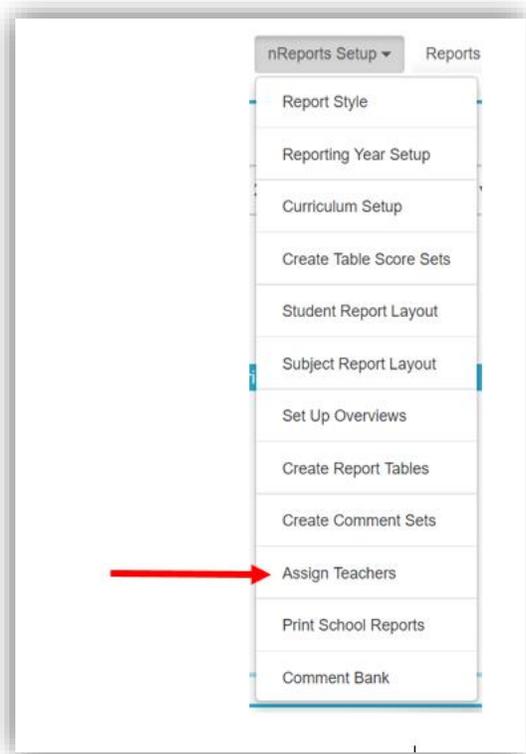


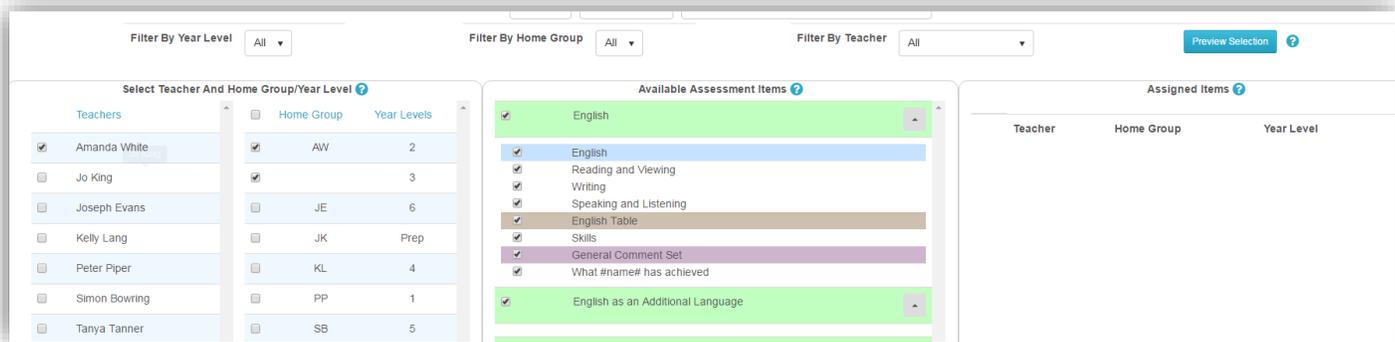


Assign Teachers to Assessment Items

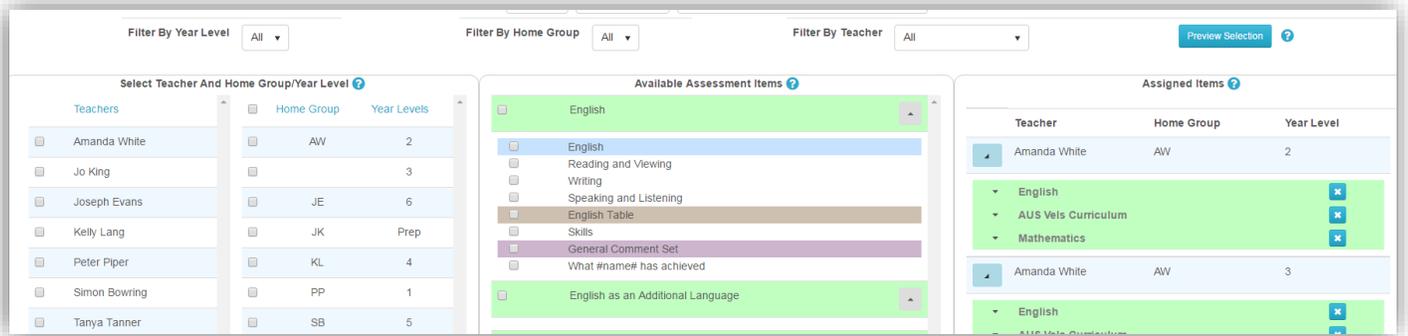
On the 'nReports Setup' menu, select 'Assign Teachers'.



1. Tick the teacher you want to assign.
2. Tick the relevant homegroup/s that the teacher will be assessing.
3. Tick all the relevant curriculum areas for that teacher. Use the small arrows to expand the selections to assign individual items, if necessary. Click **Save**.



4. The column on the right-hand side will now be populated with the chosen assignments for that teacher.



Important Note: **NEVER** tick **ALL** Teachers and **ALL** homegroups at once. This will assign everyone to all classes and all assessment items and will create thousands of records that will have to be deleted.

Final Step:

Once teachers have been assigned and the reports are ready for teachers to enter data, go to the **Reporting Year Setup** page and click on **Data Entry**.