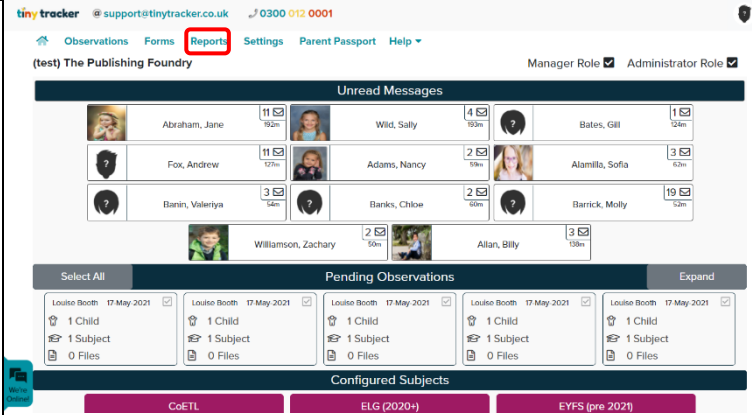


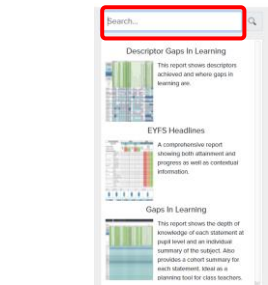
## How to ... Create Reports

Notes: Depending on whether you are assessing using age bands (for example, Emerging, Developing and Secure) or using Point in Time Assessment (PITA) you will see that there are different versions of some of the reports. Ensure you select the correct one to display the information you need.

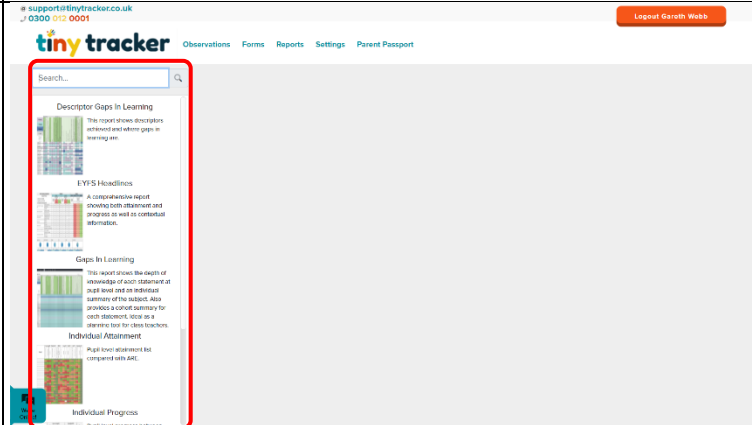
1. Click **Reports** from the navigation bar at the top of the screen.



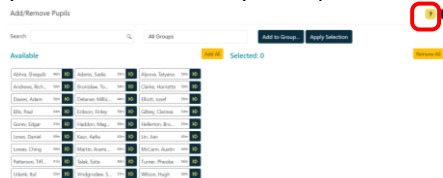
2. Choose the report you want to run from the choices on the right-hand side.



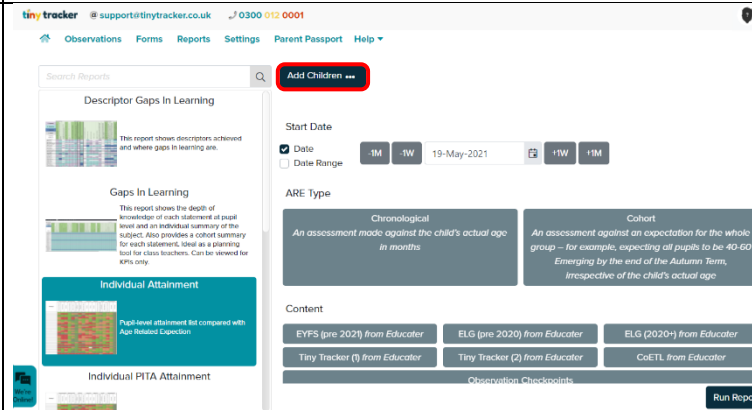
Or use the search bar to search for a specific report or phrase within the report description.



3. Click on **Add Children** to add the children you want included in your report.

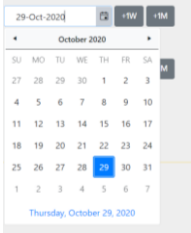


Once inside the Pupil Picker, you can click **?** in the top right-hand corner if you are unsure about how to use the Pupil Picker.



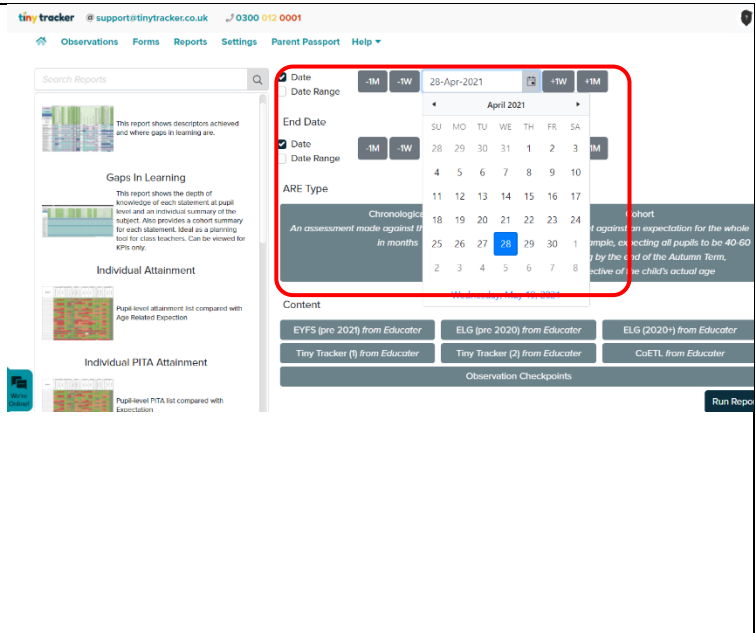
4. **Dates**

Some reports require you to choose a start **and** end date for the report. Use the date picker to choose your dates.



Jump forward and back in time using

to change the date by 1 Month or 1 Week.

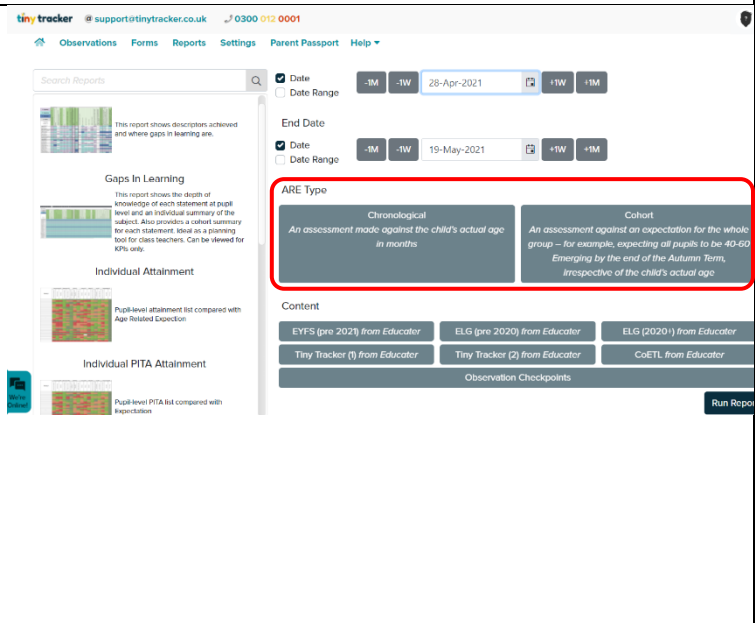


5. **Age Related Expectation**

Where reports make an assessment against Age Related Expectation, you can choose whether to base this on:

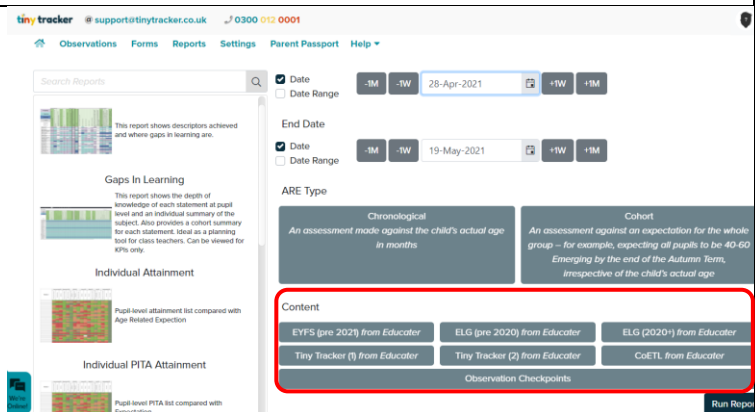
- **Chronological Age** – an assessment made against the child’s actual age in months.
- **Cohort Expectation** – an assessment against an expectation for the whole group – for example, expecting all pupils to be Reception Emerging by the end of the Autumn Term, irrespective of the child’s actual age.


Tick the box for the type of assessment you want to include.

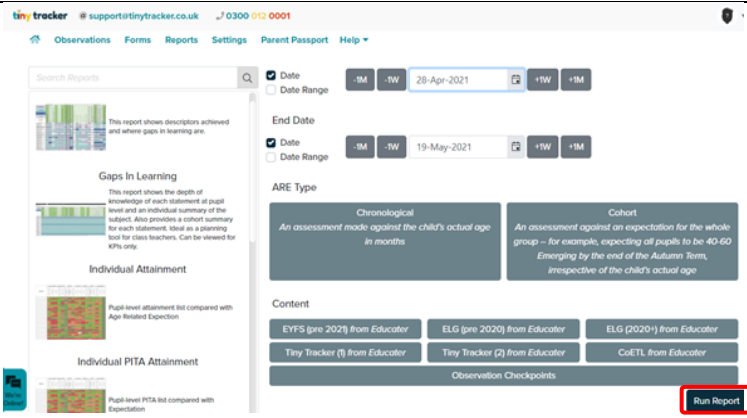


6. **Content**








You now need to select which subject or curriculum you want to base the report on – for example, Tiny Tracker 1 or the Characteristics of Effective Teaching and Learning.



7. Click  .



8. **Using the Report Tool Bar:**  
 The black bar at the top of the report window helps navigate through the content and links:

-  Navigate forward and backwards through the different 'clicks' you have made to access linked reports.
-  Refresh the report and return to the beginning.
-  Navigate to different pages in the same report.
-  Shows the page in 'print preview'.
-  Allows you to download your report as a PDF or into Word, PowerPoint, and Excel to edit them.
-  Zoom the report in and out or set it to show the width of the page.
-  Search the report for a specific word or number, for example, a pupil's name.