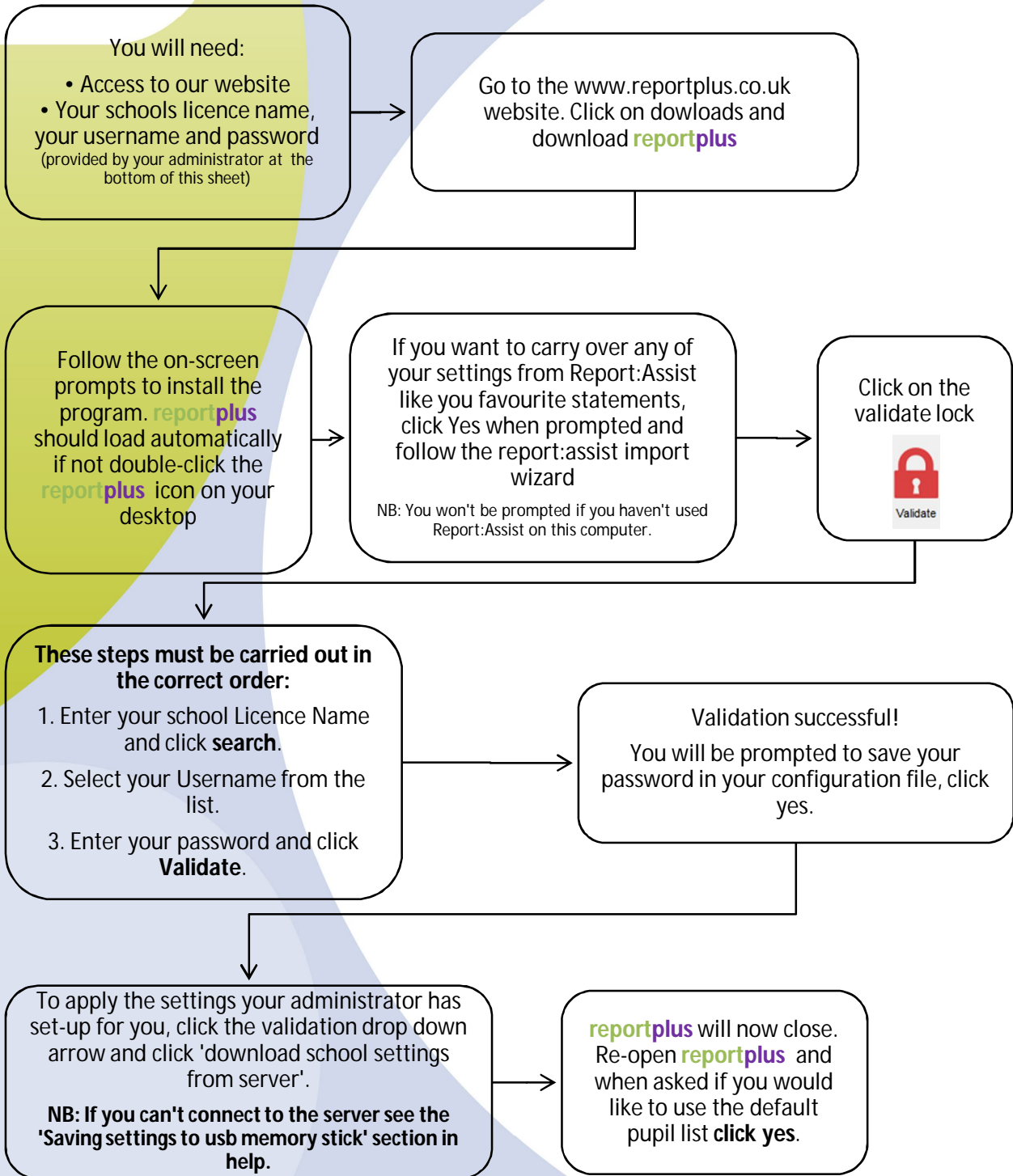


4. Teacher Installation



Your administrator may have installed **reportplus** on your PC for you, if so then jump to quickstart, overleaf.

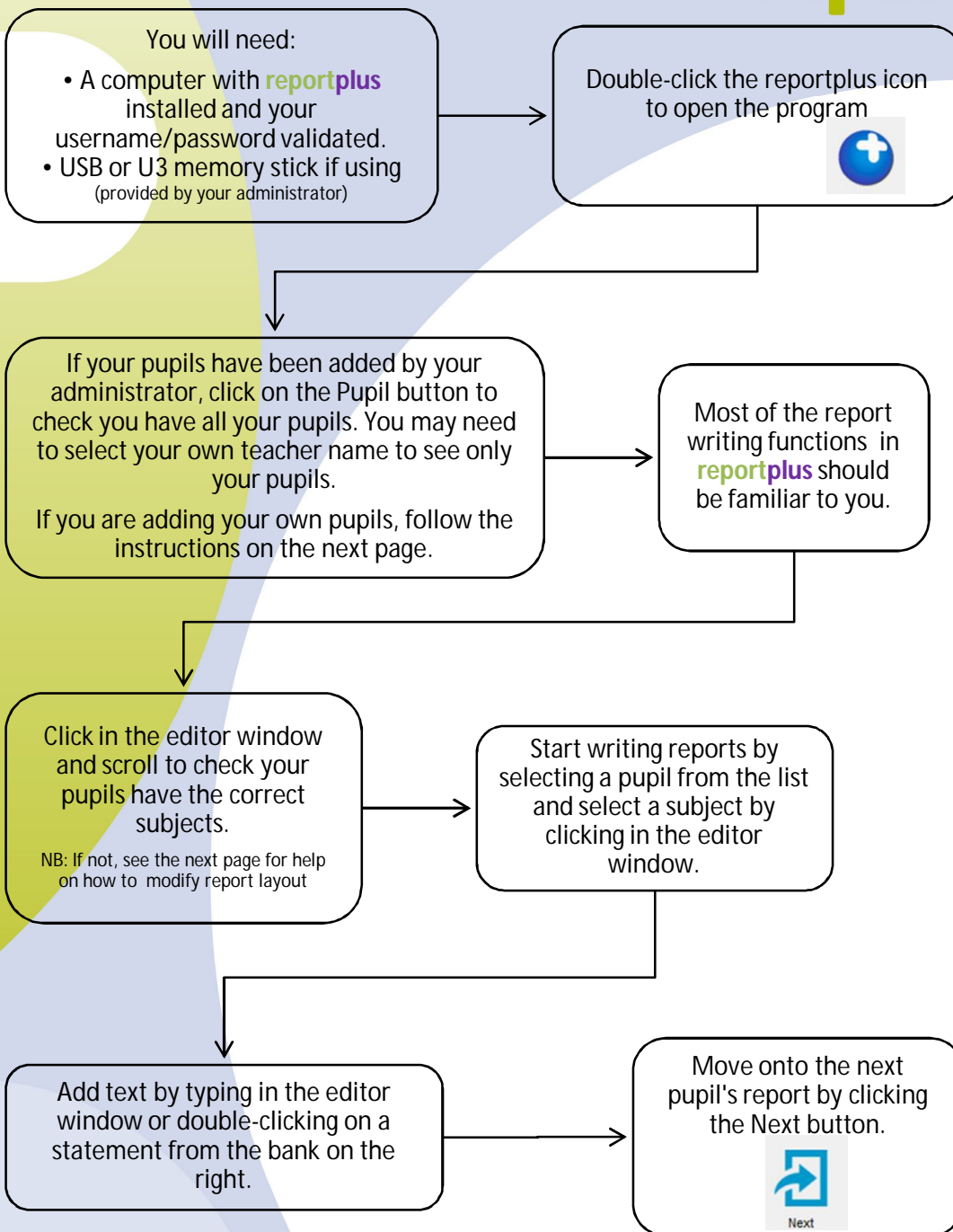


Licence


Username

Password

Quickstart



We recommend you always download updates when they become available.



Update

This icon will appear in Report Plus when there is an update available.

For help with any of these steps, go to our help manual, available from the help button in **reportplus**

How to...



Add pupils	<ul style="list-style-type: none">• Click on the Pupils icon then add pupil button. Enter pupil details into the boxes and click 'add' to add the pupil to Report Plus or 'add another' to enter details of the next pupil. Click on the help button for info on how to import details from CSV.
Create jobshares	<ul style="list-style-type: none">• Jobshare teachers should have their own username and password. They write their own set of reports with the same set of pupils then merge. Merging can be done as many times as required throughout report writing. Merging can only be done on the admin's computer.
Merge reports	<ul style="list-style-type: none">• On the administrator's computer click the validated drop down menu > Administration > Select All > Merge. This makes a copy of all reports that have been uploaded to the server and merges them with the admin's reports on their computer.
How would a teacher who teaches the whole school set up their reports e.g. a music teacher	<ul style="list-style-type: none">• All teachers can access all pupils to write reports for them if needed. A music teacher would click the pupil icon, and select 'all teachers' from the drop down list of teachers. This will show the whole school's list of pupils, the teachers can then write their section of reports and the administrator will merge them with the other teachers' reports when finished.
Take reports home	<ul style="list-style-type: none">• With internet – If you have internet access at home then just follow the installation section on page 1 of this pack to download report plus on your home computer and download settings.• Without internet – If you don't have internet access then you can either install reportplus onto a U3 smart stick. The U3 smart install does not need internet access once validated. Or you can use regular USB memory sticks. See the help section on 'Saving settings/reports to usb memory stick'.
Change layout	<ul style="list-style-type: none">• Click on Options, select subjects. Make sure there is a tick next to any subjects you want to appear in your reports. Click to highlight then use the Up/Down/Top/Bottom keys to move the subject within the report. More details in help 'customising your report layout'.
Attendance	<ul style="list-style-type: none">• Click on the attendance icon and type in the details for your class. The data will appear in the attendance subject box in print preview. If there is no text in the attendance subject box, double click the required statements from the attendance statement bank.
Save	<ul style="list-style-type: none">• Click on the Save button, click save again to save in the default location. You can also save to memory stick or upload to server.
Upload Reports	<ul style="list-style-type: none">• Click the save icon's pulldown menu and select Upload pupil file to server. The uploaded report is saved on our server under your username.
Print preview	<ul style="list-style-type: none">• Click on the Print icon and select preview selected pupil or all pupils.
Print	<ul style="list-style-type: none">• Click on the Print icon and select print selected pupil or all pupils

For help with any of these steps, go to our help manual, available from the help button in **reportplus**. Or a pdf version is available in the resources section of our website.