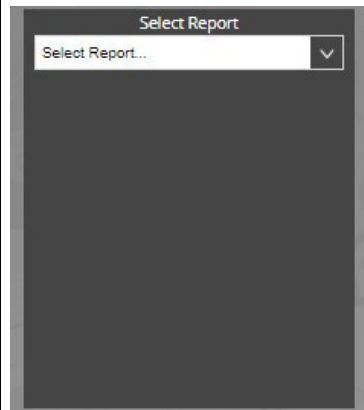


## How to ... Print Reports

1. Select the report you would like to begin to print by selecting from the drop-down box.

If you have no reports available, please contact your Admin within school.

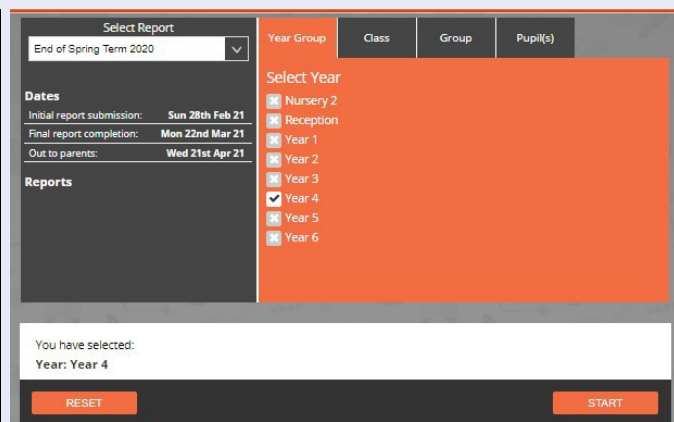


2. Once selected you will see a Pupil Picker, you can select a Year Group, Class Group or individual pupil.

Once selected click

**START**

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.

You can search for a specific pupil and select if the report is started or not started by using the drop-down menu:


Pupil Name	Report Status
Reb	Started
Akeman, Rebecca	Started

Select All in Report Status to view the status of all reports and also have the option of Generated.

You can see the last time the report was Generated, Printed and Emailed:

Date Generated	Last Printed	Last Emailed

You can also select All to view the status of all reports and also have the option of Generated.

Pupil Name	Report Status	Date generated	Last Printed	Last Emailed	Controls
Akeman, Rebecca	Started	-	-	-	
AKHIL, IGG	Not Started	-	-	-	
Accott, Sonya	Not Started	-	-	-	
Adwick, William	Not Started	-	-	-	
Baker, Fiona	Started	-	-	-	
Barrett, Anthony	Not Started	-	-	-	

3.

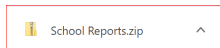
NOTE: A Generated Report is a report that has been approved and attributes, for example the pupil's current step and attendance have been added up to date level, e.g. if current step is used it will look for this. You can only email a report once it has been generated.

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 pupil's 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.

Are you sure you want to regenerate the reports for the pupils which already have a generated report?

Select Regenerate:

Reports have been queued for processing

4. NOTE: 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:

Access the Mail Module.

Select Reports from the left-hand side.

Select Pupil Contact Details and then select Year Group.

Select Summary and then Show Report.

You can then view the contact information.

Mail

Your Dashboard  
Mail

Report: Pupil Contact Details

Toolkit

**Pupil Contact Details**

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	*****434	HU13BP
			Father	False	Dr Simon Akeman	deb***@educater.co.uk	*****434	HU13BP
Isis Arkell	4ES	Year 4	Mother	False	Mrs Maria Arkell	bit***@educater.co.uk	*****001	HU13BP
			Father	False	Mr James Arkell	ant***@educater.co.uk	*****434	HU13BP
Sorya Astoni	4ES	Year 4	Mother	False	Mrs Winifred Astoni	bit***@educater.co.uk	*****434	HU13BP
			Father	False	Mr Lawrence Astoni	ama***@educater.co.uk	*****434	HU13BP
Wils Astwick	4ES	Year 4	Mother	False	Mrs Susan Astwick	deb***@educater.co.uk	*****000	HU13BP
			Father	False	Mr Patrick Baker	gi***@educater.co.uk	*****900	HU13BP
Fiona Baker	4ES	Year 4	Mother	False	Mrs Rachel Baker	gi***@educater.co.uk	*****900	HU13BP
			Mother	False	Mrs Jane Barrett	hai***@educater.co.uk	*****900	HU13BP
Anthony Barrett	4ES	Year 4	Father	False	Mr Harry Barrett	gi***@educater.co.uk	*****900	HU13BP
			Mother	False	Mrs Jill Bassett	gi***@educater.co.uk	*****900	HU13BP
Joseph Bassett	4SL	Year 4	Mother	False	Mrs Jill Bassett	gi***@educater.co.uk	*****434	HU13BP
			Father	False	Mr Andrew Bassett	gi***@educater.co.uk	*****434	HU13BP