

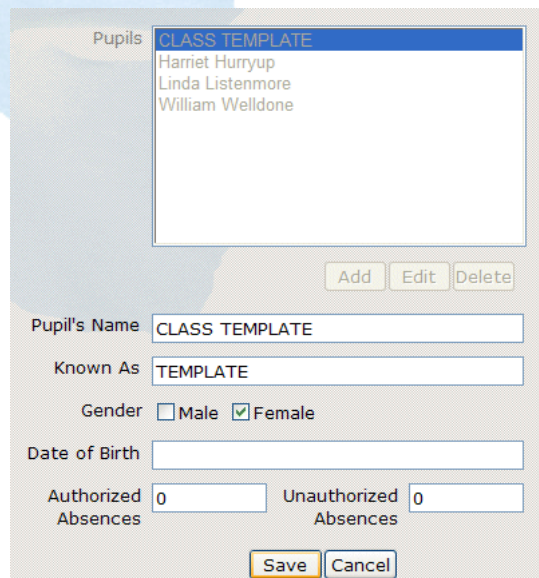
StarReports Quick Step Guide – Using Templates

This document is aimed as a guide to working efficiently in StarReports by using Templates to best effect.

A **Blank Report** allows you to start from scratch while a **Personality Template** gives you a rough starting point based on six generalised and fictitious pupils. To get the most from the system though, you can copy from an **Existing Report** to really speed up the report writing process! Here's how...

1. Create a **Class Template** to use for every pupil

Add a pupil called "Class Template", it doesn't matter which gender you choose.



Pupils

- CLASS TEMPLATE
- Harriet Hurryup
- Linda Listenmore
- William Welldone

Add Edit Delete

Pupil's Name: CLASS TEMPLATE

Known As: TEMPLATE

Gender: Male Female

Date of Birth:

Authorized Absences: 0 Unauthorized Absences: 0

Save Cancel

Then, beginning with a blank report, create a report that will act as the start point for all the pupils in the class. This report should include all the statements you want to appear on every pupil's report. At the top of each subject, there are general statements about the approach taken in that subject and the topics covered during the year.



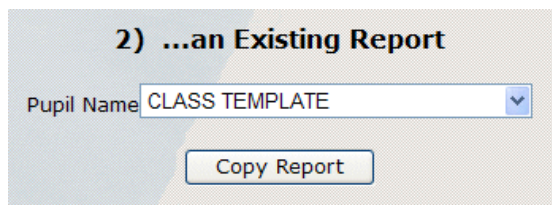
Report for CLASS TEMPLATE Choose Subject

Speaking and Listening

21. The pupils {*}

- + have been given opportunities to develop their speaking skills through group work
- + have taken part in group discussion sessions
- + are encouraged to participate in group reading and writing activities
- + To add your own statement, type here...

Selecting statements in a class template means that you don't have to pick them every time for each pupil.



2) ...an Existing Report

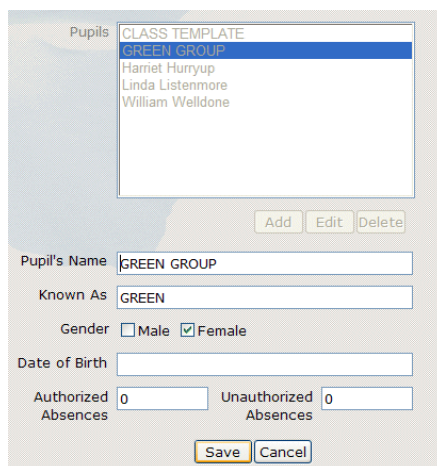
Pupil Name CLASS TEMPLATE

Copy Report

All you need to do then copy the Class Template every time you start a new pupil's report.

2. Build **Group Templates** for different ability levels

Similar to the Class Template, you can build templates for different groups of children based on their ability level. Add a pupil called, for example "Green Group" and then create a report which applies to all the pupils in that group.



Pupils

- CLASS TEMPLATE
- GREEN GROUP**
- Harriet Hurryup
- Linda Listenmore
- William Welldone

Add Edit Delete

Pupil's Name GREEN GROUP

Known As GREEN

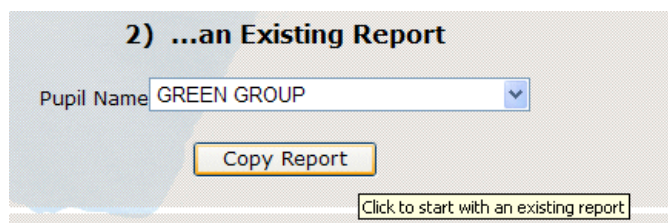
Gender Male Female

Date of Birth

Authorized Absences 0 Unauthorized Absences 0

Save Cancel

You can copy the Group Template when you begin an individual pupil's report and still change any of the statements you previously selected if you want to.



2) ...an Existing Report

Pupil Name GREEN GROUP

Copy Report

Click to start with an existing report

Why not use the Class Template when starting each Group Template?

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