you will be asked if you want to delete the existing pupils in **reportplus** before importing. You will then be asked, would you like to also import pupil report text? Click **Yes** if you have started writing this year's reports in report:assist.

Next you will be asked if you want to add your old favourite/custom statements from report:assist. If you click **Yes**, your statements will be copied to the Favourites folder of **reportplus**.

NB: Because **reportplus** has so many more subjects and statements than report:assist, the program is not able to decipher which exact place to add your statements, they would get lost, so **reportplus** adds them to the **reportplus** favourites area. This way the statements are easily accessible and can be moved if needed.





Open **reportplus** again and then click on the **Print** icon and **preview** **selected pupil** to view the new layout. If you would like to make changes to the layout, see help section 6. Customising Report Layout.

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NB: You can carry out this import at any other time by clicking on the **Wizard** icon and clicking **report:assist Import**. Please note that the import will replace any layout setting currently in **reportplus**.

5B. ON A COMPUTER WITHOUT REPORT:ASSIST (EX REPORT:ASSIST USERS ONLY)

In this instance, the computer you want to install **reportplus** on (computer 1) does **not** have report:assist installed, e.g. a brand new computer. But you do have all the report:assist settings you want on another computer (computer 2). Firstly make sure you have **reportplus** installed on computer 1 (If not, see help section 2. Installation).

Insert a memory stick into computer 2. Go to My Computer > Program Files > Report:assist and copy the Report:assist 2009 folder (or most recent year). Paste the folder on the memory stick. Insert the memory stick in computer 1 and follow the import instruction in help section 5a.

6. CUSTOMISING REPORT LAYOUT

The administrator should now follow the instructions below to look through the reports and ensure the layout is how they want it.

6A. CHECKING YOUR LAYOUT

There are 3 example pupils added to **reportplus** so you can view the layout of the report for different key stages.



Click the **Pupil** icon and select a pupil from the list. Click Laura Stevens to view the current EYFS report layout, James Gamble for KS1 or Ruby Jacobs for KS2.



Next click the **Print** icon and click **preview selected pupil(s)** or **Preview all listed**. **NB:** You can delete the example pupils at any time if you prefer. Click the **Pupils** icon right-click on a name and select **Delete**.



Click the arrows to look at all the pages of the report. If you do need to make changes it is very quick and easy. It is best to set the layout before teachers start writing reports but you can make alterations at any stage if you wish. This will be explained in the following pages. If you do not need to make any changes to layout, continue to help section 7. Adding Teacher and Pupil Details.

6B. MODIFYING FRONT PAGE



1. Click on the **Options** icon then click the **Customise design** icon.



2. Select which key stage you want to edit (along the top) then click on the drop down arrow next to the front page.

3. Select a page style from the list. There are a number of predesigned front pages or you can select a **Blank page layout** to start a new front page.

4. If you want to edit further i.e. if you have chosen a blank page, click on the **Edit Page** button next to the Front Page.

5. Click on a blank space on the page. From the list that appears, select how you would like to edit the page.

6. After you have inserted an object (text box, picture etc) right click on the object to edit further.

6C. CHANGING THE SCHOOL LOGO



1. Click on the **Options** icon then click the **School** icon.



3. Click **Change school logo**.

4. Browse for your school logo and click **Open**. Your logo will now appear in the window.

5. Click **Apply, Back to icons** then **OK**.

To edit the logo further or add/remove logos, see help section on 6b. Modifying Front Page.

6D. ADDING ASSOCIATED TEXT

Associated text is entered to enable the pupil name, teacher name, date etc. to automatically change depending on the pupil's report.

To add associated text to the front page follow these steps:



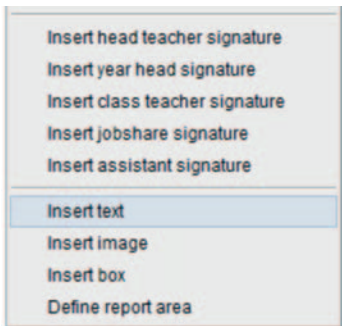
1. Click on the **Options** Icon then click **Customise design**.



2. Select which key stage you want to edit (along the top)

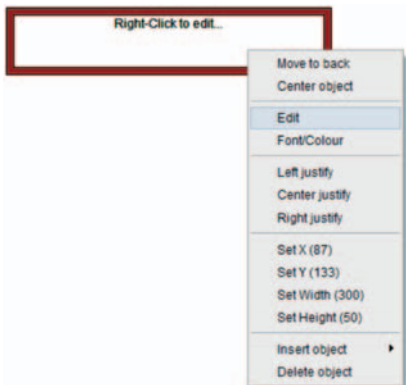
3. Click **Edit Page** next to the Front Page box.

4. Click in a blank space. From the list that appears select **Insert Text**.



5. Right click on the box that appears and select **Edit**.

NB: You may have to right-click and select **Move to Back** to enable you to grab the correct object.



6. To add associated text, type the text you want the program to pick up, in square brackets, []

[pupil] will show the pupils forename and surname

[teacher] will show the title and surname of the pupils teacher e.g. Mr Jones

[teachers] will show all jobshare teachers entered for the pupil. For more instruction see help section 7d. Jobshare teachers.

Other options include:

[schoolname]

[address1]

[address2]

[postcode]

[head]

[date]



A full list is available in the Help section in the program.

You can right-click on the text to edit the fonts and colours

NB: If, when you preview the front page the text is incorrect and the square brackets [] are visible, check you have entered the text correctly, as above.

6E. SETTING AND MODIFYING REPORT STYLE

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You can set a style for the main body of the report including the line style for the subject boxes i.e. rounded corners. You can also set a logo to appear on every page.



1. Click the **Options** icon then click **Customise design**
2. Select which key stage you want to edit (along the top)



3. Click on the drop down arrow next to the **Main page(s)** box. Select a page style from the list. There are a number of predesigned page styles or you can select a **Blank Page layout** to start anew.
4. If you want to edit further, i.e. if you have chosen a blank page, click on the **Edit Page** button next to the Main Page box.
5. Click on a blank space on the page. From the list that appears, select how you would like to edit the page.
6. After you have inserted an object (text box, picture etc) right click on the object to edit further.

6F. SETTING AND MODIFYING BACK PAGE/RESULTS PAGE

You can set the back pages of the reports to show a Results Page, a signed box or an acknowledgement/return slip.



1. Click the **Options** icon then click **Customise design**.
2. Select which key stage you want to edit (along the top)



3. Click on the drop down arrow next to the **Back page** box. Select a page style from the list. There are a number of predesigned page styles or you can select a **Blank Page layout** to start anew.
4. If you want to edit further, i.e. if you have chosen a blank page, click on the **Edit Page** button next to the **Back Page** box.
5. Click on a blank space on the page. From the list that appears, select how you would like to edit the page.
6. After you have inserted an object (text box, picture etc) right click on the object to edit further.
7. There are 3 **Extra Back Pages** you can set if you would prefer more than one back page. They work in exactly the same way as the **Back Page** instructions above.



NB: For instructions on how to fill in data for results page, click the **Help** icon within **reportplus** and search for **Results page**.

6G. MODIFYING REPORT SUBJECTS

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To set the report subjects for pupils you will need to set subject profiles for each key stage; EYFS, KS1, KS2 etc. Then when you later enter the pupil name and key stage, the correct subjects will appear in their report.



To do this click on the **Options** icon and click **Subjects**.



There is a grid of subjects against key stages. The subjects with a tick have been selected to appear in reports; the subjects without a tick will not appear in reports. Click the tick box to add/remove a subject to reports.

Name	EYFS	KS1	KS2	KS3	KS4	FE	Nursery
<input checked="" type="checkbox"/> Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Numeracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Science and Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> DT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

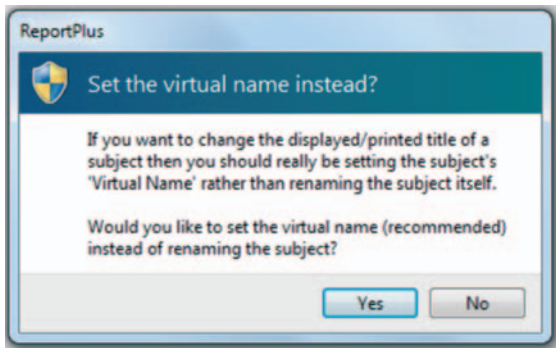
If there is a green box, the subject to the left will appear in the above key stage's profile. If the box is greyed out, the subject to the left will **not** appear in the above key stage's profile.

E.g. As standard, the box against Literacy and EYFS is greyed out; this means that Literacy will not appear in any EYFS pupils' reports. The box against Literacy and KS1 is green, so literacy will appear in any KS1 pupils' reports.

You can click on the boxes to change them from green to grey and vice versa.

6H. RENAMING A SUBJECT

1. Click on a subject you want to rename and click **Rename** and click yes to the following message.



2. Enter the new name of the subject and click **OK**.
4. The new subject name (virtual name) will appear to the right of the original in the virtual name list click **Apply subjects, Apply, Back to icons** then **Ok**.
5. The renamed subject will now appear in the editor window and in reports.

6I. ADDING LANGUAGES



To add a language, click on the **Options** icon and click **Included languages**.



We have added the most popular languages taught in schools, but you can add more or delete existing languages here.

Click to put a tick next to the languages you would like to appear in the reports and make sure the box is green alongside the language and underneath the required key stage and click **Apply**. Click **Back to icons** then click **Subjects**. In the subjects list, make sure there is a tick next to the Languages subject and that there are green boxes underneath the corresponding key stages. Click **Apply subjects, Apply, Back to icons** then **Ok**.



6J. CHANGING SUBJECT ORDER

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To change the order of the subjects, click on the subject name and use the **Up**, **Down Top** and **Bottom** buttons to reposition the subject.

When you have set your subjects click **Apply Subjects**, then **Apply, Back to icons** and **OK**.

NB: If you find that you have set your subjects correctly but your pupils are still getting incorrect or no subjects in their report, check that the pupil has been set to the correct key



stage. To do this, click on the **Pupil** icon, right-click on a pupil and click **Edit pupil**.

Check the **Profile** is displaying the correct key stage. The correct subjects should be listed under **Allocated Subjects**. If not, next to the **Profile** key stage, click **Apply to pupil**.

6K. COMBINING SUBJECTS

You can combine 2 or more subjects together and rename them.



1. Click on the **Options** icon and then click **Subjects**.



2. Whilst holding **Ctrl** on your keyboard, click on the

titles of the subjects you want to combine. You will notice the rename button changes to **Combine** when you have more than one subject selected.

Click **Combine** and type in the subject title of the new combined subject.

You will then be asked if you Want modified headings? This means that the combined statement banks will be identifiable by putting the first 3 letters of each subject on the statement bank tab. E.g. see below, Music, Art and DT have been combined and named Creative Studies. Mus, Art and DT have been added in brackets to the relevant tab in the statement bank.

A screenshot of a software interface. At the top, there is a dropdown menu showing 'Creative Studies (Merge of other subjects)'. Below this, there are several tabs for different subjects: 'General (Mus)', 'Targets (Mus)', 'Singing (Mus)', 'Instruments (Mus)', and 'Composition (Mus)'. Underneath these, there are more tabs: 'Achievement (DT)', 'General (DT)', 'Targets (DT)', 'Achievement (Art)', 'General (Art)', 'Targets (Art)', and 'Achievement (Mus)'. At the bottom, there is a text area with a small icon of a person and the text: 'James uses a graphic program to try out his ideas and can suggest improvements in order to create a design for Joseph's coat. James uses a range of information sources to generate ideas for products.'

You will then be asked if you want to Remove subject tracking. Subject tracking is when the subject name appears in a statement. E.g. James is very good at **Creative Studies**.

You can remove this by clicking **Yes** which is recommended if the subject has a complex or long name.

The new combined subject will now be in the subject list.

NB: The original subjects you combined will still be available individually if needed.

6L. SETTING AND MODIFYING ATTENDANCE, SIGNED AND ACKNOWLEDGEMENT/RETURN SLIP.

An attendance box can be added to reports to display attendance figures for each pupil. A signed box for teachers and Headteachers also an acknowledgement/return slip for parents. There are 2 ways to add these boxes.

You can add through the **Back Page designer**. (Recommended)



1. Click on the **Options** icon and click on **Customise design**



then select which key stage you want to edit (along the top).

Click on the drop down arrow next to the Back page box. Select a page style from the list. There are a number of predesigned page styles. The top 2 page designs display attendance results. If you prefer you can click **edit page** and right click on objects on the page to edit.

2. You can add in the same way as a **subject box**.



Click on the **Options** icon and then click on **Subjects**.



Put a tick in the box next to Attendance, Signed and/or Acknowledgement/Return Slip. Ensure there is a corresponding green box underneath all key stages required. Then click **Apply subjects** and **Apply**.



NB: For instructions on how to enter attendance data or add a digital signature click on the **Help** icon in **reportplus** and search under the Teachers section.

6M. SETTING CHARACTER LIMITS



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1. Click on the **Options** icon and then click on **Subjects**
2. Right click a subject and select **Set warning number of characters** and type a number of characters (just less than the maximum number of characters for this subject). Click **Ok**.
3. Right click the same subject and select **Set recommended maximum characters** and type in the maximum number of characters for this subject. Click **Ok**.

When the user types more than the warning number of characters set, the background for the subject changes to amber. If they continue typing and reach the maximum number of characters set, the background for the subject changes to red.

NB: Colour will only appear in the editor window, it will not print out onto reports.

6N. SETTING GRID BOXES

You can create a simple grid box to appear in pupils reports. You can choose the number of columns and rows, enter titles and mark the boxes with Xs or add text.

	col 1	col 2	col 3	col 4
row 1		Above Average	Average	Below Average
row 2	English	X		
row 3	Maths		X	
row 4	Science			X

To create a grid:

1. In the editor window (the screen on the left in split screen view) right click where you want the grid to appear and click create grid.
2. Enter a name for the grid.
3. Enter the number of columns and rows. This number must include a row and column for titles. E.g. on the example above there are 4 rows and 4 columns.
4. You will see a button with the grid name appear in the editor window. Click on the button to open the grid and click in the boxes to enter data. Click **Save**.




5. Click the **Print** icon and select Preview selected pupil to see how the grid will look when printed.



6. To enter the same grid for another pupil, click the **Pupil** icon and select the pupil's name from the list. Right click in the editor window in the position you want to grid to appear then click **Insert grid**. Click on the name of the grid you just created. To **Delete** a grid, open the grid then click the **Delete** button.

You can set grade drop down menus to appear in each subject box.



1. Click on the **Options** icon and then click **Subjects**. 
2. You can click the **Default Grades** button and this will apply a default effort and attainment drop down menu for each subject in each report.
3. Alternatively, right-click on a subject name and select **Set grade options**.
4. Type in the name of a grade, e.g. Effort. Then type in an equals sign = and then type in the options you want available in the drop down menu separated by a comma. See example below.
5. If you would like a second grade menu pin the subject box, type a colon : and repeat instruction point 3.


E.g. Effort=A,B,C,D,E.;Attainment=Well above expectations,Above expectations,In line with expectations,below expectations

Will look like this:



Delete grade menus



1. Click on the **Options** icon and then click **Subjects**. 
3. Right-click on a subject name and select **Set grade options**.
3. Delete all the text in the window and click **Ok**.
4. Click **Apply Subjects**, **Apply**, **Back to icons** and **Ok**.

Alternatively, if you are using the default grades option, if you select -- from the for effort and attainment drop down menus, no grade will appear in the print preview and printout of reports.

To set fonts and colours click on the **Options** icon and then click **Fonts and Colours**. The text is split into categories in the **Name** column, click on the category of text you want to alter. Use the window that appears to edit text settings. The changes will be visible in **print preview** only. **NB:** To edit the text on the front cover see help section 6b. Modify the Front Page.

7. ADDING TEACHER AND PUPIL DETAILS

As the administrator, you can add teacher and pupil details to the program ready for teachers to begin writing reports. The data can be added manually or imported from your school management system via a CSV file or a CTF file. Alternatively, teachers can each add their own classes' details. CTF files tend to contain less data, we would recommend using a CSV if possible.

NB: We recommend that the administrator imports the whole school's teacher and pupil details using a CSV (or CTF) file before teachers start to use **reportplus**. The data will import very quickly and it also helps prevent errors in data entry. For example, the same pupil is added to two reports by two teachers. If one pupil name is spelt differently or the pupil DOB is entered on one report and not the other, the program considers the pupil entries as two separate pupils and it is difficult to merge reports later.

7A. IMPORTING DETAILS FROM A CSV FILE

1. Click **Wizards**, then **'Pupils'**. The pupils wizard window will appear.
2. Click **CSV file**, then browse for your CSV file, select and click **Open**.
3. Once completed you will get a message saying how many pupils have been added and how many have been updated. Click **Ok**.
4. Check the pupil data to make sure it has been imported correctly, if so then click **Ok**, else click **Cancel**.
5. Any added pupils will now appear in the pupil list, if you had teachers in your CSV then they would now be available in the Teacher menus.

UPN	Surname	Forename	Date of Birth	Gender	Year	Class	Teacher	Jobshare
-----	---------	----------	---------------	--------	------	-------	---------	----------

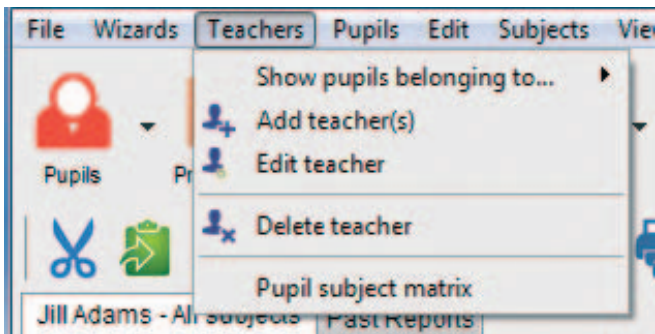
NB: You don't need to have all these columns of data, **reportplus** only requires you have a column for **Forename**, **Surname** and **Gender** in order to import successfully.

(We recommend you have a column for **UPN**, **DOB**, **Year** and **Teacher** if possible).

7B. ADDING TEACHER DETAILS MANUALLY

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1. Click on **Teachers** at the top of the screen and select **Add teacher(s)** from the list.



2. Enter the teacher's details into the boxes. The sections in red must be entered to proceed. Click **Add** to add the teacher to **reportplus** or **Add another** to enter details of the next teacher.

A screenshot of a form titled 'Add teacher(s)'. The form contains the following fields: 'Reference' with the value 'ID63954', 'Title' with a dropdown menu showing 'Mr', 'Forename' (empty), 'Surname' (empty), and 'Gender' with a dropdown menu showing 'Male'. There is a 'Signature' button at the bottom left of the form.

Reportplus uses a reference instead of names to merge reports in case there are teachers with the same name.

7C. ADDING PUPIL DETAILS MANUALLY

1. Click on the **Pupils** button then the **Add pupil(s)** button.
2. The Pupil Wizard will appear with the cursor ready for you to start typing information about the new pupil.
3. Enter all the information you know, for example forename, surname, etc. You can use the dropdown boxes to enter information such as gender and class teacher.
4. When finished click 'Ok' or if you would like to add another pupil click 'Add pupil'.

In the window that appears, enter pupil details into the boxes and click **Add** to add the pupil to **reportplus** or **Add Another** to enter details of the next pupil. **NB:** You don't need to fill in all boxes but you must enter a forename and a surname. You must also select a key stage **Profile** for the pupil then click **Apply to pupil**.

Edit pupil

Reference: P9C5504B

Second Ref:

Forename: James

Known as: James

Surname: Gamble

DOB: 25/11/2004

Gender/Year: Male

Stage/Form: KS1

Form teacher:

Jobshare:

Assistant:

Year head:

Attendance: 148 / 150

Unauthor Late: 0 / 0

Punctuality: Excellent

Pupil templates

- ALL
- Details
- Subjects
- Teachers
- Text

Profile: KS1

Allocated subjects

Title	Modified	Teacher
Page Break	12:54 today	---
Literacy	13:09 today	---
Numeracy	12:54 today	---
Science	12:54 today	---
ICT	12:54 today	---
Creative Studies	12:54 today	---
History	12:54 today	---
Geography	12:54 today	---
Physical Education	12:54 today	---
Religious Education	12:54 today	---

Notes:

To add a jobshare teacher to a pupil (so the jobshare gets the correct pupil list and so their name appears on the front of the pupils reports too), either select the jobshare when you are adding the pupil or right-click on a pupil and click **edit pupil**. Select the teacher's name from the jobshare drop down menu. Alternatively, if you create a jobshare column in your CSV or CTF file, this data will be added automatically. See section 7.



NB: For more help on Jobshares click on the Help icon and search for Jobshares under the Teachers section.

8. TEACHER'S USERNAMES AND PASSWORDS

Next the administrator needs to create usernames and passwords for each teacher that will use the program. This will give them access to all features of **reportplus** and enable them to save their work.

IMPORTANT: Every teacher using **reportplus** must have their own unique username and password to validate with. Only the administrator should use the administrator username and password provided by **reportplus**.

8A. CREATING NEW USERNAMES AND PASSWORDS



1. Click on the **Admin** icon and click **Create user**.
2. Type a username for a teacher in the **Username** box. Then type a password into the **Password** and **Verify password** boxes (or use the Generate password button) and click **Ok**.

NB: Passwords must be at least 6 characters and include letters and numbers. Passwords are case sensitive. The password must not include the word 'domino' or 'shine'. This is because these words are commonly known passwords from report:assist and are therefore not secure. Clicking 'Generate Password' will create a password that is both compliant and memorable.

If the username you create already exists (in use by any other **reportplus** user in any school) a message will tell you to create another username. You cannot have the same username as another person as the username defines where your files are saved on the **reportplus** server.

We strongly recommend that each user has a different password. This will prevent teachers within the same school, accidentally validating as a different teacher.



NB: Only an administrator can access the Admin menu.

To access the admin menu, you must be validated. If it is not, follow the instructions in help section 3. Validation.

8B. CHANGE A PASSWORD

To change a user's password, click the **Admin** icon click to highlight a user then click **Change password**.

Type the new password into the **Password** and **Verify password** boxes (or use the Generate password button) and click **Ok**.

8C. DELETE A USER

Deleting a username is really only used if, when creating new usernames, you make a mistake. If you delete a user after the user has written reports, they will not be able to access those reports. . If the user has saved the work to our server then the reports may be recoverable by us for a few days after deleting the username (You can call support on 0115 727 0811).



To delete a user, click the **Admin** icon click to highlight a user then click **Delete**.

9. SAVING AND UPLOADING SETTINGS TO THE REPORTPLUS SERVER

Once you are happy with the set up of your reports you can upload them to the **reportplus** server ready for teachers to download and start writing their reports. The administrator and all teachers will need internet access for this. For instruction on how to carry this out offline see help section 10. Creating memory sticks for Teachers.



To upload the school settings to our server (including backups of your work that have been created automatically by **reportplus**) click on the Admin and click **Upload Settings**.

NB: If you are working without internet connection, follow the steps above next time you do have internet connection. Alternatively export to a memory stick, CD, external hard drive etc for back up. Or work from a standard or U3 memory stick (more info on U3 memory sticks on our website.)

If you are not able to connect to the internet to upload/download settings (layout and pupil/teacher details) then you can transfer the settings with any memory stick. To load your school settings to memory stick follow these steps:

1. Insert a prepared memory stick and open **reportplus**.

(Preparing a memory stick puts a marker on the stick so that the teacher does not need to know about 'drive letters', it does not erase any other data on the stick. To prepare a memory stick, insert the stick into a usb port, click '**File > Export > Prepare memory stick**'. A window will appear, click the drive letter of the memory stick and click '**Prepare**'. Click '**Ok**' to exit.)

2. Click **File** and click **Export all settings and data** (not reports) to memory stick.

3. Click **Ok** to the warning messages. This will overwrite any other reportplus files on the memory stick.

5. Settings are now copied.

1. Insert memory stick

2. Open **reportplus** and validate (if not done so already)



3. Click on the download icon and select **Import settings from memory stick**.

4. Settings are now loaded.

5. If it is a new year then you should then click '**File > New set of reports**', say 'Yes' to using the default set.

Merging brings together sections of pupils' reports from different teachers to create a complete report. E.g. brings jobshare teachers reports' together.

IMPORTANT: Merging should only be used to assemble reports just before printing. Reports can be merged from the server (via the internet) or offline using any memory stick.

NB: It is possible for teachers/headteachers/admins to see a read only preview of the merged reports. I.e. be able to see what other teachers are writing before everyone has



finished and before the merge takes place, just before printing. For instruction click the **Help** icon in **reportplus**.

11A. MERGE REPORTS FROM THE SERVER (VIA INTERNET)

Only the administrator can merge reports from the server. We recommend this is only carried out once, when all reports are finished. This will prevent duplication of paragraphs. First make sure that all teachers have uploaded their reports to the server !!



Click the **Admin** icon

NB: If you get a message saying you do not have administrator rights, you are logged in as a teacher, teachers cannot access this menu.

Here you can see a list of all the teacher usernames. Click **Select all** then click **Merge**.

A message will appear saying 'Do you want to clear existing text before you merge?'

If you have previously merged the reports you will need to clear the old merge in order to apply the new one, otherwise you will get duplicates of each paragraph. In this case click **Yes**.

Please note that by selecting **Yes** this will clear all of the report text from this computer. If you have been writing reports using the main admin computer before you clear the existing text you must make sure you have backed up your work then Click **Yes**.

If this is the first time you have merged Click **No**.

This will now copy all the teacher's reports and merge them together onto the administrator's computer.

If you get an error message saying **file not found** for a teacher, this means that this teacher:

1. Hasn't written any reports yet
2. Hasn't uploaded their reports to our server yet
3. Hasn't imported their reports from memory stick yet

Merging can be done at any stage and as many times as needed throughout the report writing process. It is a good way for the administrator to keep track of the process if needs be.

11B. MERGE REPORTS FROM ANY MEMORY STICK

If you want to merge reports from USB and/or U3 stick with reports from the server, download the reports from the server first then follow these instructions below.

1. Open **reportplus** and insert the USB or U3 stick into your computer. (If merging from a U3 stick, if **reportplus** opens automatically, close it).
2. Click **file** and then click **Merge** and follow the on screen prompts.
3. Browse for the memory stick and select the teacher's report file, it should be called 'Reports'.
4. You will then be prompted to insert the next memory stick to continue this process. After you have merged the final memory stick, when prompted to insert the next memory stick click 'No'.

12. PRINT SETTINGS (MARGINS AND BORDERS)

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To edit the print settings click on the **Options** icon and click **Print Settings**. Here you can set the Paper Size and Margins.



There are also some Layout Options listed below.

12A. PRINT TO PDF

1. Click the Print Engine to PDF. Click **Apply, Back to icons** and **Ok**.
2. Click the PDF print icon which is now in place of the usual print icon. Select a preview option from the list.
3. A PDF will automatically open, click to print from within the PDF.



Layout Options:

Bottom Lines: By default this is 4, so if there are 4 lines or less of a new paragraph at the bottom of the page, **reportplus** will leave a space and start the whole of that paragraph on the next page instead.

Date Style: Click the drop down menu to choose the date style for the front page.

Page no: Turn page numbering on or off.

Skip blank: If Yes is selected, any blank subject boxes in a report will not be printed.

Page multiple: Will ensure the number of pages in the report print out is a multiple of the number you choose. E.g. choose 4 when printing a booklet (blank pages may appear at the end of the report to ensure this multiple)

Border: Choose a line thickness from 1 to 15 (15 being the thickest) to appear on every report page. Or turn off.

Box Border: Click the black box to change the border colour of the subject boxes.

Box Background: Click the code to change the background colour of the subject boxes.

If you are a Welsh school, you may wish to set bilingual subject titles.



To do this click the **Options** icon and click the **School** icon.



Click the **Title translator** and select either English/Welsh, Welsh/English or Welsh. To remove all Welsh title translations select None (English).

14. TEACHER GUIDE AND EXTRA HELP



For a full teacher's guide and for more help on other features of **reportplus**,

Click on the **Help** icon in **reportplus** or press the F1 key on your keyboard.

There are also step by step pdf help sheets on the Resources section of our website and you can 'ask **reportplus**' at www.reportplus.co.uk

**USE THIS SPACE TO KEEP A RECORD OF
USERNAMES AND PASSWORDS FOR TEACHERS.**

School Licence Name:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

**USE THIS SPACE TO KEEP A RECORD OF
USERNAMES AND PASSWORDS FOR TEACHERS.**

Username:

Password:

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Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:

Username:

Password:



SUPPORT

Website: www.reportplus.co.uk

Click on Resources or Ask Reportplus

Email: support@reportplus.co.uk

Telephone: 0115 727 0811

Opening hours 9-5, Mon-Fri, Sept-July