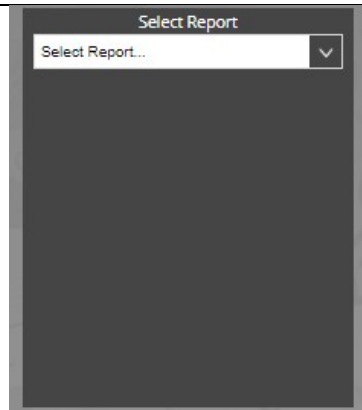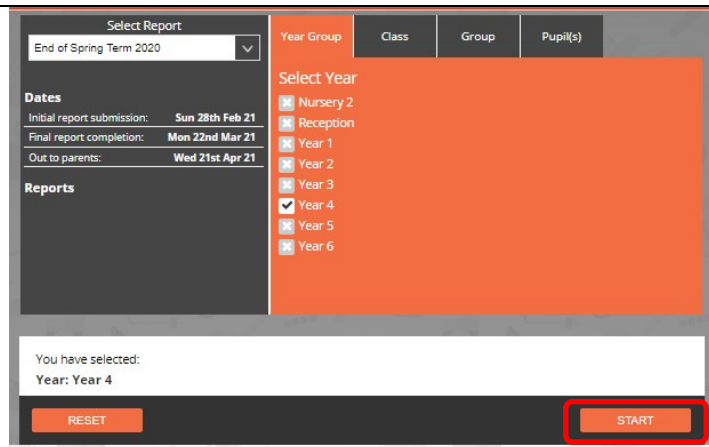# Edu|cater

## How to … Print Reports

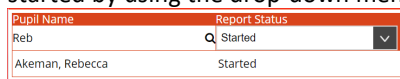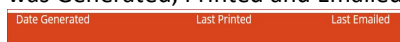| 1. | Select the report you would like to begin to print by selecting from the drop-down box. If you have no repots available please contact your Admin within school. | |
|---|---|---|
| 2. | Once selected you will see a pupil picker, you can select a Year Group, Class Group or individual pupil.<br><br>Once selected press **START**<br><br>NOTE: If your Admin within school has added deadlines for Initial Submission Final Completing and out to parents' dates these will also be shown. | |
| 3. | You will then be presented with information on the reports selected.<br><br>You can search for a specific pupil and select if the report is started or not started by using the drop-down menu:<br><br>Select all in Report Status to view the status of all reports and also have the option of Generated.<br><br>You can see the last time the report was Generated, Printed and Emailed:<br><br>You can also select all to view the status of all reports and also have the option of Generated. | |

NOTE:

A Generated Report is a report that has been approved and attributes, for example the pupil's current step and attendance have been added up to date level, e.g. if current step is used it will look for this. You can only email a report once it has been generated.
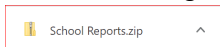
A Regenerated Report – if you wish to make changes to format/question then you will need to regenerate the report. When regenerating you will be able to monitor the status of the report – changing from Generating to Generated.

Controls:

 Download Generated Report

You can download an individual pupil's report or you can download all pupils that have a generated report. If you generate all you will be given a Zip Folder containing all of the reports.
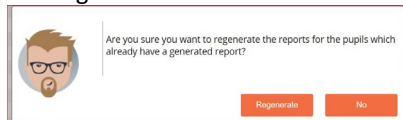


You can now print your report.

 Email Generated Report

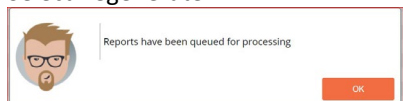You can email an individual report or you can email all pupils reports.

 Regenerate Report

If you would like to make changes to a format/question then you will need to regenerate the report. Once you do this you will receive a pop-up message.



Select Regenerate:

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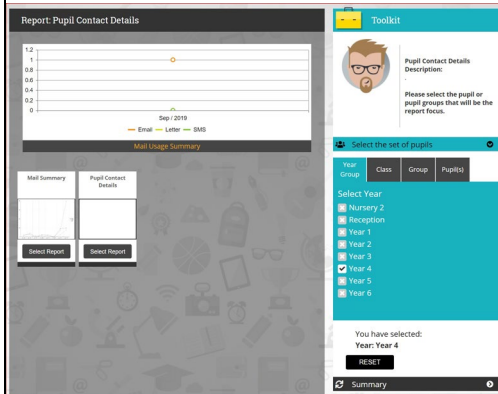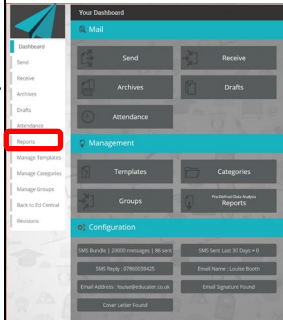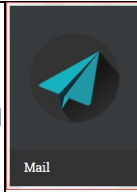| 4. | NOTE:<br>When emailing the reports to parents it is useful to check the email addresses that have been downloaded from your MIS. To do this you can run a report.<br><br>Access the Mail Module.<br><br>Select Reports from the left-hand side.<br><br>Select Pupil Contact Details and then select Year Group.<br><br>Select Summary and then Show Report.<br><br>You can then view the contact information. |  |



**Pupil Contact Details**

The Publishing Foundry

| Pupil Name | Class | Year | Relation | Parental Consent | Contact Name | Email | Mobile | Post Code |
|---|---|---|---|---|---|---|---|---|
| Rebecca Akeman | 4ES | Year 4 | Mother | False | Mrs Alicia Akeman | deb***@educater.co.uk | | HU139BP |
| | | | Father | False | Dr Simon Akeman | deb***@educater.co.uk | *******434 | HU139BP |
| Isis Arkell | 4ES | Year 4 | Mother | False | Mrs Maria Arkell | bri***@educater.co.uk | | HU139BP |
| | | | Father | False | Mr James Arkell | ama***@educater.co.uk | *******001 | HU139BP |
| Sonya Astoni | 4ES | Year 4 | Mother | False | Mrs Winifred Astoni | bri***@educater.co.uk | *******434 | HU139BP |
| | | | Father | False | Mr Lawrence Astoni | ama***@educater.co.uk | *******434 | HU139BP |
| Wills Astwick | 4ES | Year 4 | Mother | False | Mrs Susan Astwick | deb***@educater.co.uk | *******000 | HU139BP |
| Fiona Baker | 4ES | Year 4 | Father | False | Mr Patrick Baker | gil***@educater.co.uk | | HU139BP |
| | | | Mother | False | Mrs Rachel Baker | gil***@educater.co.uk | *******900 | HU139BP |
| Anthony Barrett | 4ES | Year 4 | Mother | False | Mrs Jane Barrett | hei***@educater.co.uk | | HU139BP |
| | | | Father | False | Mr Harry Barrett | gil***@educater.co.uk | | HU139BP |
| Joseph Bassett | 4SL | Year 4 | Mother | False | Mrs Jill Bassett | gil***@educater.co.uk | | HU139BP |
| | | | Father | False | Mr Andrew Bassett | gil***@educater.co.uk | *******434 | HU139BP |

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