

StarReports Quick Step Guide – Copying Subject Text

1. On the **Reports** page, the **Copy Subject Text** button allows you to copy text, relating to a specific subject, from one pupils report to another.

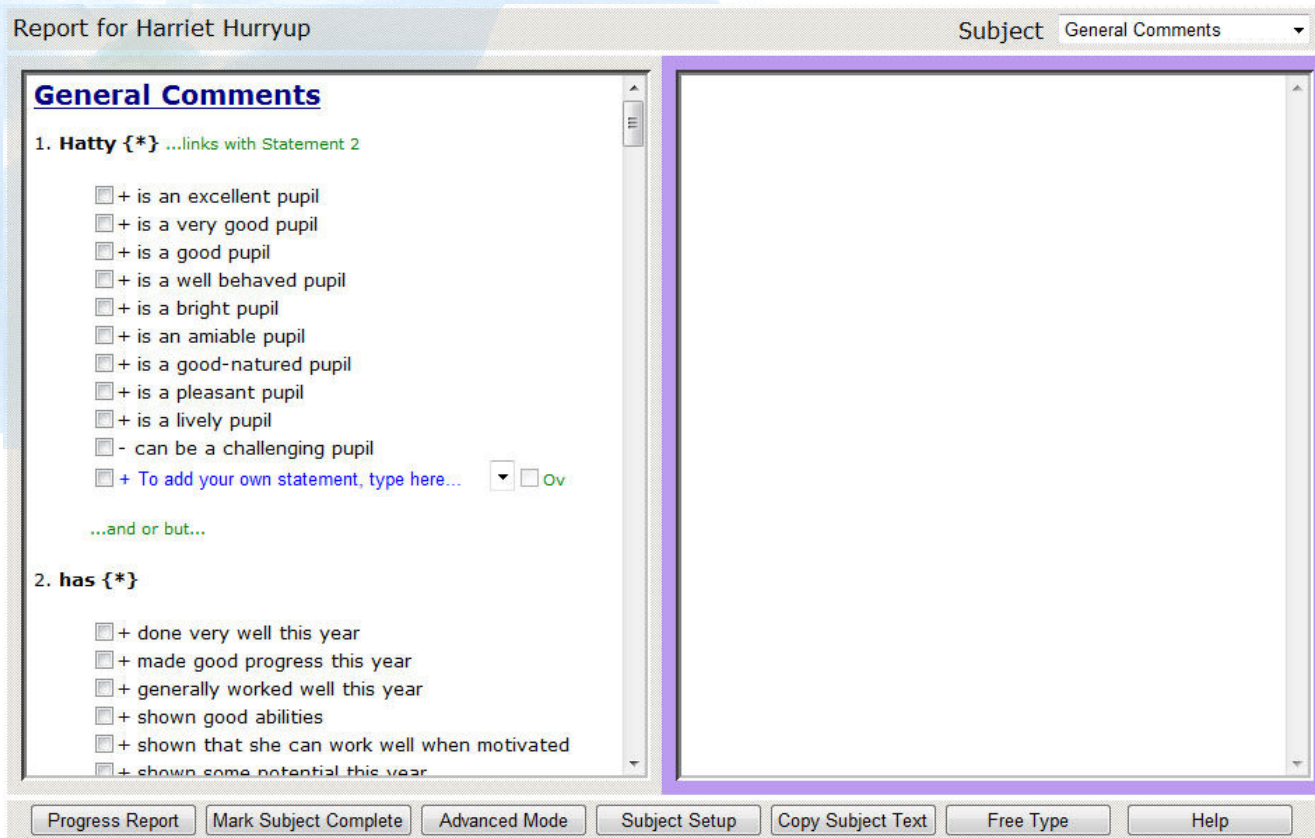


Fig 1.

This can be really useful when you have pupils at a similar level, or when using a group template report.

2. For this example, we'll copy the "General Comments" text from William's report into Harriet's. You can see William's report text below.

General Comments

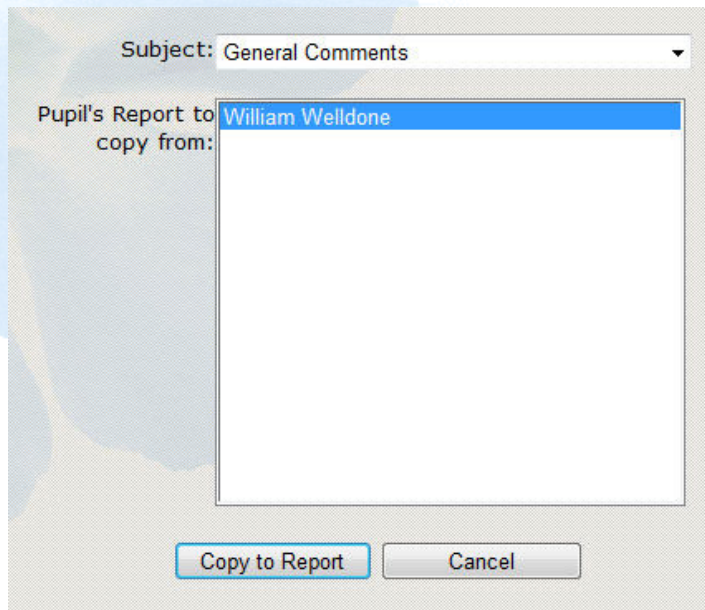
Billy is a very good pupil and has made good progress this year. He has done very well in most subjects.

Billy always tries to do his best. He completes most activities on time. He approaches work in a positive manner and sets an excellent example to others.

3. Open the Report you wish to work on. Select the Subject and then click the **Copy Subject Text** button. (see Fig 1.)

Copy Subject Text

4. This will direct you to the screen below. This page allows you to select the Subject and Pupil you wish to copy from. Select the Pupil from the list and click **Copy To Report**.



The screenshot shows a dialog box with a 'Subject:' dropdown menu set to 'General Comments'. Below it, a list titled 'Pupil's Report to copy from:' contains the name 'William Welldone', which is highlighted in blue. At the bottom of the dialog, there are two buttons: 'Copy to Report' and 'Cancel'.

5. You'll see that the copied text has been added to your report.

General Comments

Hatty is a very good pupil and has made good progress this year. She has done very well in most subjects.

Hatty always tries to do her best. She completes most activities on time. She approaches work in a positive manner and sets an excellent example to others.

In our example, you can see that the text has been modified to change all names from "Billy" to "Hatty" and all pronouns from "he" to "she".

You can continue to work on your report, altering the text as necessary.