

Demonstration Instructions

Installation

Please follow the steps below :-

- a. Click on ([download a demonstration](#)) on the conversion offer page of our web site.
- b. Follow the prompts to install, agree to the licensing document and then choose the recommended standard installation (you can safely override any security warnings)
- c. The program should now auto-run. (If not, double click on the **reportplus** icon when it appears on your desk top)
- d. If you choose to load data from report:assist as the program opens, just follow the prompts and choose a teacher folder to import from (nb you can import data at any time from report:assist by clicking on the wizard icon and following the prompts)

Program Features

Most of the features of **reportplus** should be familiar to you ...

1. You will see a report open on the left side of the screen and the pupil button (top left) selects or modifies pupil data.
2. Clicking in the left side report subject sections will move you between subjects (nb in **reportplus** subject borders are only present in preview mode and when you print out your reports)
3. The right side statement bank selection tabs offer an easy and faster way to navigate between statements.
4. There is now a much larger range of statements and we are also adding statements (and subject boxes) for the New Primary Framework shortly.
5. If you have imported your settings from report:assist these should appear when you click on print then preview selected pupils.

To help you explore some of the new features **reportplus** offers please use the diagram overleaf...

Group Writer

Not available in demonstration mode (because the pupils imported are only set up as examples) this feature allows you to safely copy statements and paragraphs into pre selected groups without gender or pupil name errors

Assessment Tool

Quickly form an assessment on a taught module and add a statement to each pupils report. Print out the assessment for record keeping, re visit the assessment later in the year and modify as necessary

There are various ways to work in reportplus and clicking on the view button will cycle you through these.

New Primary Framework

Click here to see some examples of the New Primary Framework

To see your school layout click print and preview selected pupil

To preview an individual report click here

Paste AI

Highlight a statement or paragraph and copy using the copy tool. Now change to a different pupil (use either the pupil or previous/next) Paste the copied text using the paste tool. The pupils name and gender will be altered in the pasted text

Favourite statements

can be imported from other programs or documents

Statement view

Click here to move between "tree mode" and standard statement view

Add name

Click here to use pupils' name in the next statement

U3 Smart Memory sticks

For convenience you can transfer the whole program (with your pupil details) onto a memory stick and then use this on any other PC's without having to load up the full program. (*details on our web site*)

You can re-size the various sections of the screen to suit your personal preference by clicking and dragging the box side tabs

