

Job Share Teachers

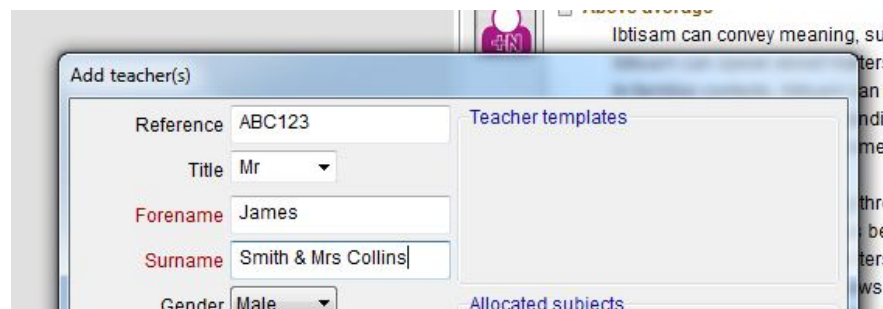
Job share reports can be easily created in Report Plus.

Firstly make sure **all** teachers have their own username and password. (Created by the administrator).

On the administrator's computer, click the **Teacher** menu (at the top of the screen) and select **Add Teacher**.

Enter the first job share teacher's details: Reference, Title, Forename and Surname. (Forename doesn't show by default, gender and DOB are not essential).

Enter the second job share teacher's Title and Surname into the same Surname field (see example below). Click **Add**.



If you have already entered one teacher's name (i.e. from a CSV file) and need to edit it to enter the second job share teachers details; click the Pupil icon, select the job share teacher from the drop down list, click the **Teacher** menu (at the top of the screen) and select **Edit Teacher**. Then enter the second teacher into the Surname field (as above).

Every teacher is able write a report/section of report for every pupil.

To do this, click on the pupil button, select **All teachers** to see a list of all the pupils, alternatively you can select a teachers name to see just that teacher's class of pupils.

Select a pupil name from the list and write your report/section of report for that pupil.

Click save, this will save your reports to the hard drive of the computer you are working from. And/or click **Upload pupil file to server** from the Save drop down, to save your reports to our server.

All teachers' reports are saved separately as they are saved under the teacher's individual username.

These reports can be merged together by the administrator. This will combine teacher's reports to make one whole set of reports for each pupil.

Merging works by making a copy of all teachers' reports and combining them to make one full set on the administrator's computer. Where teachers have written for the same pupil and the same subject, one teacher's report writing will appear just underneath the other.