

Administrator Getting Started Guide – New school

Using your web browser go to www.ReportComplete.com and click 'Download', then click 'Download demo/Install/Update program'.

Follow the prompts to install. A message will confirm when you have successfully installed. In some schools you may need "install rights" to install a program so you may need your IT technician to do this.

When you first start the program a menu will appear. Click 'Enter a school/user licence name'. A validate window will appear, enter the licence name provided (on your invoice pdf sent to your email address). Click search, a username will appear that is the same as the licence name, this is the admin username for your school, select it then enter the password (case sensitive) also provided. Click Validate.

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 you school management system).

Every member of staff writing reports will need their own unique username and password, even jobshare teachers. To create a new teacher username, click the Admin icon > Create 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.

Each teacher needs to Install ReportComplete on their computer (see the first section in this guide), 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 ReportServer. 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.

Teacher Getting Started Guide

Licence name: _____ Username: _____ Password: _____

Important: You must update to the latest version BEFORE importing your settings.

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Follow the prompts to install. A message will confirm when you have successfully installed. In some schools you may need "install rights" to install a program so you may need your IT technician or administrator to do this.

As you have not used ReportComplete before, a menu will appear when you first start the program. Click 'Enter a school/user licence name'. A validate window will appear, you should enter the licence name provided by your Administrator. Click search, a list of usernames created by your administrator will appear, select the username allocated to you. Enter your password (case sensitive). Click Validate.

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 installed, is validated with your school licence and your username, and the settings downloaded - see the previous Upgrade and Download layout steps). 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.