



Appendix 10

Uploading reports to pupils' Linked Documents

Uploading reports to the pupil's Linked Documents

Uploading reports to the pupil's Linked Documents

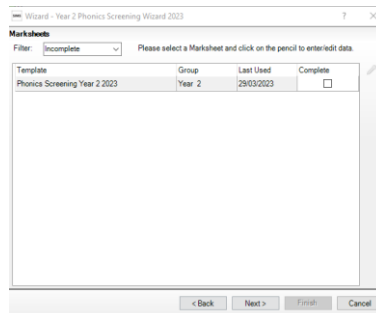
Uploading reports to the pupil's Linked Documents

Once all the reports have been printed and sent out to Parents/Guardians, reports may be uploaded to the to the pupil's record, for future reference.


NB: This report does not get attached to a CTF, however assessment data is exported via CTF and would be available either in a marksheet or on the pupil's record via their linked Assessment tab in their record

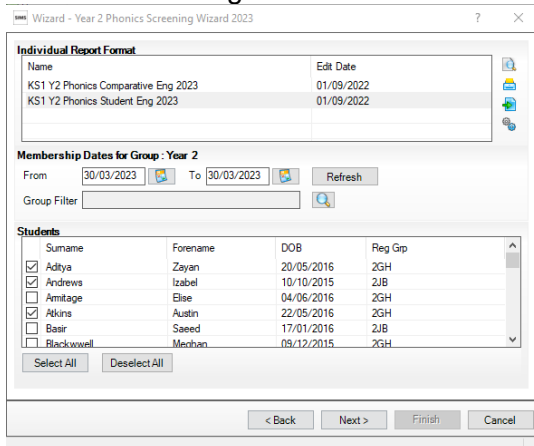
To upload all pupils' reports at the same time, use the following instructions.

The following process works for all Key Stages. When working through the appropriate key stage wizard, when the marksheets screen is displayed, click **Next** at the bottom of the screen.




Example:

- Highlight **KS Y2 Phonics Student Report 2023** from the list available.
- Choose either **Select All** or check the box alongside those pupils who took the test, by entering a tick in the Checkbox alongside their name.
- Click  to the right of the **Individual Report Format** panel



A message should appear bottom left-hand side of the screen to say

Reports have been  **uploaded successfully.**

This will put a copy of the report on the pupil's record under **Linked Documents**

Uploading reports to the pupil's Linked Documents

To check the upload has been successful, select a pupil in that particular cohort, open their record and under the **Links** menu, to the right of the screen, click on **Linked Documents**. These reports may be viewed and printed if necessary.

Example screen shot

