educater

How to... Input School Reports

NOTES: Your SLT will have set up your report and allocated you as an assessor.

1.	**Input School Reports** From the Report Writer menu select `Input`.	Dashboard **Input** Print Manage Groups Settings Admin Help Configuration Wizard
2.	**Select Report** Select the report that you have been assigned to as an assessor.	Select Report Select Report... ▼ Select Report... KS1 & 2 Report KS2 Report 08/22 EYFS Report 2022
3.	**Pupil Picker** You will be taken directly to the pupil picker. Select your class, year group or group. Click Continue.	
4.	**Your Reports** Your reports will appear with the list of your selected pupils. Click on the section that you wish to complete.	
5.	**Key** There will be a key that appears at the top left-hand corner. Each cell will change according to their status.	Not Required Not Started Started Submitted Changes Required Approved Preview Report
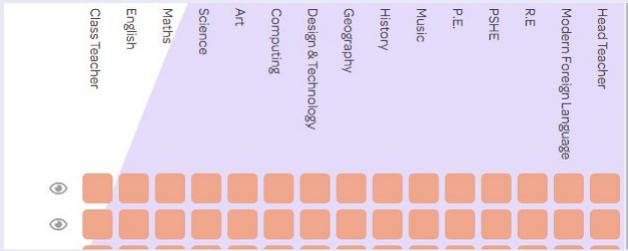
6.	**Completing your Report**	
	Add comments where required by either typing directly into the box or using the bank of statements.

Using tags will make it easier to copy to additional pupils, it will automatically change the name.

You will also see assessment and contextual information relating to the pupil on the left-hand side to help you. | B I U abc x₂ x² ☰ ☰ ☰ ☰ ≔ ≔ ≔ ≔ ⊞ Insert Tag: Insert Tag... ▼

📋 🕙 Comments
##student.firstname## perseveres when faced with difficulty by asking questions and trying ##his/her## do what ##he/she## are asked to do. ##He/She## can be counted on to be one of the first students to beg |
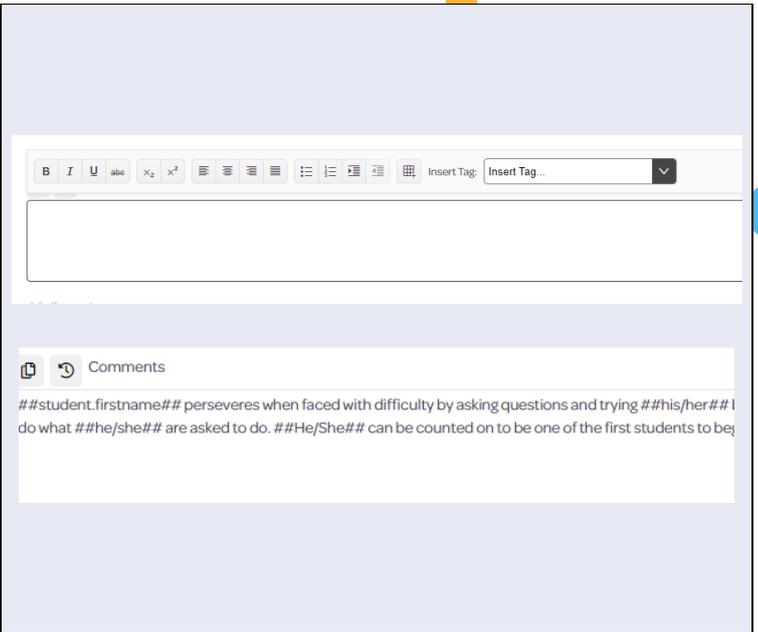
7.	**Copying to other pupils.**	
	Click on 📋, select the pupils that you wish to copy the statement / assessment to and press Copy.	**Copy Details** ✕

Copying the current answer will automatically copy *and **save*** the current answer to the selected pupils.

☑All   ☐All

☐ Gary Rodgers   ☑ Hayley Johnson
☐ Isabella Cosenza   ☐ Janet Wong
☐ Kiera Knightley   ☐ Lacey Middleton
☐ Laura Adams   ☐ Lauren Ralph
☑ Lorenzo Defeo   ☐ Lucy O'Connor
☑ Martin Churchill   ☐ Mesaki Objuwiz
☑ Passport Test   ☑ Paul Morgan
☑ Peter Stock   ☐ Ryan Morgan
☐ Sara Roberts   ☐ Selina Rowe-Jones
☐ Sienna Mufigno   ☐ Stephanie Dixon
☐ Stephen Richards   ☐ Steve Bond
☐ Susy Dolittle   ☐ Tianna Morrise
☐ Tristan Jacob   ☐ Zhivka Ostark

Cancel   Copy |

8.	**Assessment Statements**	
	You will have access to the Assessment Statements from Educater. If you have our Assessment Tracker these will be within your organisation's grids.	Statements ✕

School   Personal   Assessment

Writing | Writing |

Steps 16 to 18
Steps 19 to 21
Steps 22 to 27
Steps 28 to 33
Steps 34 to 36 |

9.	**Assessment Stars** If you are using our Star Marking method within the Assessment Tracker, you will see the number of stars that have been awarded against each statement.	##student.firstname## can read, write, order and compare numbers to at least 1,000,000 and determine the value of each digit. ⭐⭐⭐ ##student.firstname## can count forwards or backwards in steps of powers of 10 for any given number up to 1,000,000. ⭐⭐ ##student.firstname## can interpret negative numbers in context, count forwards and backwards with positive and negative whole numbers, including through zero. ⭐⭐⭐ ##student.firstname## can round any number up to 1,000,000 to the nearest 10, 100, 1000, 10 000 and 100,000. ⭐⭐ ##student.firstname## can solve number problems and practical problems that involve all of the above. ⭐⭐ ##student.firstname## can read Roman numerals to 1000 (M) and recognise years written in Roman numerals. ⭐⭐
10.	**Saving and Submitting Individual Sections** Select Submit for approval at the bottom right of each section.	SUBMIT FOR APPROVAL SAVE
11	**Saving and Submitting all Sections.** Once you have worked through your report and saved each section, click on SUBMIT ALL from the left-hand menu.	Educater Are you sure you want to submit the following sections without reviewing them? Class Teacher English Maths Science Computing Design & Technology Geography History Music P.E. PSHE R.E Modern Foreign Language Head Teacher Submit Sections No
12.	**Your Reports at a Glance** As you work through your reports the main page will change according to the status. Check the key on the top left-hand side to see progress. Click on the 👁 to view your full report in progress.	
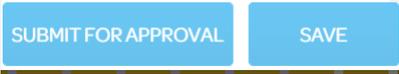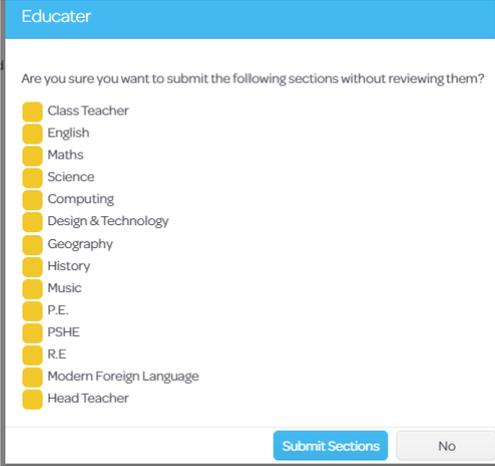
13.	**Unsubmitting your Reports** You may have submitted your reports then realised you needed to make changes. Select [Unsubmit/Unapprove] and click on areas you wish to send back.	
14.	**Change Request** Your Approver may ask you to make changes ⚠️ . Make these changes and submit again.	
15.	**Answer History** If you make changes, you will be able to review these by clicking 🕑 If you wish, you can revert to this answer.	
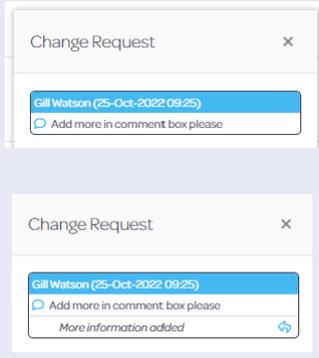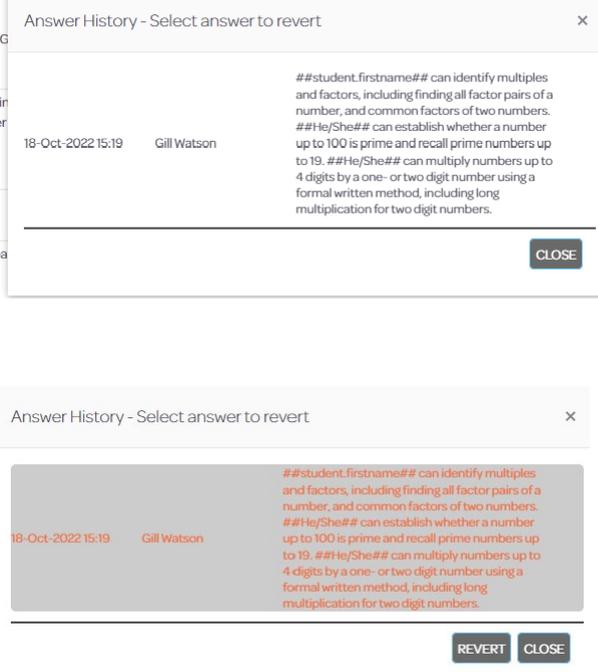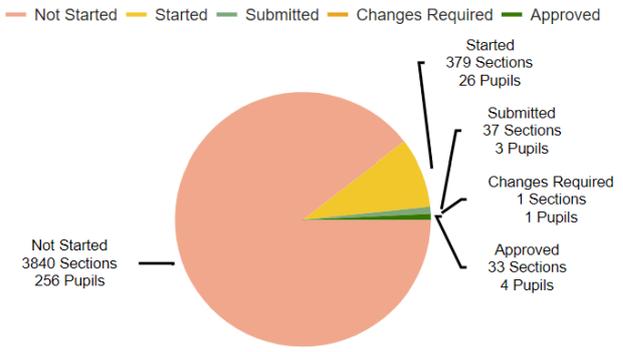
16.	**Assessor and Approver Role** If you have been assigned an assessor and approver role, you will be able to approve your own reports. Your action buttons will be different to someone with only an Assessor role.	APPROVE SUBMIT FOR APPROVAL SAVE APPROVE ALL SUBMIT ALL
17.	**Your Dashboard** Your dashboard will show the progress of your reports.	KS1 & 2 Report - Personal — Not Started — Started — Submitted — Changes Required — Approved Started 379 Sections 26 Pupils Submitted 37 Sections 3 Pupils Changes Required 1 Sections 1 Pupils Not Started 3840 Sections 256 Pupils Approved 33 Sections 4 Pupils