ADMINISTRATOR
10 POINT CHECK LIST

Report Plus

Before you get started...

Are you working on a new Administrator Computer?

If so, go to www.reportplus.co.uk and click 'Download' > 'Download full version'
Follow the prompts, clicking ok or yes as required.

If it does not start automatically locate the InstallPlus file from downloads and start the install program.

click 'Enter school /user licence nameí and enter your admin licence name.

click Search, select the username that is the same as your licence name (this is the admin user) then enter the password provided (case sensitive). click Validate.

Do you want to centrally archive last years reports ?

Before updating, you may wish to create a central archive of last years reports. To do this you will need to ask teachers to open their ReportPlus program and click on the Save icon then select Upload reports to server.

To download these select Import > Reports from server

Now click on the Admin icon, 'select all' or highlight each user you wish to archive then click Download Reports

To Update...

Start ReportPlus from your desk icon. If you have not yet updated then you should see the update icon flashing - click it to update the program

Follow the prompts to install. This will upgrade ReportPlus for you without affecting any of your report files. A message will confirm when you have successfully updated. In some schools you may need 'install rights' to update. If so, your IT technician can provide this.

Archiving Old Reports

You will be prompted to make an archive backup. If you do this then a complete backup of ReportPlus documents and settings will be saved to past reports for future reference.

Additionally you can save all last year's reports to: Word - Click the Save icon's drop down menu and select Export selected pupils (Word compatible RTF). PDF - Click the Save icon's drop down menu and select Export selected pupils (PDF). Archive - Click Options > Archive > New archive.

Clearing Out Old Reports

After archiving ... Click 'File' then 'New set of Reports'. (This will not affect your layout).
If asked if you would like to use the default set of pupils, click '**No**'. (clicking yes would bring back last years pupil list).

Creating New Reports

1st create a CSV in your school management system with these headings and columns.

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

Now click Wizards > Pupils > Then click the 'CSV file' button. Browse for your current CSV file. Note: When you import a CSV file you may be prompted to delete all teachers, do this if your CSV file contains a teacher column as it will avoid duplicates. Deleting teachers does not delete users of the program, these are not the same.

Check Usernames

If all teachers already have ReportPlus usernames and passwords move to the next step.

Each teacher will need their own unique username and password (even jobshare teachers).

To create a new teacher username, click the Admin icon > Create user. (nb Please note these down for your reference). To delete teachers, select them from the list of users and click 'delete user'.

NB. Please **do not** give your teachers the Admin password.

Check Layout

To check your layout, select a pupil then click Print > Preview selected pupil and use the forward and back arrows to scroll through and view the report layout. For more details on report layouts see section 6 of the administrator instruction manual (available as a pdf download in the Resources section of our website).

Save Changes

Click the Save icon then Save to keep any changes.

Upload Settings

To upload these settings for your teachers to download (layout and teacher/pupil data) Click Admin > Upload settings. Alternatively you can insert a memory stick and click file > Export > 'All settings and data to stick' (To transfer to staff without an internet connection)

Print Teacher Quickstarts

There is a Teacher Quickstart Guide enclosed and we recommend you print a copy for each member of staff. (Also available as a PDF in the Resources section on our website). There is a space to note the school licence name and the teacherís individual username and password for new teachers.

You are now updated!

Briefing Your Teachers

Teachers will need to update their computer before starting work
If they are using a new or different computer they will need to validate using their unique username and password. (case sensitive).

They will be prompted to archive their reports and import settings (this will include the latest   pupil list) Alternatively they can use a memory stick (see admin upload above) then click Import > Import school settings from memory stick

For further administration instructions please refer to the Administrator Instruction Manual (available via our website resources page).

You can also get extra help from the Help icon within ReportPlus, or by clicking on the Ask ReportPlus button on our website www.reportplus.co.uk