

# To download...

## Welcome to Report:Assist<sup>UK</sup>

Visit our web site [www.reportassist.com](http://www.reportassist.com) and in the Demonstration section: Choose then click "for Windows" or "for Apple OX"

Start the download and click on "Save", "Open", "Run", "Yes" or "Allow" to any prompts.

The program should download and open automatically

The first time you open the demonstration it will ask for your schools name, this will be added to your demonstration reports

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Let's get started ...

You are currently in Jane Adams report

Jane is a KS1 pupil and the cursor in the upper right Literacy box indicates your position in her report

You can start typing here, the program has the usual range of word processing functions (just right click for bold, underline etc )

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## Adding Comments

You can quickly add your own favorite comments to the program by pasting them in from Word or other programs

There are also sets of comments included in the program (nb these can be removed if your school prefers not to use them)

Comments are all leveled and graded (including P Scales) and you can use the tabs to move between Speaking Reading etc

If you hover over one of the comments in the lower right section (will highlight in blue) then double click... it will appear in the report above

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The lower left Comment Manager is where you select or search between "Level" "General" and any "Favorite" comments or paragraphs you create and save

To add further free text or edit the Literacy section simply click the cursor to wherever you wish in the text

nb most teachers use a combination of free text and saved comments to build each report

You can move through the report now and simply repeat the process of adding comments and text to each subject

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## Copying and Pasting

A unique feature of the program is Paste<sup>AI</sup> which allows you to safely copy and paste text between pupils

To demonstrate this, highlight a section of text in Jane's Literacy section (click and drag over it) then copy this using either the Copy icon (or right click then copy)



Copy

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## Group Writer

To add this text to a different pupil, first select John Bennett from the pupil list (click on his name) in the top left Pupil Manager area. Now click on either the Paste<sup>AI</sup> icon (or right click then select Paste<sup>AI</sup>)



PasteAI

You will see the copied text has been pasted with John's correct name and male gender

nb This feature will alert you if you have used the wrong gender or Christian name in any report

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Paste<sup>AI</sup> can also add text to a selected set of pupils (or a whole class) with gender and names automatically changing between reports. Click on the group writer icon



GroupWriter

Select the first 4 KS1 pupils by clicking on their names (Jane Adams, John Bennett, Megan Davis and Lewis Evans) to highlight them

Create some text in the open subject box (can use comments and free text) then click Add at the bottom right of the group writer box

Now click on any of the 4 KS1 pupils to see the text has been added for each pupil with their correct name and gender

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## Pupil Manager

Once you have started to add text to a subject box, the red bar alongside will change to amber to indicate this section is partially completed

Clicking the amber bar marks the section as completed (will turn green)

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To check the status of your reports, Click on the manager icon



Manager

Here the dots indicate Red "not started", Amber "part-finished", Green "Completed"

Click on any coloured dot to move to that section of a pupils report

Click on the x to close the Manager when you have finished

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## Report Format

The report you are viewing on screen is **finished A4 size** (as it will appear when printed)

If you scroll up to the top of the report you will see an example of a front page layout

The program is very flexible and its simple to create and add text and logos here (we can help with this)

We can also customise your reports with a range of grid boxes or alternative styles

It's very quick and easy to add, merge and re-order subjects and you can also change titles, and add effort and attainment grade information

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## Keystage Examples

Schools often require several formats (EYFS/KS1/KS2)

To view a **Reception (ELG)** report select Sophie Kay or Zayn Khan (Subjects and Comments support the EYFS profile)

Lucy Mayes and Jake Moore are example **KS2** pupils

Ryan Murphy and Ella Scott are examples of a **Catholic** format. (RE is first subject and includes "I Can" comments)

Owen Weller is a **Welsh Foundation Stage** pupil with Welsh /English subject titles and Sian Wright is an English/Welsh example

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## Attendance & Return Slips

The back report sections can also be customised, modified or removed

Signatures can be automatically added, or sections can be left blank for later handwritten additions

If you scroll down to the bottom of a report you will see a typical layout of Attendance (the program automatically calculates % attendance) and a Return Slip

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## Printing

If you have a printer connected you can now print a report by clicking the Print icon then select print selected pupil(s)



Print

nb There are options to print by pupil, class or school

Reports can be either A4 or booklet format and save reports in other formats for exporting such as PDF

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## Customised Demonstration

If you wish to take a look at a demonstration tailored to your school

Please email or fax copies of how you would like your reports to look (include a contact name and telephone number)

Email to:- [demo@reportassist.com](mailto:demo@reportassist.com) or fax to 0115 727 0770 or telephone 0115 727 0808

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