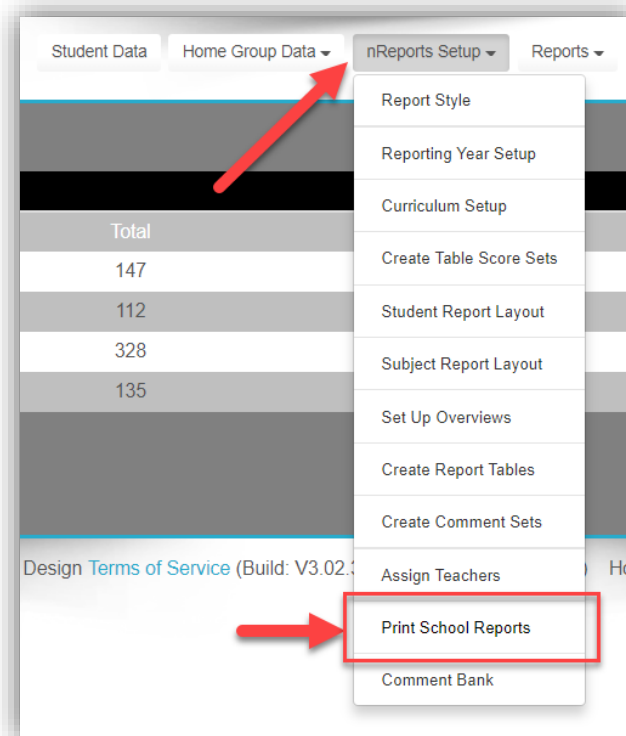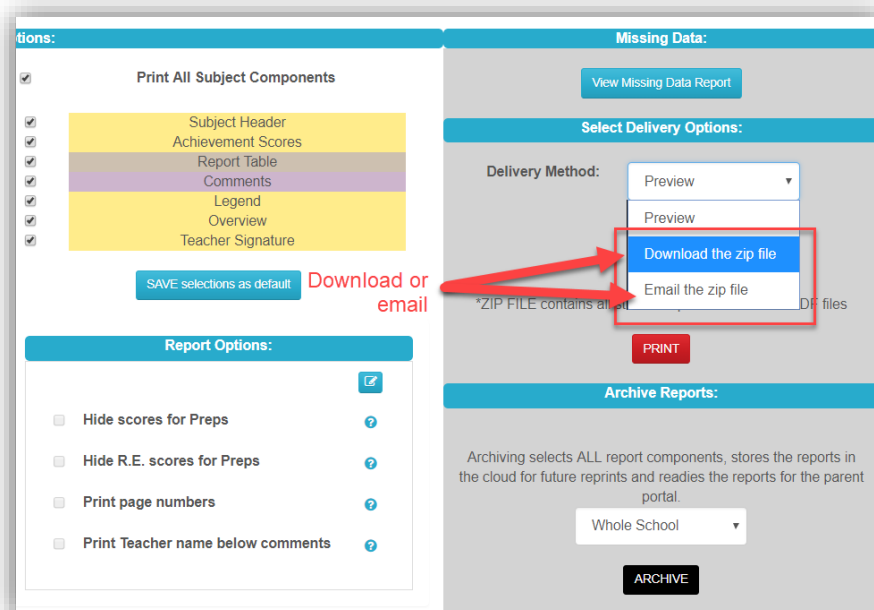## Save the Semester Reports

1. Make sure you have a PDF copy of your semester reports saved onto your own storage system for future reference (e.g. your school server). Download the reports using the nReports Setup> Print School Reports

2. Choose either "Download or email" as your option. Complete this for each of your Home Groups.

Download your CSV (Excel) Data

Download the raw data so that you can use filters to quickly access the year level or teacher scores in Excel. There are 2 options

   a. **TJAS** (ICON data)
   b. **SPA**. The SPA data contains all scores for every student for every subject (excluding report tables). Although you may not use SPA at your school, it is a useful file.

1. Go to nReports> Export Data
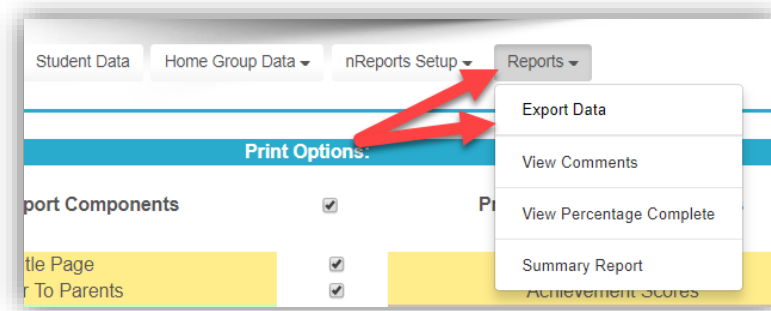
2. *Choose the options you require. NOTE: Data is only related to Victorian Curriculum. AusVels and Vels cannot be accessed.*
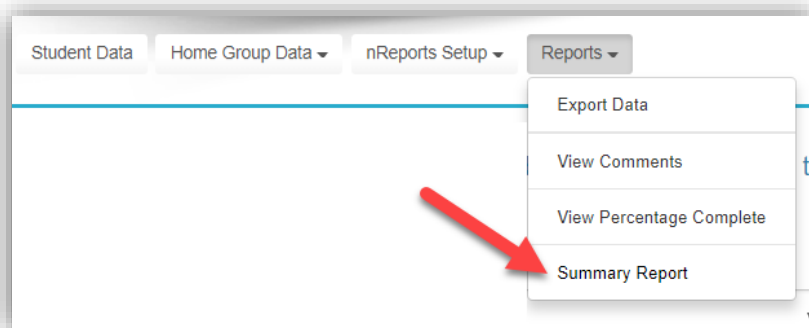
Download your Summary Report

The summary report provides you with the break down on the number of A, B, C, D and E's for each year level.
NOTE: Data is only related to Victorian Curriculum. AusVels and Vels cannot be accessed.

1. Select Summary Report from the REPORTS drop menu.

2. Choose the options you require.

Summary Report

Semester: December 2018   YearLevel: Prep   Total Number Of Students: 51

Learning Area		A	B	C	D	E
Personal and Social Capability	Personal and Social Capability	0	0	51	0	0
English	Reading and Viewing	0	10	40	0	0
	Writing	0	5	45	0	0
	Speaking and Listening	0	0	50	0	0
Health and Physical Education	Movement and Physical Activity	0	3	48	0	0
	Personal, Social and Community Health	0	0	51	0	0
Mathematics	Measurement and Geometry	0	0	51	0	0
	Number and Algebra	0	6	45	0	0
	Statistics and Probability	0	0	51	0	0
Science	Science	0	0	51	0	0
Design and Technologies	Design and Technologies	0	0	51	0	0
Digital Technologies	Digital Technologies	0	0	51	0	0
Music	Music	0	0	51	0	0
Visual Arts	Visual Arts	0	0	51	0	0
Italian	Italian F-10	0	0	51	0	0

Lock the Semester Reports

Once the reports are completed and finalised, lock the semester reports. This will prevent teachers from changing the data. If data needs to be edited at a later stage, simply unlock it for the required Year/Semester.

1. Go to nReports: nReports Setup> Reporting Year Setup