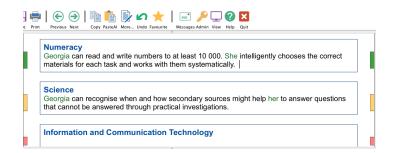


6. Using Pupil Manager

The pupil manager function allows you to keep track of your report writing progress.

- 1. As you begin to type into a subject box you will notice the bars down each side of the box change from red to amber to indicate when you have started to write for this subject.
- 2. When you have completed a subject you just click on the coloured amber side bars which will turn to Green (You can un-click this at any time)
- 3. If you now open the Pupil Manager you can quickly check the subject status for each pupil (red amber green)
- 4. If you click on any of the coloured dots in the pupil manager grid you will be taken to that corresponding subject box in the report of the pupil you have selected.

nb. You can also use the coloured side bars to inform other teachers and your Headteacher that you have finished a particular subject in a report so they can proof read it and make changes if required. 1.



3.



4.

