

Administrator Getting Started Guide – Existing school

Start ReportComplete from your desk icon. You should see the update icon flashing - click it to update the program to the latest version. If for any reason you cannot update then your web browser go to www.reportcomplete.com and click 'Download', then click 'Download demo/Install/Update program'.

Follow the prompts to install. This will upgrade ReportComplete for you without affecting any of your report files. A message will confirm when you have successfully upgraded. In some schools you may need "install rights" to update. If so, your IT technician can provide this.

If you have not used ReportComplete before on this computer you may have to click on the validate icon and enter the licence name provided. Click search, select the username that is the same as the licence name then enter the password provided (case sensitive). Click Validate.

Archive Reports: If you used ReportComplete last year on this computer then you will be prompted to make an archive backup. If you do this then a complete backup of your ReportComplete documents and settings will be made, a copy of your last reports will also be saved to past reports for future reference.

Additionally you can save all last year's reports to: Past Reports - Click the Save icon's drop down menu and select Save to Past Reports. (This option enables you to view a read only version of past reports alongside this year's reports). Word - Click the Save icon's drop down menu and select Export selected students (Word compatible RTF). PDF - Click the Save icon's drop down menu and select Export selected students (PDF). Archive - Click Options > Archive > New archive.

After saving ... Click File > New set of Reports. (This will not affect your layout). If asked if you would like to use the default set of students, click 'No'.

To import teacher and student data click Wizards > Students > Then click the 'CSV file' button. Browse for your current CSV file (these can be produced from your school management system). Note: When you import a csv you may be prompted to delete all teachers, do this if your csv file contains a teacher column as it will avoid duplicates. Deleting teachers does not delete users of the program, these are not the same.

Every member of staff writing reports will need their own unique username and password, even jobshare teachers. If all teachers already have ReportComplete usernames and passwords from previous years, move to the next step. To create a new teacher username, click the Admin icon > Create user. If a teacher has left then you just select them from the list of users and click 'delete user'.

To check your layout, click Print > Preview selected students and use the forward and back arrows to scroll through and view the report layout.

Click the Save icon then click Save. This will save any reports in the default location.

To upload your settings (layout and teacher/student data) to the server Click Admin > Upload settings. Alternatively, insert any memory stick and click file > Export > All settings and data to stick.

We recommend that the administrator prints off a Teacher Quickstart Guide for each member of staff. On the guide there is a space to note the school licence name and the teacher's individual username and password.

This guide gives a brief outline of how to get started. For more help they can click on the Help icon in ReportComplete. Teachers need to Upgrade their computer (see the first section in this guide) if they are using a new computer they will need to validate using their own username and password.

They must select their own username then enter their password (case sensitive). Please do not give your teachers the Admin password.

Teachers click the Import drop down menu and select Download school settings from ReportServer. Alternatively they insert a memory stick provided by the administrator (see admin upload above), click the Import drop down menu and select Import school settings from memory stick.

As well as saving to their computer teachers can upload their work to the server (for merging or backup). Click the Save icon drop down menu and click Upload reports to server. Alternatively, insert any memory stick into the computer and select Save reports to memory stick(s).

Teachers can choose to print their own reports or, for merging and back up, they can upload to the server or save to memory stick and import to the administrator computer.

You can also get extra help from the Help icon within ReportComplete, or by clicking on the Resources section of our website.

Important: All computers must update to the latest version BEFORE importing settings.

Teacher Getting Started Guide

Licence name: _____ Username: _____ Password: _____

Start ReportComplete from your desk icon. You should see the update icon flashing - click it to update the program to the latest version. If for any reason you cannot update then your web browser go to www.reportcomplete.com and click 'Download', then click 'Download demo/Install/Update program'.

Follow the prompts to install. This will upgrade ReportComplete for you without affecting any of your report files. A message will confirm when you have successfully upgraded. In some schools you may need "install rights" to update. If so, your IT technician can provide this.

Open the program, click 'Help > Validate Account Information' to check you are validated correctly (your user name). To change users click Help>Unvalidate then Validate as the correct user. Now go to Archiving Reports below.

If you are not validated, click on the validate icon and enter the 'licence' name provided (at the top of this page). Click the Search button, select your 'username' then enter your password provided (case sensitive). Click the Validate button. NB: All teachers should have their own unique username and password (different to the administrators)

Archiving Reports: If you used ReportComplete last year on this computer then you will be prompted to make an archive backup. If you do this then a complete backup of your ReportComplete documents and settings will be made, a copy of your last reports will also be saved to past reports for future reference.

You can manually save last year's reports to...

Past Reports - Click the Save icon's drop down menu and select Save to Past Reports (This option enables you to view a read only version of past reports alongside this year's reports.)

Word - Click the Save icon's drop down menu and select Export selected students (Word compatible RTF)

PDF - Click the Save icon's drop down menu and select Export selected students (PDF)

Archive - Click Options > Archive > New archive.

Click on the Import icon's drop down menu and click Download school settings from ReportServer. Alternatively, if you have been given a memory stick by your administrator, insert the stick in your computer, click the Import icon's drop down menu and click import school settings from memory stick. You should now have the correct report layout.

If your administrator has added your teacher and student details, click on the student icon and select your name from the drop down Teachers list. Click on a student in the list. Click the Print icon then click Preview selected students. Use the forward and back arrows to scroll through the pages of the print preview. For more details on adding student and teacher details click the Help icon in ReportComplete.

Click the Save icon then click Save. This will save any reports in the default location.

Click the Student icon, and select a student. Click in the editor window (under a subject title) to start writing or double click statements across from the banks (on the right hand side in Split screen view).

As well as saving to your computer you can save your work to the server for merging or backup). Click the Save icon drop down menu and click Upload reports to server. Alternatively, insert any memory stick into the computer and select Save reports to memory stick(s).

After you have uploaded your reports to the ReportServer, you can then download these reports onto any other computer. (You must first make sure the computer has the latest ReportComplete upgrade installed and the settings downloaded, see the previous Upgrade and Download layout steps). Validate with your username and password click the Import icon's drop down menu and click Download reports from ReportServer. Alternatively, if you have saved reports to memory stick, insert the stick into this computer then click the Import icon's drop down menu and click Load reports from memory stick.

You can choose to print your own reports or, for merging and back up, you can upload to the server and/or save to memory stick.

You can also get extra help from the Help icon within ReportComplete, or by clicking on the Resources section of our website.