

TEACHER QUICKSTART GUIDE

New computer?

If you are on a new computer go to [Help > Download > Download full version](#).

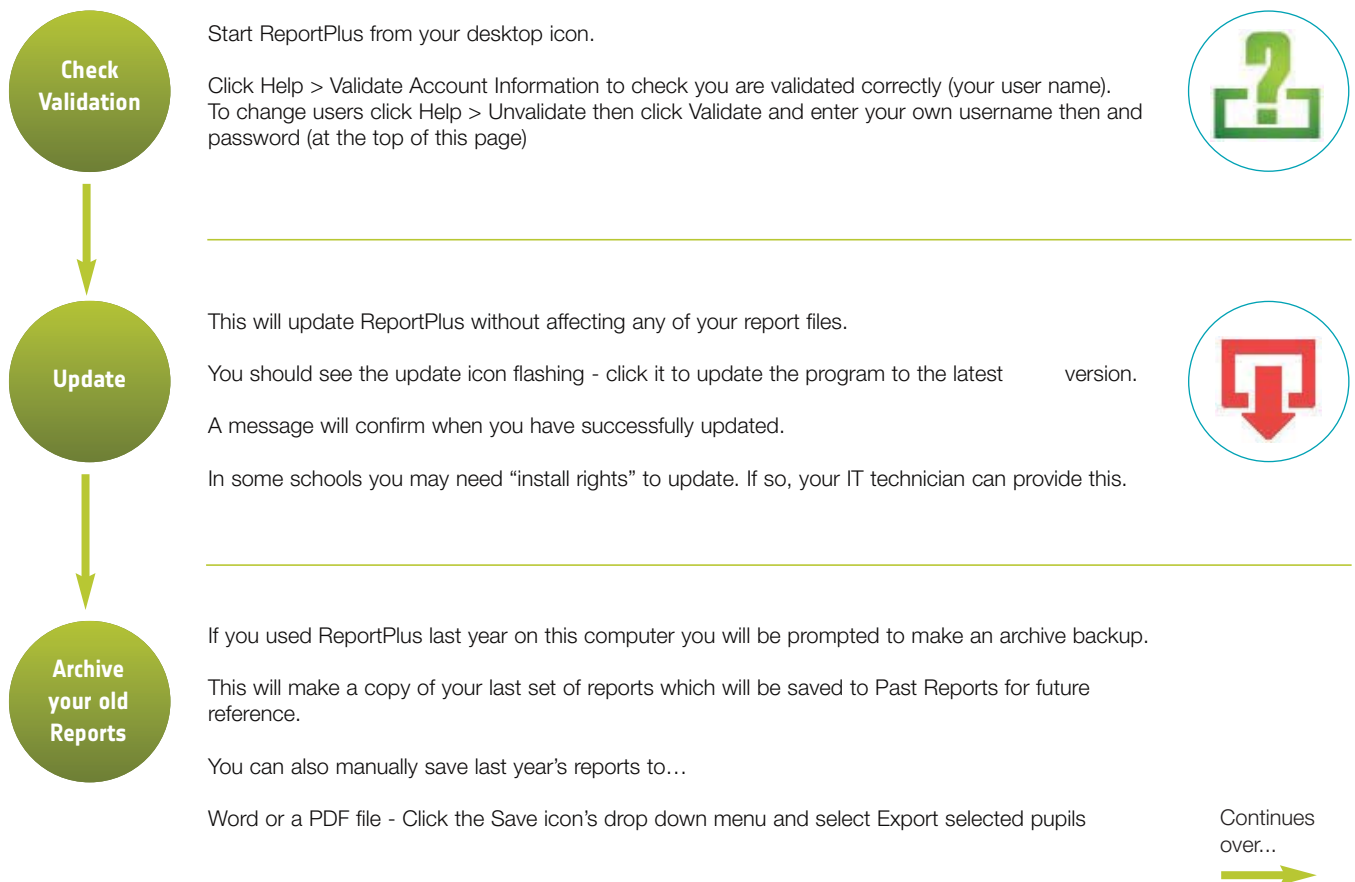
Follow the prompts clicking ok or yes as required.

If the program does not start automatically, locate the InstallPlus file in your downloads and click to run.

Now click 'Enter school /user licence name', and enter the school licence name we have provided.

Click search, select the username that was given to you by your administrator then enter the password also provided by your administrator (case sensitive). Click Validate.

NB: All teachers will have their own unique username and password (different to the administrators)



**Import
New
Settings**



Save

**Uploading
Reports**

**Moving
between
Computers**

Printing

**Help and
Tutorials**

You should now be prompted to import your new reports and settings.

If not, click on the Import icon's drop down menu and click Download school settings from ReportServer. Alternatively, if you have been given a memory stick by your administrator, insert the stick then click Import and select icon's drop down menu and click import school settings from memory stick.

Click File> New set of reports. Click **Yes** to clear and then **Yes** to use the new set.



Now Click the Save icon then click Save to save your new reports to your computer.



As you write your reports they will save to your computer. You can also save your work to the server (for merging or backup). Click the Save icon and select Upload reports to server.

Alternatively, you can select Save then save reports to memorystick(s).

We recommend you save a backup to the server at the end of each reporting session.



After you have uploaded your reports to the ReportServer, you can then download these reports onto other computers. (You must first make sure the computer has the latest ReportPlus upgrade installed and the settings downloaded, see the previous Upgrade and Download layout steps).

NB. Make sure you are validated with your username and password. Alternatively, if you have saved reports to a memory stick, insert the stick in the new computer then click the Import icon's drop down menu and click Load reports from memory stick.



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

There is extensive help available in the program Click on the Help icon and select Online help or ask ReportPlus

There are also downloadable help sheets in the Resources section on our website www.reportplus.co.uk

