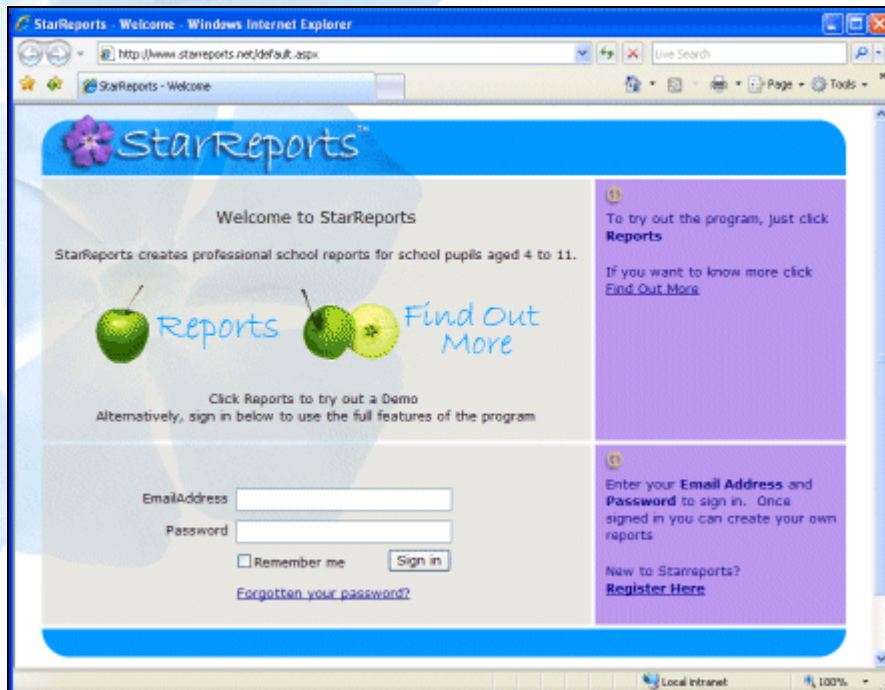


StarReports Quick Step Guide - Demonstration Mode

1. Go to www.StarReports.net

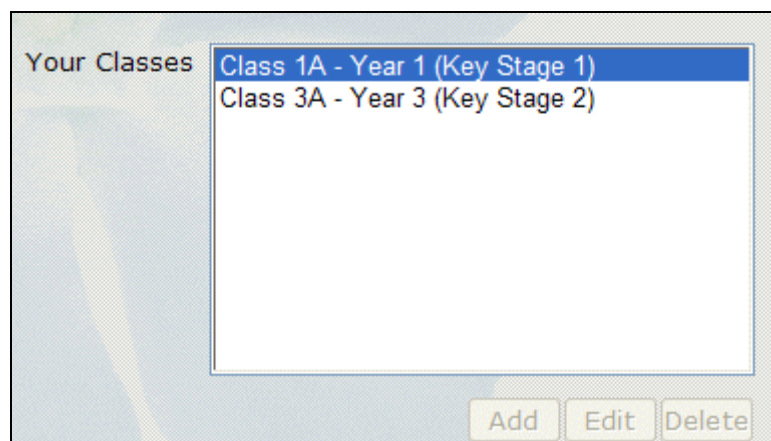


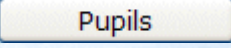
Remember that you can find additional information on the purple side bars or by clicking the **find out more** links

2. Click **Reports**

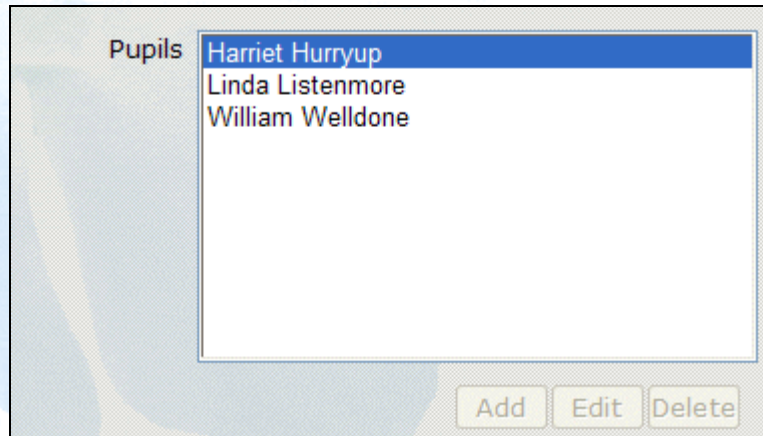


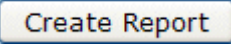
3. Select a Class from the list - the class details will appear below



4. Click the  button

5. Select a Pupil from the list - the pupil's details will appear below

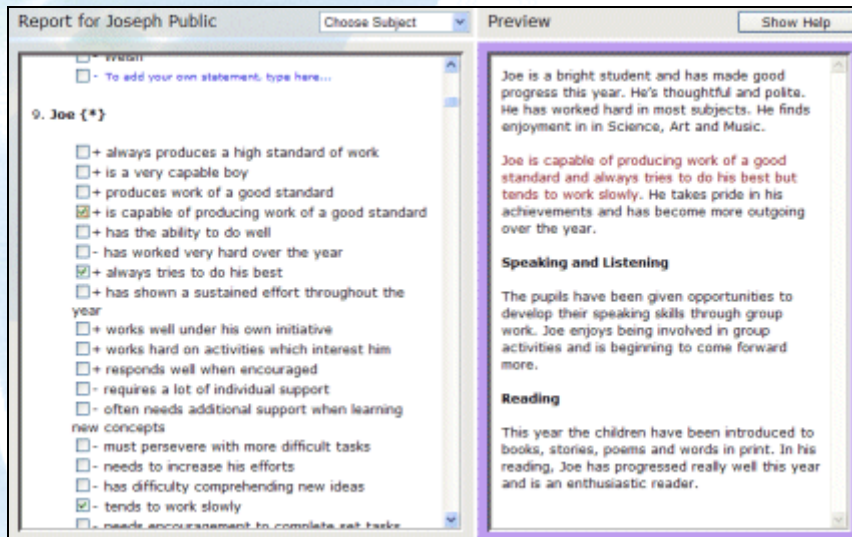


6. Click the  button

7. Choose a template to begin your report, either a **blank report** or one of the preset templates



8. Select appropriate choices from the Statement window on the left
The report text will appear in the Preview window on the right



The screenshot shows two side-by-side windows. The left window, titled 'Report for Joseph Public', contains a list of checkboxes for selecting performance criteria for a student named 'Joe'. The right window, titled 'Preview', shows the formatted report text based on the selected criteria.

Report for Joseph Public

Chosse Subject [v] Preview Show Help

- Write
 - To add your own statement, type here...

9. Joe (*)

- + always produces a high standard of work
- + is a very capable boy
- + produces work of a good standard
- + is capable of producing work of a good standard
- + has the ability to do well
- has worked very hard over the year
- + always tries to do his best
- + has shown a sustained effort throughout the year
- + works well under his own initiative
- + works hard on activities which interest him
- + responds well when encouraged
- requires a lot of individual support
- often needs additional support when learning new concepts
- must persevere with more difficult tasks
- needs to increase his efforts
- has difficulty comprehending new ideas
- tends to work slowly
- needs encouragement to complete set tasks

Preview

Joe is a bright student and has made good progress this year. He's thoughtful and polite. He has worked hard in most subjects. He finds enjoyment in Science, Art and Music.

Joe is capable of producing work of a good standard and always tries to do his best but tends to work slowly. He takes pride in his achievements and has become more outgoing over the year.

Speaking and Listening

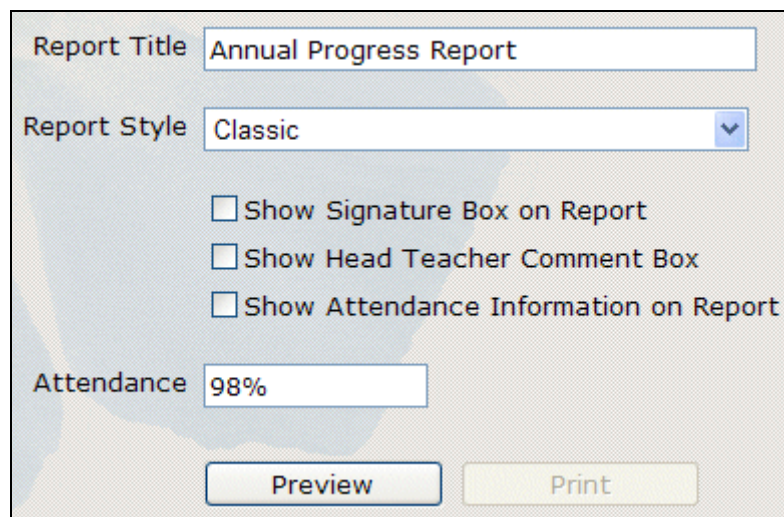
The pupils have been given opportunities to develop their speaking skills through group work. Joe enjoys being involved in group activities and is beginning to come forward more.

Reading

This year the children have been introduced to books, stories, poems and words in print. In his reading, Joe has progressed really well this year and is an enthusiastic reader.

9. When report is completed, click 

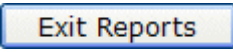
10. Set the Report Options and click **Preview** to view the formatted report



The screenshot shows a 'Report Options' dialog box with the following fields and options:

- Report Title: Annual Progress Report
- Report Style: Classic
- Show Signature Box on Report
- Show Head Teacher Comment Box
- Show Attendance Information on Report
- Attendance: 98%

Buttons: Preview, Print

11. Click  to go back to the home page