## 4. **Using Group Writer**

GroupWriter is probably the most popular feature in Report:Assist.

It allows you to add a comment or generic block of text to a selected set of pupils.

Working Example :-

1. Click in a pupils subject box eg Science then Click on the Group Writer icon.

2. A subject box will open GroupWriter:Science in this example which is where you type the text you want to appear in a set of pupils reports.

3. Add some text or use Favourites or Comments to compose an example paragraph to add.

4. Now select a few example pupils in the pupil list to the left by clicking on them. (They will become highlighted in green) *nb Click them again if you wish to de-list them.*

5. Click on the Add button (on the right below the text box).

6. The group writer box will now disappear and the text will have been added to the selected pupils.

7. Check on the example pupils you added and your text will appear in each of their Science sections with their correct names and gender.
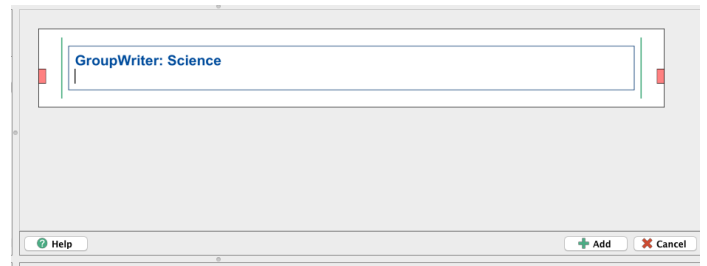
Important: Write your add text in GroupWriter it must be in the correct gender for the pupil highlighted in blue. Eg, if the pupil in blue is a girl then write the text as if you were writing for a girl (She, her … etc)

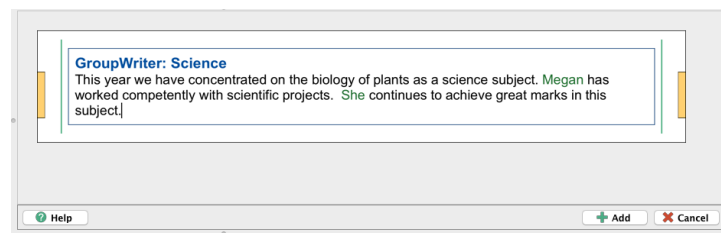nb You can store generic blocks of text in Favourites to use later in the group writer (See Tutorial 3)

1.



2.



3.



4.