

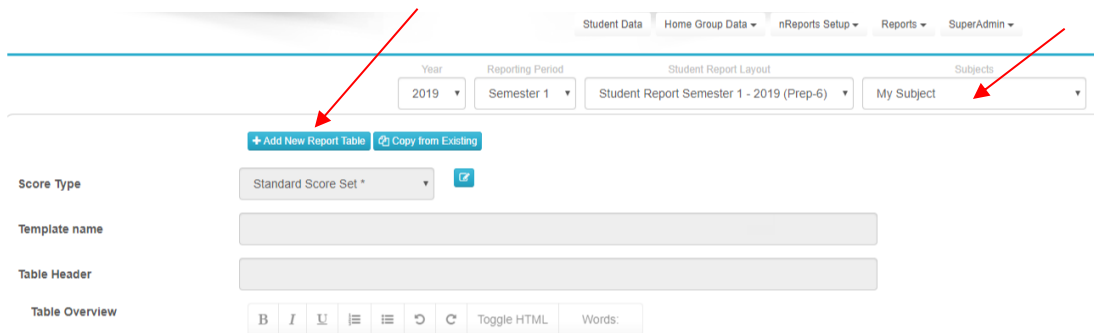


Create report tables

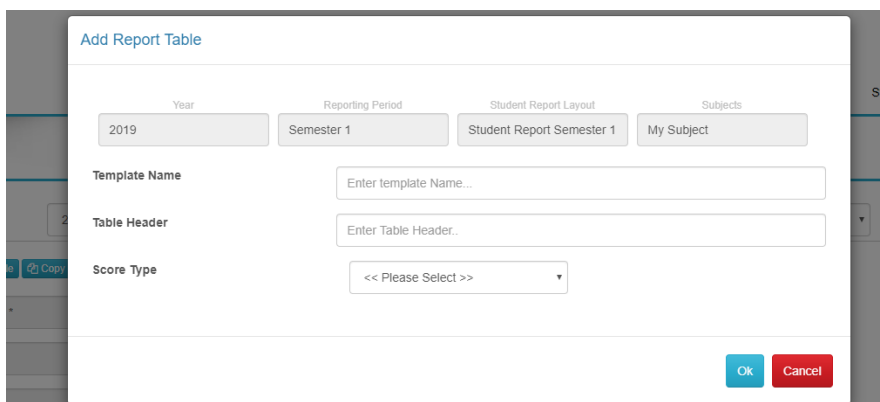
1. From the 'nReports Setup' menu, select 'Create Report Tables'.



2. Select the subject where you want the new table to appear. Click on 'Add New Report Table'.



3. In the pop-up window:
 - Enter the Template Name for the new table. (This **will not** be visible on the reports.)
 - Enter the Table Header Name. (This **will** be visible on the reports.)
 - Choose the Score Type. (You will need to have already created this in 'Create Score Sets'.) Click OK.



- Your new table is now ready to populate with sub-headers and items. The example below shows a newly created Work Habits table.

The screenshot shows the 'nReports Setup' interface. At the top, there are navigation tabs: 'Student Data', 'Home Group Data', 'nReports Setup', 'Reports', and 'SuperAdmin'. Below these are filters for 'Year' (2019), 'Reporting Period' (Semester 1), 'Student Report Layout' (Student Report Semester 1 - 2019 (Prep-6)), 'Subjects' (My Subject), and 'Report Table' (Work Habits). The main configuration area includes:

- Score Type:** Standard Score Set *
- Template name:** Work Habits
- Table Header:** Work Habits
- Table Overview:** A large empty text area with a rich text editor toolbar (B, I, U, L, H, G, C, Toggle HTML, Words).

 At the bottom, there is a blue action bar with options: 'Select All', 'Cut Selected', 'Copy Selected', 'Delete Selected', 'Clear Selected', 'Hide Sub Header on Report', and 'Filter By Year level: All'. Below the action bar is a text input field labeled 'Enter new sub header...'.

Add sub headers and items

- To add a new sub header, simply start typing into the brown boxes labelled 'Enter new sub header...'. You can add several at once. Click Save when done. If you don't want the sub header to appear on the reports, tick the checkbox called 'Hide Sub Header on Report'.

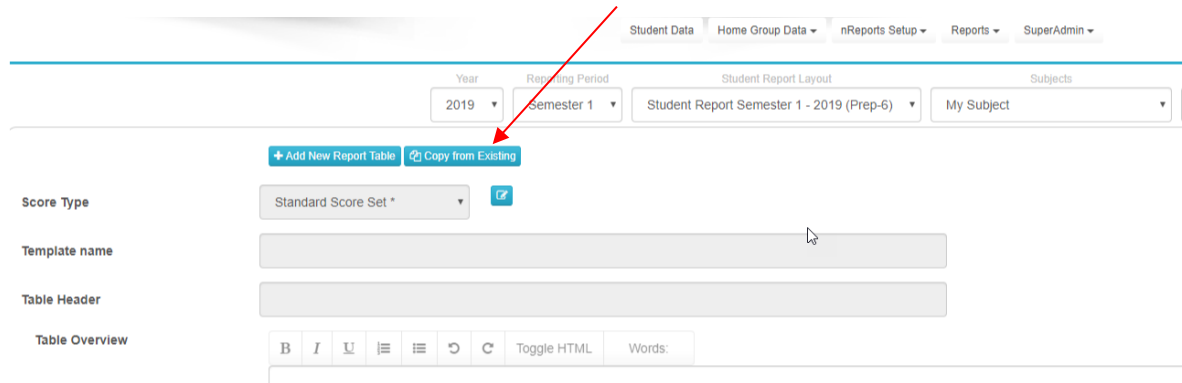
This screenshot shows the 'Table Overview' section populated with a sub-header. The text 'Work Habits Checklist' is entered into the brown box. Below it is an input field for 'Enter new assessment item'. The blue action bar at the bottom now includes a 'Hide Sub Header on Report' checkbox, which is highlighted with a red arrow. The 'Filter By Year level' dropdown is still set to 'All'.

- To add a new item under a sub header, simply start typing into the brown boxes labelled 'Enter new assessment item...'. Choose the applicable year level/s. You can add several items at once. Each subsequent item will remember the year levels selected from the previous item. Click Save when done.

This screenshot shows two assessment items added under the 'Work Habits Checklist' sub-header. The items are 'Effort' and 'Class behaviour', each entered into a brown box. To the right of each item is a row of checkboxes for year levels: 'P', '1', '2', '3', '4', '5', '6', and 'All'. The 'Effort' item has '1', '2', '3', '4', '5', and '6' selected. The 'Class behaviour' item has '1', '2', '3', '4', '5', and '6' selected. Below the items is an input field for 'Enter new assessment item' and a 'Filter By Year level: All' dropdown.

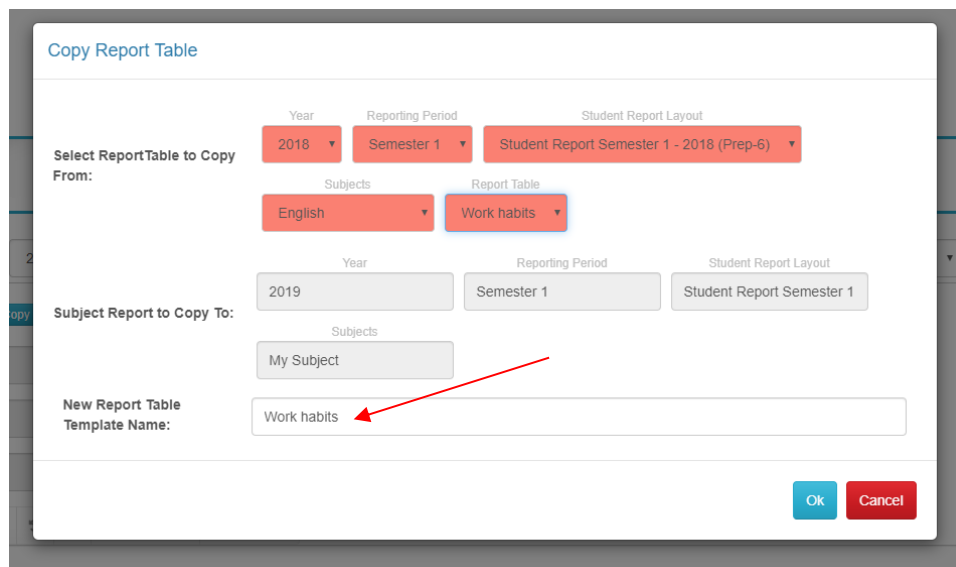
Copy a report table

1. Select the subject where you want the copied table to appear. Click on 'Copy from Existing'.



The screenshot shows the top navigation bar with 'Student Data', 'Home Group Data', 'nReports Setup', 'Reports', and 'SuperAdmin'. Below this is a filter section with 'Year' (2019), 'Reporting Period' (Semester 1), 'Student Report Layout' (Student Report Semester 1 - 2019 (Prep-6)), and 'Subjects' (My Subject). A red arrow points to the 'Copy from Existing' button. Below the filter section are fields for 'Score Type' (Standard Score Set *), 'Template name', 'Table Header', and 'Table Overview' with a rich text editor toolbar.

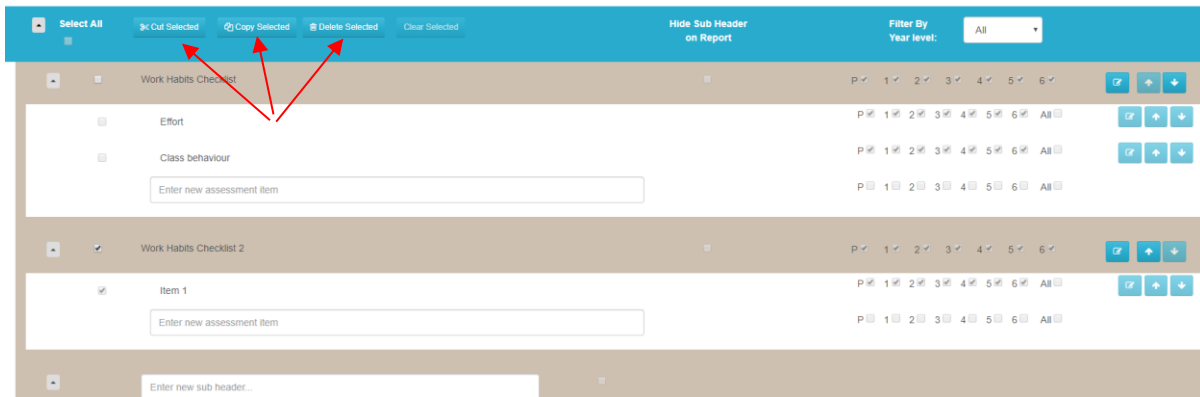
2. In the pop-up window, select the report table you want to copy in the top section. You can copy from the current or a previous semester. The bottom selection displays what was already selected on the previous screen. Change the name of the template if necessary. Click OK. Your copied table is now ready to use and will appear in the 'Report Table' drop-down menu for that subject. It can also be edited or added to as per any other table.



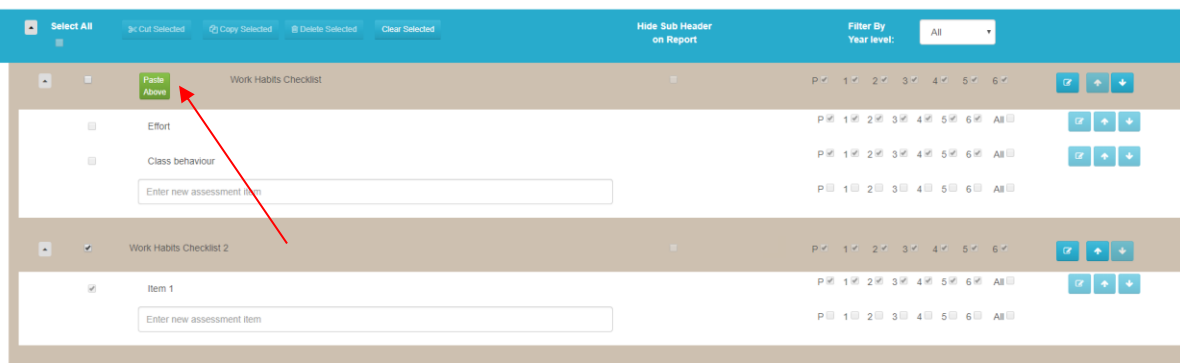
The 'Copy Report Table' pop-up window has a title bar. It contains two main sections: 'Select ReportTable to Copy From:' and 'Subject Report to Copy To:'. The 'Select ReportTable to Copy From:' section has dropdowns for 'Year' (2018), 'Reporting Period' (Semester 1), 'Student Report Layout' (Student Report Semester 1 - 2018 (Prep-6)), 'Subjects' (English), and 'Report Table' (Work habits). The 'Subject Report to Copy To:' section has dropdowns for 'Year' (2019), 'Reporting Period' (Semester 1), 'Student Report Layout' (Student Report Semester 1), and 'Subjects' (My Subject). At the bottom, there is a text input field for 'New Report Table Template Name:' containing 'Work habits', with a red arrow pointing to it. 'Ok' and 'Cancel' buttons are at the bottom right.

Edit and re-order sub headers and items

1. Sub headers and items can be moved, re-ordered, copied or deleted using the tick boxes on the left-hand side. Tick the item/s you want to edit and then select one of the options (cut, copy or delete) as shown.



2. If 'Cut Selected' or 'Copy Selected' are chosen, the 'Paste Above' buttons will appear. Choose where you want the items to be moved by clicking on the button.
If 'Delete Selected' is chosen, a confirmation pop-up will appear. Choose OK to confirm and then click Save.



3. Sub headers and items can also be moved using the up/down arrows on the right-hand side. Click the arrow next to a sub header or item until the item is where you want it. This is useful for quickly moving an item to the correct place.

Sub headers and items can be edited by clicking on the small edit buttons. The edit button will then change into an 'undo' button to use if you make a mistake. Change the name or year levels as required and save.

