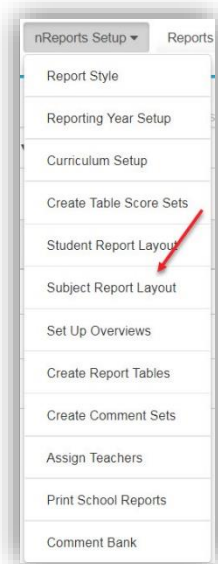




Subject Report Layout

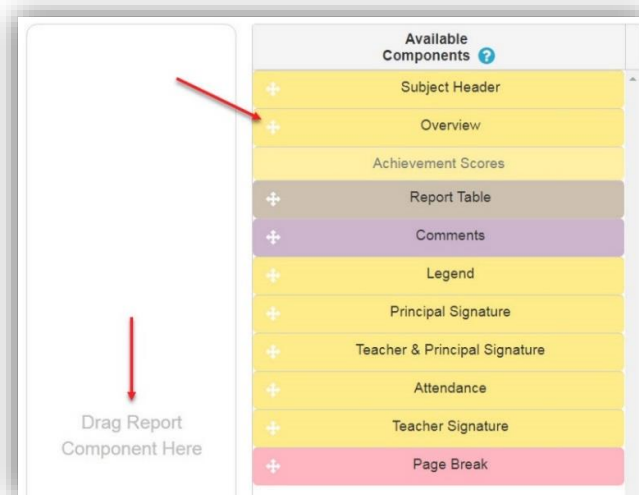
1. From the 'nReports Setup' menu, select 'Subject Report Layout'.



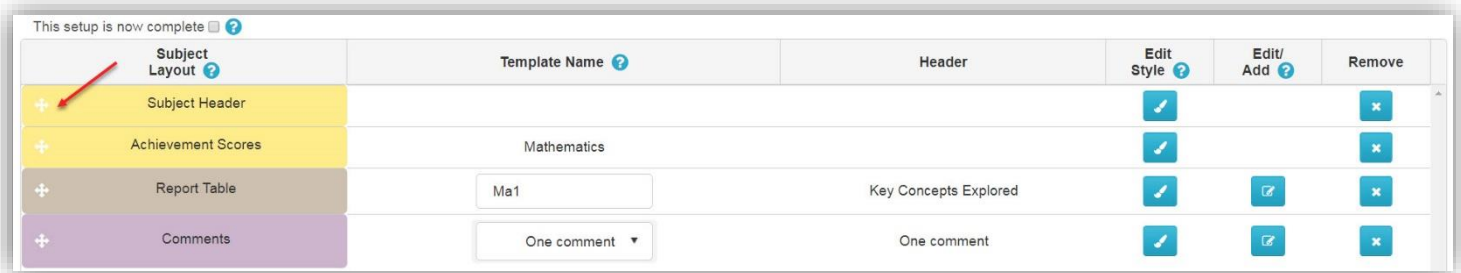
2. Choose a subject from the 'Subjects' drop down menu.



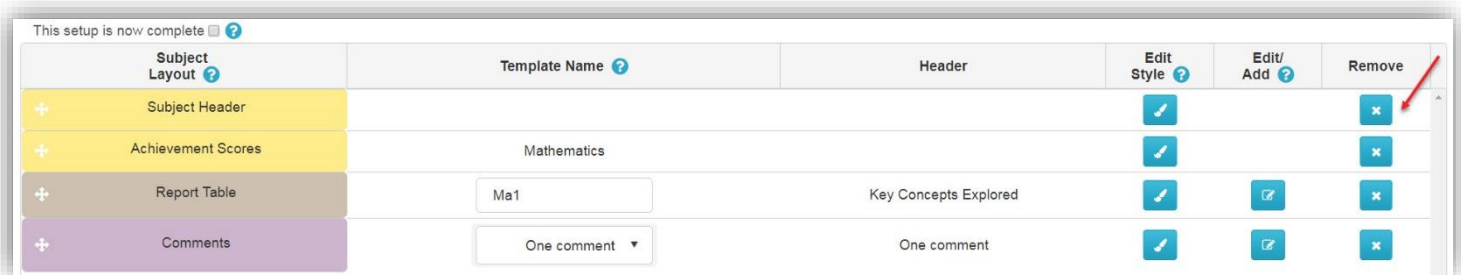
3. Using the handles, drag the sections you want into the area labelled 'Drag Report Component Here'. They will then be displayed under the Subject Layout section.



4. 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.



5. If you need to remove a component, click the 'X' button in the 'Remove' column. Then click 'Confirm' on the pop-up window that appears.



The components you can add to a subject are:

Subject Header - The name of the subject

Overview – Inserts the overview(s) for the current subject that you have entered on the 'Set Up Overviews' page

Achievement Scores - This component adds the Vic Curriculum scores if strands were added to that subject in the curriculum area.

Report Table - A table that can be populated with your own checklist items.

Comments - This will give you the ability to add a Comment Set specific to the subject. This set can be populated with multiple comments.

Legend - This adds the Vic Curriculum or EAL legend as required.

Principal Signature – Inserts either the principal's name or an image file of the signature.

Teacher and Principal Signature – Inserts the teacher's name and either the principal's name or an image file of the signature.

Attendance – Displays the attendance for the student for the current reporting period.

Teacher Signature – Inserts the teacher's name.

Page Break – Inserts a page break which means the next component will start on a new page.

Note: Report Tables and Comment Sets can be populated directly from this page by clicking on the small blue edit buttons next to each section. Make sure to come back to this page to choose the newly created Comment Sets. Set up all your subjects in this way before moving on to other sections.