3. Administrator Set-up

To get started you will need :-

- A PC with access to our website
- The schools data CSV file (if you wish to import Teachers/pupils)
- U3 smart sticks (for any teachers wishing to work without internet access)

If **reportplus** is not already open, double-click on the icon on your desktop

If you want to Import pupil and teacher details from your CSV file click on

File > Import > Pupils

NB: For more details and how to enter details manually, click Help > Adding Teacher/Pupil Details

Browse for your CSV file, select and click open.

You will be asked if you want to import without confirmation, click Yes (recommended)

Now click on the pupil Icon and select a teacher from the "All Teachers" drop down list to check that teachers and pupils have imported successfully

Now select a pupil, click on the Print button then Preview Selected Pupil(s) to check the layout is as you want it.

NB: You can do this for each keystage by selecting example pupils from each keystage and previewing their report.

To make layout changes click the Options icon and select Printing to view the front page and back page.

NB: A full set of editing page instructions are available in in the Help? section under Administration > Customising Report Layout

To create teachers usernames and passwords, click the Validate icon's pulldown menu and select Administration. Click create to add teacher names and passwords.

Now save your settings and teacher lists by clicking the upload button (bottom right of administration panel).

If you have teachers working without internet access, we advise you download to a U3 smart stick. To set these up go to reportplus.co.uk, click on downloads and U3 smart stick version. Follow the on screen prompts.

Finally ... we recommend you download copies of the teacher quickstart manual from our resource page on the web site. These include space to write the usernames and passwords for each teacher on the first page.

For help with any of these steps, go to our help manual, available from the help button in **reportplus**