

ADMINISTRATOR OVERVIEW

Upgrade

Go to www.reportplus.co.uk and select Download > Download reportplus then follow the prompts to install. (If you have difficulty downloading, insert the reportplus CD and 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 upgraded.



Validate

Open the program, click on the validate icon and enter the licence name provided (on the back of the cd-rom case). Click search, select the username that is the same as the licence name then enter the password provided (case sensitive). Click Validate.



Archive Reports

You can save all last year's reports to:

Past Reports - Click the Save icon's drop down menu and select Save to Past Reports.

(This option enables you to view a read only version of past reports alongside this year's reports.)

Word - Click the Save icon's drop down menu and select Export selected pupils (Word compatible).

PDF - Click Options > Print Settings, change the Print Engine to PDF then click the Print icon and select preview all listed.

Archive - Click Options > Archive > New archive.



Clear out old Reports

After archiving you can start fresh with blank reports and no pupils. Click File > New set of Reports. (This will not affect your layout)

Import

To import teacher and pupil data click File > Import > Pupils and browse for your current CTF or CSV file (these can be produced from your school management system). *For more information on adding teacher and pupil details see section 7 of the administrator instruction manual.*

Check Usernames

Every member of staff writing reports will need their own unique username and password, even jobshare teachers. If all teachers already have reportplus usernames and passwords from previous years, move to the next step. To create a new teacher username, click the Admin icon > Create user. We suggest you note these down on the back inside page of the administrator instruction manual for your reference.



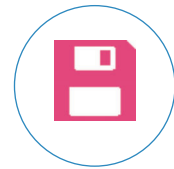
Layout

To check your layout, click Print > Preview selected pupils and use the forward and back arrows to scroll through and view the report layout. *For more details on customising report layout see section 6 of the administrator instruction manual.* If you asked us to set up your layout for you when ordering, please see section 4 of the administrator instruction manual, Accessing your school's report layout.





Click the Save icon then click Save. This will save any reports in the default location.



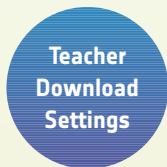
To upload your settings (layout and teacher/pupil data) to the server Click Admin > Upload settings. Alternatively, insert any memory stick and click file > Export > All settings and data to stick



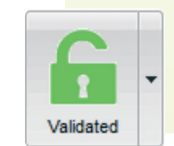
We recommend that the administrator prints off a Teacher Quickstart Guide for each member of staff. (There is a copy attached for photocopying or available as a PDF in the resources section on our website). On the guide there is a space to note the school licence name and the teacher's individual username and password. This guide gives a brief outline of how to get started. *For more help they can click on the Help icon in reportplus.*



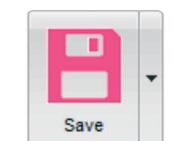
Teachers need to Upgrade their computers (see upgrade section overleaf) then validate using their own username and password. They must select their own username then enter their password (case sensitive).



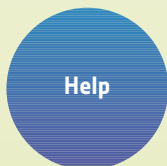
Teachers click validated drop down menu and select Download school settings from server. Alternatively they insert a memory stick provided by the administrator (see admin upload above), click the validated drop down menu and select Import school settings from memory stick.



As well as saving to their computer teachers can upload their work to the server (for merging or backup). Click the Save icon drop down menu and click Upload reports to server. Alternatively, insert any memory stick into the computer and select Save reports to memory stick(s).



Teachers can choose to print their own reports or, for merging and back up, they can upload to the server or save to memory stick and import to the administrator computer.



For further administration instructions please refer to the Administrator Instruction Manual. You can also get extra help from the Help icon within reportplus, or by clicking on the Resources or Ask reportplus buttons on our website www.reportplus.co.uk

