

TEACHER QUICKSTART GUIDE

Licence Name:

Username:

Password:



Go to www.reportplus.co.uk and select Download > Download reportplus then follow the prompts to install. If you have difficulties 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.



Open the program:
If you are already validated click the validated icon to check who you are validated as then skip to Archiving Reports.

If you are not validated click on the Enter a school/user licence button and enter the licence name provided (top of this page). Click search, select your username then enter your password (case sensitive). Click Validate. NB: All teachers should have their own unique username and password. (Different to the administrator's)



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 current reports.)

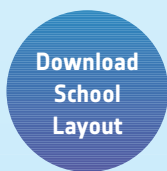
Word - Click the Save icon's drop down menu and select Export selected pupils to (Word compatible).

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

Archive - Click Options > Archive > New archive.



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

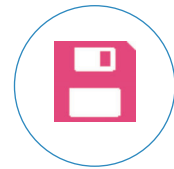


Click on the Validated icon's drop down menu and click Download school settings from server. Alternatively, if you have been given a memory stick by your administrator, insert the stick in your computer, click the Validated icon's drop down menu and click import school settings from memory stick. You should now have the correct report layout.



Save

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



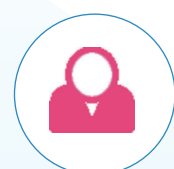
Pupil Data

If your administrator has added your teacher and pupil details, click on the pupil icon and select your name from the drop down Teachers list. Click on a pupil in the list. Click the Print icon then click Preview selected pupils. Use the forward and back arrows to scroll through the pages of the print preview. *For more details on adding pupil and teacher details click the Help icon in reportplus.*



Writing Reports

Click the Pupil icon, and select a pupil. Click in the editor window (under a subject title) to start writing or double click statements across from the banks (on the right hand side in Split screen view).



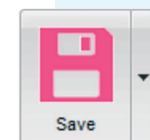
Upload Reports to Server

As well as saving to your computer you can save your 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).



Transferring Reports to another computer (e.g. at home)

After you have uploaded your reports to the server, you can then download these reports onto any other computer. (You must first make sure each computer has the reportplus upgrade installed and the settings downloaded, see the Upgrade and Download layout steps overleaf). Validate with your username and password click the validated icon's drop down menu and click Download reports from the server. Alternatively, if you have saved reports to memory stick, insert the stick into this computer then click the Validated icon's drop down menu and click Load reports from memory stick.



Finishing Reports

You can choose to print your own reports or, for merging and back up, you can upload to the server and/or save to memory stick.

Help

You can 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

