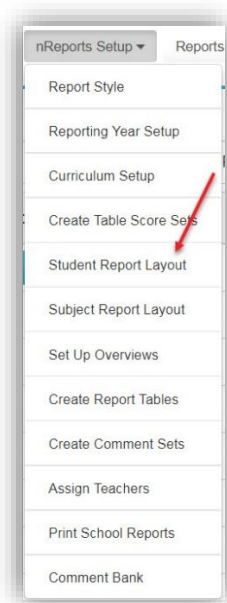




Student Report Layout

1. From the 'nReports Setup' menu, select 'Student Report Layout'.



2. Two choices are available on this page. Copy from a previous semester report layout (if there is one available) or create a whole new layout.

Copying the Student Report Layout

This will copy all the report tables, comment sections, etc. that existed in the chosen previous semester. This can still be customised if necessary.

1. To start the copy process, click the button in the top left labelled 'Copy From Previous Report'.
2. In the pop-up window, select the year and reporting period to copy from and click 'Copy Now'. This process may take a few minutes.

Copy From Previous Report

This will copy the selected Year/Reporting Period/Student Report Layout to the current Year/Reporting Period/Student Report Layout, including Subjects, Report Layouts, Assessment Items, etc

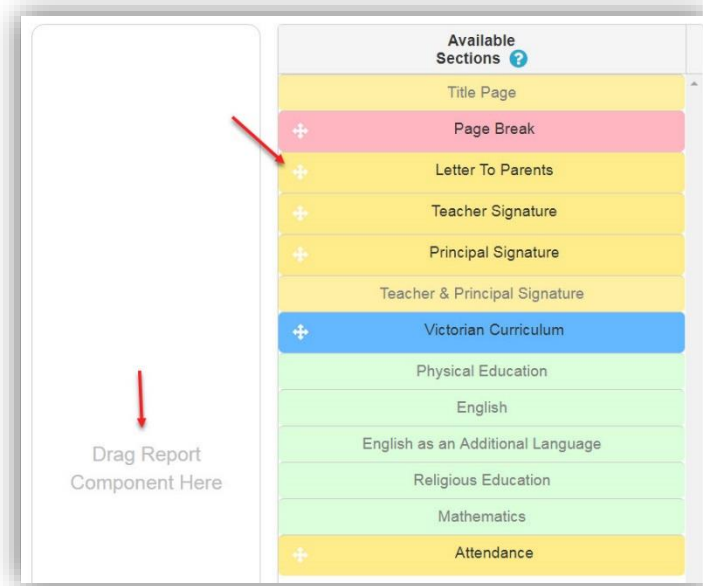
Copy From:	Year 2018	Reporting Period Semester 1	Student Report Layout Student Report Semester 1 - 2018 (Prep-6)
Copy To:	Year 2018	Reporting Period Semester 2	Student Report Layout Student Report Semester 2 - 2018 (Prep-6)

[Copy Now](#) [Cancel](#)

Creating a new Student Report Layout

Create a whole new layout by following the steps below.

1. Subjects that you created on the 'Curriculum Setup' page will appear on the right hand side. There are also other sections available by default, such as the 'Title Page' and 'Letter to Parents'.
2. Using the handles, drag the sections you want into the area labelled 'Drag Report Component Here'. They will then be displayed under the Report Layout section.



3. If you need to reorder the layout, drag and drop the components using the drag handles until the desired layout is achieved. Then click the 'Save' button.

The image shows a table representing the report layout. The table has four columns: "Report Layout", "Section Setup Completed", "Edit/Add", and "Remove". The rows represent the sections in the layout. A red arrow points to the plus sign next to "Victorian Curriculum".

Report Layout	Section Setup Completed	Edit/Add	Remove
+ Title Page			
+ Victorian Curriculum			
+ English			
+ Page Break			
+ Religious Education			
+ Physical Education			
+ Page Break			
+ Mathematics			
+ English as an Additional Language			
+ Teacher & Principal Signature			

4. The 'Title Page' (Front Cover) and the 'Letter to Parents' can be uploaded directly from this page using the small blue edit buttons.

Report Layout ?	Section Setup Completed ?	Edit/Add ?	Remove
+ Title Page			
+ Victorian Curriculum			
+ English			
+ Page Break			
+ Religious Education			
+ Physical Education			
+ Page Break			
+ Mathematics			
+ English as an Additional Language			
+ Teacher & Principal Signature			

5. In the pop-up screen that appears, click the 'Choose File' button, select the front cover file you want to upload and then click the 'Upload' button. These files can be uploaded at any stage.

Upload Files

Upload a User Defined Report Front Cover

No file chosen

6. On this page you can also select the template you want to use to display the Victorian Curriculum Scores on the reports. Click on the button labelled 'Achievement Score Options'.

Year: 2018 Reporting Period: Semester 2 Student Report Layout: Student Report Semester 2 - 2018 (Prep-6)

7. This pop-up window allows you to choose an option for the display. Multiple configurations are available. Select your choice to view a sample of what it would look like on the student report.

The image shows a configuration pop-up window with three steps:

- Step 1: Template**: A dropdown menu labeled "Progression Cf" with a blue question mark icon to its right.
- Step 2: Headers**: A dropdown menu labeled "Year Scale" with a blue question mark icon to its right.
- Step 3: Graphics**: A dropdown menu labeled "Dots" with a blue question mark icon to its right.

Below the steps is a section titled **DNP Options:** with a checkbox labeled "Show scores with a DNP ('did not participate') reason on report".

8. Click the 'OK' button at the bottom of the pop-up to save the changes.