

Appendix 10

Uploading reports to pupils' Linked Documents





ICT Development Service

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.

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ilter:	Incomplete V Pl	ase select a Markshee	at and click on the pe	ncil to enter/edit data	
Templ	ate	Group	Last Used	Complete	1
Phonic	a Screening Year 2 2023	Year 2	29/03/2023		

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 ^b.to the right of the **Individual Report Format** panel

KS1 12 Phonics Comparative Eng 2023 01/09/2022 KS1 12 Phonics Student Eng 2023 01/09/2022 Iembership Dates for Group : Year 2 From 30/03/2023 To 30/03/2023 Refresh Group Filter Question Question Question Question	⁽
KS1 V2 Phonics Student Eng 2023 01/09/2022 Iembership Dates for Group : Year 2 From 30/03/2023 S Refresh Group Filter Q	
embership Dates for Group : Year 2 From 30/03/2023 S To 30/03/2023 S Refresh	
embership Dates for Group : Year 2 From 30/03/2023 S To 30/03/2023 S Refresh Group Filter	
From 30/03/2023 S To 30/03/2023 Refresh	
Sroup Filter	
Group Filter	
tudents	
Sumame Forename DOB Reg Grp	^
Aditya Zayan 20/05/2016 2GH	
Andrews Izabel 10/10/2015 2JB	
Amitage Elise 04/06/2016 2GH	
✓ Atkins Austin 22/05/2016 2GH	

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

Reports have been

Reports uploaded successfully.
 uploaded successfully.

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

1 Basic Details					🛆 💌 Links 🛛 😵
Legal Forenam	e Paul	Photograph			Linked Documents
Middle Name(s	i)				Data Collection Sheet
Legal Surname	Abrams		A 1		Send Message Student Teacher View
Preferred Sum	ame Abrams		1111		History
Preferred Fore	name [Paul				SEN
Date of birth	15/12/2014	5			Exclusions
Age	7 years, 4 months				Timetable
Gender	Male	- L			Classes
Birth Certificate	e Seen		History		Dinner Money Financials
Protect from Bu	Jk Data				Communication Log
Guick Note	1				Intervention Report
Documer	nts linked to: Paul Abrams				? ×
Documer Paul Abrama	nts linked to: Paul Abrams				? ×
Paul Abrama	nts linked to: Paul Abrams s				? ×
Paul Abrame	nts linked to: Paul Abrams s				? ×
Documer Paul Abrame Save	nts linked to: Paul Abrams Undo	~			? ×
Documer Paul Abrame Save Type Any Documents	nts linked to: Paul Abrams	Y			? ×
Type Any Attachment	nts linked to: Paul Abrams Diddo Summay	∨ Type	Owner	Last Modified On	? ×
Type An Documents Attachment	nts linked to: Paul Abrams Undo Summay Peopot KS1 Y2 Phonics Com	✓ Type AN Individual Report	Owner Grosvenor Gillian	Last Modified On 28/04/2022	? ×