

Student → View details → External Partners → ADD new or EDIT Current → swipe YES to Either Half Term/Full Term school report → SAVE

Student → View details → Guardian → ADD new or EDIT Current → swipe YES to Half Term/Full Term School Report → SAVE

Once the report is ready → Click Complete at the bottom of the report → Click EMAIL Report

# Exporting School Reports to External Partners & Guardians

The screenshot shows the 'External Partner' form. It includes fields for Name (with a dropdown), Email Address, Telephone Number, and Notes. There is an 'Email Delivery' section with options for 'Half Term School Report' and 'Full Term School Report', each with 'Yes' and 'No' buttons. A 'Save' button is at the bottom right.

The screenshot shows the 'Guardian' form. It includes fields for First Name, Last Name, Relationship (a dropdown menu), Email, Home Phone Number, Mobile Phone Number, Work Phone Number, Address Line 1, Address Line 2, City, County, and PostCode. There is a 'Contact Preferences' section with 'Emergency Contact' and 'Primary Contact' options, each with 'Yes' and 'No' buttons. An 'Email Delivery' section is also present with 'Half Term School Report' and 'Full Term School Report' options, each with 'Yes' and 'No' buttons. A 'Save' button is at the bottom right.

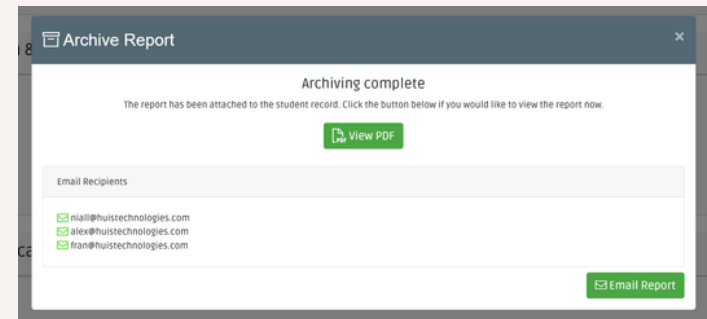
The screenshot shows the 'Archive Report' confirmation screen. It displays the message 'Archiving complete' and 'The report has been attached to the student record. Click the button below if you would like to view the report now.' There is a 'View PDF' button. Below this, there is a list of 'Email Recipients' with checkboxes and email addresses: 'miial@huistechologies.com', 'sirex@huistechologies.com', 'fran@huistechologies.com', and 'vl@ojet.kn'. An 'Email Report' button is at the bottom right.

# Completing School Reports

Menu → School Reports → Create  
→ save changes → once  
complete → SEND FOR REVIEW

→ Continue to save changes/Edit →  
Complete → Report is archived.

You can also Email Reports to  
external partners!



# School Report Headings

Menu → Management Reports → Reports → Settings → Half Term Headings → Type a new heading name → Add.  
(Use your cursor to reorder the list to how you want it presented in the report.)

Menu → Management Reports → Reports → Settings → full year Headings → type a new heading name → Add.  
Use your cursor to reorder the list to how you want it presented in the report.

Type a new heading name → Add.  
Use your cursor to reorder the list to how you want it presented in the report.

Half Term Report Headings

Order	Name	
1	End of Half Term Report	<a href="#">Edit</a> <a href="#">Delete</a>
2	Health and Wellbeing	<a href="#">Edit</a> <a href="#">Delete</a>
3	Social, Emotional & Mental Health	<a href="#">Edit</a> <a href="#">Delete</a>
4	Communication & Interaction	<a href="#">Edit</a> <a href="#">Delete</a>
5	Sensory & Physical	<a href="#">Edit</a> <a href="#">Delete</a>

Full Year Report Headings

Order	Name	
1	End of Term Report	<a href="#">Edit</a> <a href="#">Delete</a>
2	Learning & Cognition	<a href="#">Edit</a> <a href="#">Delete</a>
3	Social, Emotional & Mental Health	<a href="#">Edit</a> <a href="#">Delete</a>
5	Communication & Interaction	<a href="#">Edit</a> <a href="#">Delete</a>
6	Sensory & Physical	<a href="#">Edit</a> <a href="#">Delete</a>

# School Report Drop Down Menu Options

**Menu → Management Reports → Reports  
→ Settings → Qualifications**  
Type a new Qualification → Add

**Menu → Management Reports → Reports  
→ Settings → Numeracy**  
Type a new Qualification Level → Add

**Menu → Management Reports → Reports  
→ Settings → Literacy**  
Type a new Qualification Level → Add

**Menu → Settings → Organisational  
preferences → Scroll down to school reports  
→ Click YES for Qualifications, Numeracy,  
Literacy, Learner Intention → Save**

**Menu → Management Reports → Reports  
→ Settings → Learners Intention**  
Type a new Learner Intention → Add

Learners Intention

Learners Intention Name	<input type="text"/>	<input type="button" value="Add"/>
Name	<input type="text"/>	
Apprenticeship	<input type="checkbox"/>	<input type="button" value="Delete"/>
Employment	<input type="checkbox"/>	<input type="button" value="Delete"/>
Re-integration to mainstream	<input type="checkbox"/>	<input type="button" value="Delete"/>
Special school placement	<input type="checkbox"/>	<input type="button" value="Delete"/>

<b>Qualifications on Reports</b> Enable the ability to pick qualifications on the school reports. Enable: <input checked="" type="checkbox"/>	<b>Numeracy on reports</b> Enable the ability to pick numeracy on the school reports. Enable: <input checked="" type="checkbox"/>	<b>Literacy on reports</b> Enable the ability to pick literacy on the school reports. Enable: <input checked="" type="checkbox"/>	<b>Learners Intention on reports</b> Enable the ability to pick learners intention on the school reports. Enable: <input checked="" type="checkbox"/>
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# School Report Drop Down Menu Options

To enable: Settings → Organisational preferences → school reports → enable 'YES' → save

School Reports

<b>Academic</b> Choose whether you want to show the Academic section on School reports. Display: <input type="radio"/> NO	<b>Full Year Graph</b> Choose whether you want to show the full year line graph on the final half term school report of the year. Display: <input checked="" type="radio"/> YES	<b>Targets</b> Choose whether you want to show all targets for both half terms of the full term report. Show All Targets: <input checked="" type="radio"/> YES	<b>Curriculum</b> Choose whether you want to show the Curriculum section on School reports. Display: <input checked="" type="radio"/> YES
<b>Show last available Targets</b> Choose whether you want to show the last available targets on reports in no targets have been saved this half term. Display: <input type="radio"/> NO	<b>Show curriculum completion widget at Outcome level</b> Choose whether you want to show the the Curriculum widget at the subject > level > outcome level rather than at the subject > level level. Display: <input type="radio"/> NO	<b>Show curriculum completion widget at Competency level</b> Choose whether you want to show the curriculum widget at the subject > level > outcome > competency level rather than at the subject > level level. Display: <input type="radio"/> NO	<b>Show attendance notes at the bottom of attendance reports</b> Choose whether you want to show a timeline of attendance notes at the bottom of attendance reports. Display: <input checked="" type="radio"/> YES
<b>Guardian details on reports</b> Choose whether to show the guardian box on school reports. Enable: <input type="radio"/> NO			
<b>Qualifications on Reports</b> Enable the ability to pick qualifications on the school reports. Enable: <input checked="" type="radio"/> YES	<b>Numeracy on reports</b> Enable the ability to pick numeracy on the school reports. Enable: <input checked="" type="radio"/> YES	<b>Literacy on reports</b> Enable the ability to pick literacy on the school reports. Enable: <input checked="" type="radio"/> YES	<b>Learners intention on reports</b> Enable the ability to pick the learners intention on the school reports. Enable: <input checked="" type="radio"/> YES

Those enabled will appear on the school Report like this:

Qualifications	None selected
Numeracy Level	None selected
Literacy Level	None selected
Learner's Intention	None selected