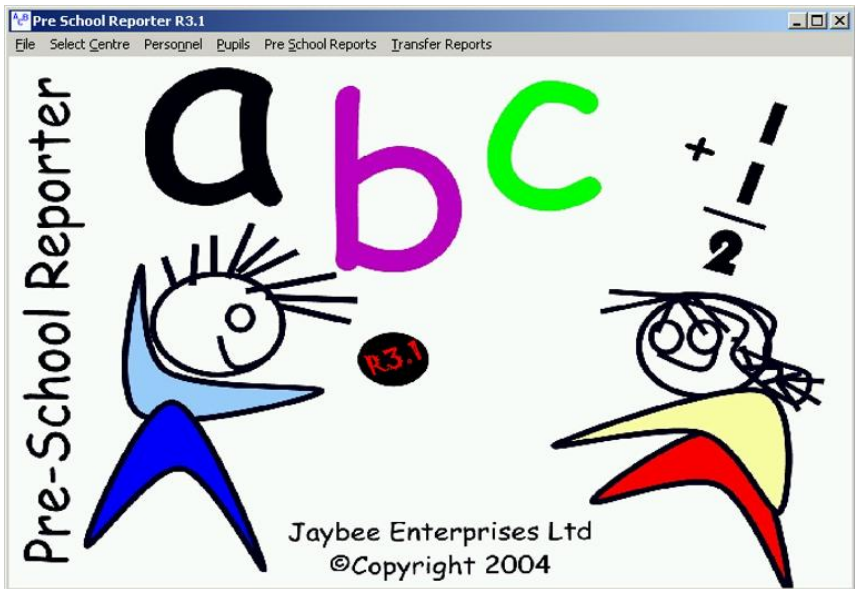


Pre School Reporter R3.1

Quick Start Guide.



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Introduction.

This guide assumes that the program 'Pre School Reporter', release 3.1 has been successfully installed and connected to a live, empty, database. The following processes will be covered by this guide:

1. Setup.

For the program to operate correctly, several initialization steps must be taken. Basically, these consist of:

- a. Selecting the name of your Nursery Centre.
- b. Entering the details of the Nursery Personnel.
- c. Entering the details of the Pupils.

2. Data Entry.

When the Setup has been completed, Outcome and Session details can be entered and end of Session and Transfer Reports generated.

3. Report Generation.

Two basic reports can be generated:

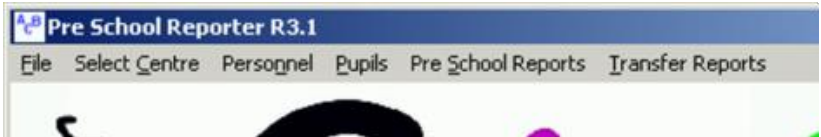
- a. End of Session Report.
- b. Transfer Report.

4. E-Mailing Reports.

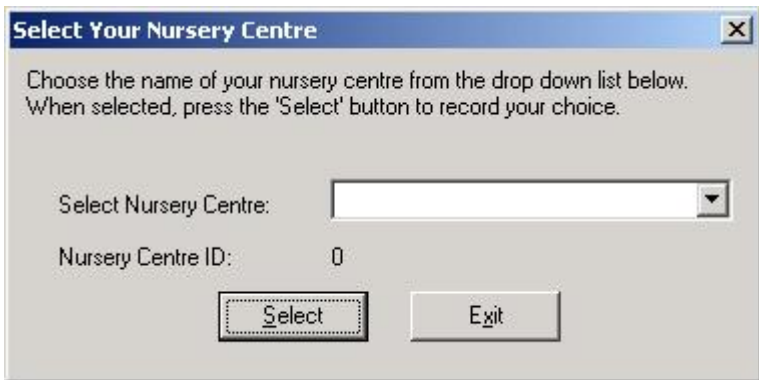
1. Program Setup


Select Nursery Centre.

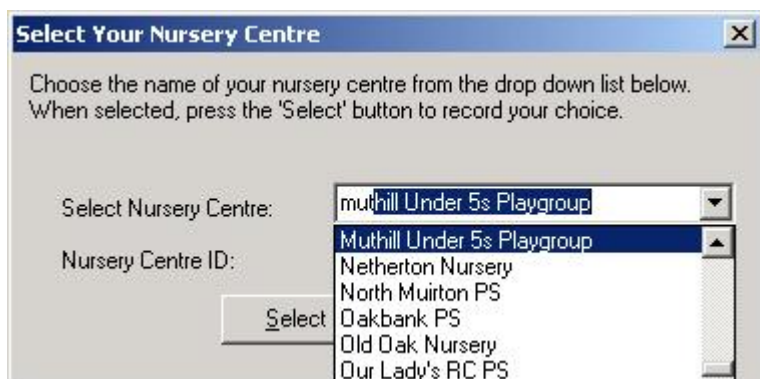
From the main menu, as shown below, select the



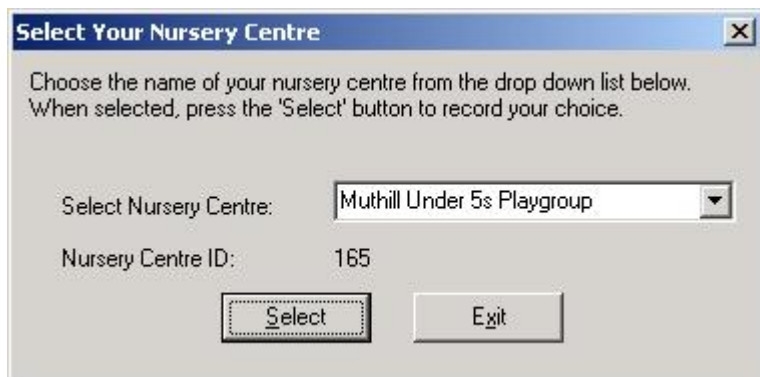
'Select Centre' option. The following dialog box should now appear:



Click on the downward pointing arrowhead,  in the box next to the 'Select Nursery Centre' label to display the list of available nurseries. Select the appropriate one by clicking on it. Alternatively, your nursery can be located by clicking inside the box and beginning to type the name. See following example:



Whichever method is used, the name of the nursery should now appear in the box. Press the 'Select' button and the selection will be confirmed by the 'Nursery Centre ID' number changing from 0 to the relevant ID. In this example, it will be '165'.



Now press 'Exit' to continue. You should not have to repeat this step again.

2. Enter Personnel Details

From the main menu, select the 'Personnel' option and then the 'Enter New Personnel' option, as shown:



You should now be presented with the form for adding personnel.

 A screenshot of the 'Add Personnel Resource' dialog box. The form contains the following fields and controls:

- Personnel ID: A text input field containing the number '1'.
- Title: A dropdown menu.
- First Name: A text input field.
- Middle Name: A text input field.
- Last Name: A text input field.
- Full Name: A text input field.
- Designation: A text input field.
- Currently Employed: A checkbox that is checked.
- Resource Database: A section containing three buttons: 'Add', 'Clear', and 'Exit'.

'Personnel ID' is automatically generated for you, do not alter this.

Select 'Title' from the drop down list, Mrs, Miss, Ms etc.

Enter first and last name. The middle name may also be included.

The 'Full Name' will be automatically generated.

Enter the 'Designation'. This is the description of the job carried out by this person – e.g. teacher, classroom assistant etc. This 'Designation' will be used in the generated reports, as will the 'Full Name'. The 'Currently Employed' is checked by default and would not generally require to be changed, but can be, if so required.

The screenshot shows a window titled "Add Personnel Resource". It contains the following fields and controls:

- Personnel ID: 1
- Title: Mr (dropdown menu)
- First Name: John
- Middle Name: William
- Last Name: Brown
- Full Name: Mr John W Brown
- Designation: Teacher
- Currently Employed:
- Resource Database: Add, Clear, Exit buttons

If you are satisfied with your entries, select 'Add' to enter the data into the database. You should now see the following message



confirming that the entry has been accepted.

If you are not satisfied with your entries, edit where necessary and then press 'Add', 'Clear' the form and start again, or 'Exit' to close the form and cancel the data entry.

This concludes the section on adding new personnel.

Important Note on Personnel:

It is strongly suggested that before any personnel are entered, all names and designations to be used are collected and agreed. Also included **must be** the name and designation of the Nursery Centre 'Head Teacher/Manager/Designated Member of Senior Management Team' as this is a formal requirement for the Report. This name/designation should be made known to all personnel who will be using this program as it is required to be listed in the 'End of Session Details.'

3. Enter Pupil Details.

From the Main Menu, select 'Pupils' and then 'Enter New Pupil'.



You should now be presented with the following input form:

 A screenshot of the 'Enter New Pupil' dialog box. The window title is 'Enter New Pupil'. It has two tabs: 'Personal Details' (selected) and 'School Details'. The form contains the following elements:

- Pupil Full Name:** An empty text input field.
- Unique Pupil ID:** A label 'UPID:' followed by a text input field containing the value '18'.
- Name:** Three stacked text input fields labeled 'First:', 'Middle:', and 'Last:'.
- Dates:** Two dropdown menus. 'DOB:' is set to '22/10/2001' and 'Admission:' is set to '21/10/2004'.
- Attributes:**
 - Gender:** Two radio buttons, 'Male:' (selected) and 'Female:'.
 - Dexterity:** Three radio buttons, 'Right Handed:' (selected), 'Left Handed:', and 'No Preference:'.
- Data Control:** Three buttons at the bottom: 'Enter', 'Reset', and 'Exit'.

Note that the form consists of two tabbed pages, 'Personal Details' and 'School Details'.

Firstly, complete the 'Personal Details' page.

Now fill in the pupil's name, including the middle name if possible. The 'Pupil Full Name' will be automatically generated.

The 'UPID' (Unique Pupil Identifier) will have been automatically generated for you.

Now set the 'DOB' (Date of Birth) and the date of 'Admission'.

The 'Gender' and 'Dexterity' attributes in the 'Attributes' panel can also be set, if known.

NOTES: Many of these attributes, dates and details can be updated from the 'Update Pupils' option under the 'Pupils' selection from the Main Menu.

Now switch to the 'School Details' page by clicking on the relevant tab. The following page should now appear:

The screenshot shows a software window titled "Enter New Pupil" with two tabs: "Personal Details" and "School Details". The "School Details" tab is active. The form is divided into several sections:

- Pupil Full Name:** A text input field.
- Nursery Details:** A section containing:
 - Centre:** A text input field with "Muthill Under 5s Playgroup" entered.
 - Teacher:** A dropdown menu.
- Transfer School Details:** A section containing:
 - School:** A dropdown menu.
 - Intended Year of Transfer:** A dropdown menu.
- Attendance Details:** A section containing:
 - Sessions per Week:** A sub-section with two input fields: "Morning: 0" and "Afternoon: 0".
 - Pupil's Attendance Record:** A sub-section with two input fields: "Possible: 0" and "Actual: 0".
- Data Control:** A section at the bottom with three buttons: "Enter", "Reset", and "Exit".

The pupil name you filled in on the previous page should now appear in the 'Pupil Full Name' panel, and the Nursery Centre you selected in the first step should be in the 'Nursery Details' panel, against 'Centre'. In this instance, it will be 'Muthill Under 5s Playgroup'.

Operate the dropdown list against 'Teacher' and the names you entered in the previous step (Enter

Nursery Personnel) should be available to you. Select the relevant teacher for the pupil.

In the 'Transfer School Details' panel, operate the 'School' dropdown list and select the name of the school the child will eventually be transferred to. If this is not known, select the Primary school closest to the Nursery. This value can be changed at a later date when the true Transfer School name is known, but a value must be entered at this stage otherwise the data can not be entered and a warning message, similar to this

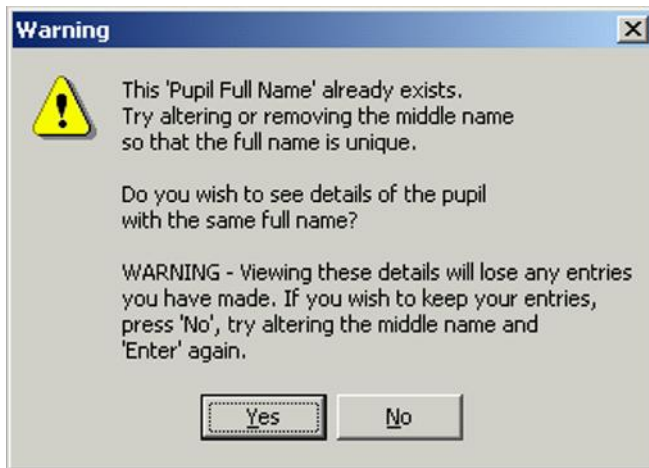


will be displayed.

If known, the 'Intended Year of Transfer' can be entered, otherwise it can be entered later using the Main Menu 'Pupils' and then 'Update Pupils' option.

Likewise, if known, the attendance details can be entered, otherwise they can be entered/changed later using the 'Update Pupils' option.

If you are satisfied that all details on both pages are correct, then press the 'Enter' button on the 'Data Control Panel' to record the details. If required data is missing, you will see a warning message similar to the one above. If you have entered names that would produce a duplicate 'Pupil Full Name', you will see a warning message like this:

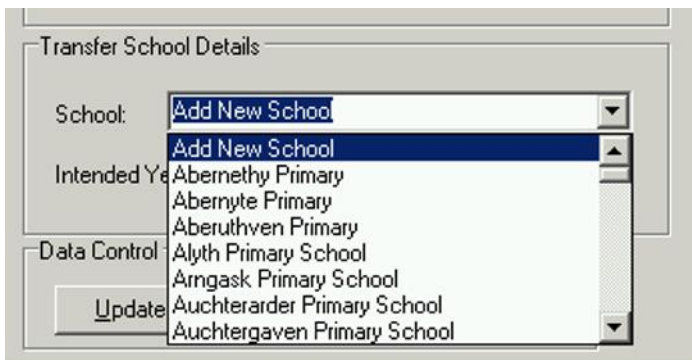


Follow the instructions listed in the message and try 'Enter' again. If successful, you will see a message like this:



New Transfer Schools, Private Schools or Schools in another Authority.

It is only from the 'Pupil Update' option that the Transfer School list can be added to so as to provide for schools outside the Local Authority, i.e. different Authority or Private. This is accessed by selecting the 'Add New School' option from the 'School:' drop down list:



Selecting the 'Add New School' will change the contents of the 'Transfer School Details' panel to:



Type in the name of the new school and select its category, 'Local Authority', 'Private in Region' or

‘Outwith Region’ and click the ‘Add New School’ button to complete the transaction.

You have now completed the basic setup operations and are ready to enter the Outcome and Session details as they become available.

4. Pupil Updating.

Pupil updating is accessed from ‘Pupils’ in the main menu.



Selection of the ‘Update Pupil’ option will present you with the following screen which is very similar to that presented for ‘Enter New Pupil’.

The screenshot shows a software window titled "Update Existing Pupil" with two tabs: "Personal Details" (selected) and "School Details".

- Pupil Selector:** Two dropdown menus for "Teacher" and "Pupil", both showing "Select Name".
- Unique Pupil ID:** A text input field labeled "UPID:".
- Name:** Three text input fields for "First:", "Middle:", and "Last:".
- Dates:** Two dropdown menus for "DOB:" (19/02/2002) and "Admission:" (18/02/2005). A checkbox for "Pupil Has Left:" is unchecked.
- Attributes:** Two sections: "Gender" with radio buttons for "Male:" (selected) and "Female:"; and "Dexterity" with radio buttons for "Right Handed:" (selected), "Left Handed:", and "No Preference:".
- Data Control:** A section containing three buttons: "Update", "Exit", and "Delete Pupil".
- Include Pupils that have Left:** A checkbox that is checked.

The important differences on the 'Personal Details' page are the additions of the 'Pupil Has Left:' checkbox and the 'Include Pupils that have Left:' checkbox.

'Pupil Has Left:' When this is checked, the pupil will no longer be presented for Annual Report printouts or for adding or editing outcomes or end of session details etc. Use this to remove a pupil after you have printed any required reports. **Note:** The pupil's data is not removed, it is just not made available and can be returned by un-checking this option.

'Include Pupils that have Left:' When checked, (default value) this will allow pupils who have been

recorded as having left (see 'Pupil Has Left:' above) to be available for updating.

The 'School Details' page is again similar to that found under the 'Enter New Pupil' option.

The screenshot shows a software window titled "Update Existing Pupil". It has two tabs: "Personal Details" (selected) and "School Details".

Personal Details Tab:

- Pupil Selector:** Two dropdown menus labeled "Teacher:" and "Pupil:", both showing "Select Name".
- Nursery Details:** "Centre:" is a text field containing "Crieff Road Pre School Centre"; "Teacher:" is a dropdown menu.
- Transfer School Details:** "School:" and "Intended Year of Transfer:" are dropdown menus.
- Data Control:** Three buttons: "Update", "Exit", and "Delete Pupil".

School Details Tab (partially visible):

- Attendance Details:** "Current Session:" is a dropdown menu.
- Sessions per Week:** "Morning:" and "Afternoon:" are spinners, both showing "0".
- Pupil's Attendance Record:** "Possible:" and "Actual:" are spinners, both showing "0".

There are two main differences, the first of which deals with 'Transfer School Details' and is described in the section 'New Transfer Schools, Private Schools or Schools in another Authority' above.

The second is the 'Current Session' panel. The session to which the changes are being made must be entered here. If you fail to do so, the program will prompt you to enter the 'Session'.

5. Entering 'Outcomes Achieved'.

From the main menu select 'Pre School Reports' and then the 'Enter Outcomes Achieved' option, as shown below.



You should now be presented with the following screen:

Outcomes and Next Steps Input Form

Outcomes Achieved | Next Steps/Comments

Pupil and Curriculum Selector

Session: Teacher: Pupil:

Subject:

Attainments Achieved (You may enter upto 14 lines of text in this window)

No. Outcomes

Data Controller

Enter View Report

Overall Total Outcomes Achieved

Outcomes Achieved: Asterisk this Level

Equates to Attainment Level 1 for this Curriculum Subject

Note that two tabbed pages are available, one for 'Outcomes Achieved' and one for 'Next Steps/Comments'.

Commence by selecting the 'Outcomes Achieved' tab and fill in the required details in the 'Pupil and Curriculum Selector' panel, starting with 'Session' using the dropdown list. Assuming personnel and pupils have been entered, operation of the dropdown list for 'Teacher' should display a list of your relevant personnel, for example:

The screenshot shows the 'Outcomes and Next Steps Input Form' with the 'Outcomes Achieved' tab selected. The 'Pupil and Curriculum Selector' panel contains the following fields:

- Session: 2003 - 2004
- Teacher: [Dropdown menu open]
- Pupil: [Empty dropdown]
- Subject: [Empty text box]

The 'Teacher' dropdown menu is open, displaying a list of names:

- Miss Lisa J Black
- Miss Elizabeth M Brown
- Mr Alexander E Charles
- Mrs Eileen F Edwards
- Mrs Sarah A Fleming (highlighted)
- Miss Kirsty J Goodrow
- Miss Rita A Hayworth
- Mr Homer J Simpson

Below the dropdown menu, the 'Attainments Achieved' section is visible, with a red text prompt: '(You may enter upto 14 lines of text)'. At the bottom, the text 'No. Outcomes' is displayed.

Selection of the desired teacher will then load the 'Pupil' dropdown list that can then be accessed and the required pupil selected:

The screenshot shows the 'Outcomes and Next Steps Input Form' with the 'Outcomes Achieved' tab selected. The 'Pupil and Curriculum Selector' panel contains the following fields:

- Session: 2003 - 2004
- Teacher: Mrs Sarah A Fleming
- Pupil: [Dropdown menu open]
- Subject: [Empty text box]

The 'Pupil' dropdown menu is open, displaying a list of names:

- Mary A Johnson (highlighted)
- James A McLeish
- Fred A Smith

Below the dropdown menu, the 'Attainments Achieved' section is visible, with a red text prompt: '(You may enter upto 14 lines of text in this window)'.

The subject can now be similarly selected and the remainder of the details filled in.

Outcomes and Next Steps Input Form

Outcomes Achieved | Next Steps/Comments

Pupil and Curriculum Selector

Session: 2003 - 2004 Teacher: Mrs Sarah A Fleming Pupil: Mary A Johnson

Subject: Communication and Language

Attainments Achieved (You may enter upto 14 lines of text in this window)

Have fun with language and making stories.
Listen with enjoyment to stories, songs, music, rhymes and other poetry.
Pay attention to information and to follow simple instructions.

No. Outcomes

- 1 Have fun with language and making stories.
- 2 Listen to other children and adults during social activities and play.
- 3 Listen with enjoyment to stories, songs, music, rhymes and other poetry.
- 4 Respond to stories, songs, music, rhymes and other poetry.
- 5 Pay attention to information and to follow simple instructions.
- 6 Talk to other children or with an adult about themselves and their experiences.

Data Controller

Enter Exit View Report

Overall Total Outcomes Achieved

Outcomes Achieved: 12 Asterisk this Level

Equates to Attainment Level 2* for this Curriculum Subject

Note that when initially opened for a new entry, the 'Enter' button is greyed out and will only become accessible when the relevant data has been entered, which in this case is the number of 'Outcomes Achieved'. Also note that on entering the number of outcomes, the 'Attainment Level' is automatically generated for you. Should the child's subject level require asterisking, then check the 'Asterisk this Level' box and this will also be automatically added to the

Attainment Level and will appear in the 'Transfer Report'.

Note: Local Authority guidelines state that asterisking may be used as follows:

'Please note an asterisk can be inserted in any box to indicate achievement in addition to the 3-5 curriculum'*

and

referring to the Tracking Mechanism:

'Specific Additional Information Box'

*Space is provided for staff to enter information relating to development and progress **in addition** to the Curriculum Framework for Children 3-5. If any comments are made in this box an asterisk * should be added to the attainment level box. Please note an asterisk* can be added to any level.'*

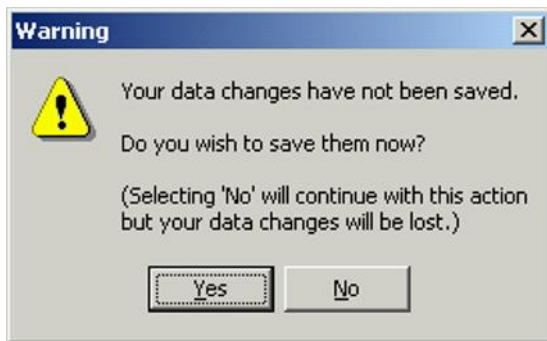
The 'Outcomes' can be added to the report by clicking on the required statement in the lower panel. Note that the guidelines state that not all attainments need be listed. The report can contain up to 14 lines of text.

The outcomes in the 'Attainments Achieved' panel can be edited/deleted if required. Any such editing will pertain only to this specific report and will not affect any other child's report or the statements displayed in the lower panel.

When you are satisfied with your entries, click the 'Enter' button to save your data and proceed to the next subject entry or entry of the Next Steps by clicking on the 'Next Steps' tab.

Selection of the 'Next Steps' is similar to the selection of the attainments.

Should you try to change subject without saving, you will be presented with the following message:



Either save or cancel as per the message instructions and continue.

6. Editing 'Outcomes Achieved'

To edit existing entries, enter as if for adding a new entry, i.e. main menu, 'Pre School Reports' and 'Enter Outcomes Achieved'. Fill in the 'Session', 'Teacher', 'Pupil' and 'Subject' boxes and if data already exists, it will be loaded for you and the 'Enter' button will change to an 'Update' button. You can then proceed

with your editing, clicking the 'Update' button when you are satisfied.

7. Entering 'Next Steps/Comments'.

From the 'Outcomes and Next Steps Input Form', select the 'Next Steps/Comments' tab. The following page should now appear:

Outcomes and Next Steps Input Form

Outcomes Achieved | **Next Steps/Comments**

Pupil and Curriculum Selector

Session: 2003 - 2004 Teacher: Mrs Sarah A Fleming Pupil: Maty A Johnson

Subject: Communication and Language

Next Steps/Comments *(You may enter up to 5 lines of text in this window)*

Attainments Achieved *(You may enter upto 14 lines of text in this window)*

Have fun with language and making stories.
Listen with enjoyment to stories, songs, music, rhymes and other poetry.
Pay attention to information and to follow simple instructions.

No. Next Steps

- 1 Have fun with language and making stories.
- 2 Listen to other children and adults during social activities and play.
- 3 Listen with enjoyment to stories, songs, music, rhymes and other poetry.
- 4 Respond to stories, songs, music, rhymes and other poetry.
- 5 **Pay attention to information and to follow simple instructions.**
- 6 Talk to other children or with an adult about themselves and their experiences.

Data Controller: Enter Exit View Report

Overall Total Outcomes Achieved

Outcomes Achieved: 12 Asterisk this Level

Equates to Attainment Level 2* for this Curriculum Subject

You will note that the layout of this page is similar to that of the 'Outcomes Achieved' page, but with the attainment boxes replaced by the 'Next Steps/Comments' boxes. These operate in the same manner as the attainment boxes. However, in addition to this, a copy of the 'Attainments Achieved' that you have already selected, will appear in an 'Attainments Achieved' panel. This is to assist you in selecting the Next Steps etc. and must not be used for editing the attainments.

As before, when your selection is complete, press the 'Enter' button (or 'Update' button if editing existing Next Steps) to save you data.

8. Entering 'End of Session Details'.

From the main menu, select 'Pre School Reports' and 'Enter End of Session Details' as shown below:



This should present you with the following three page form:

Enter End of Session Details

Teacher Comments | Additional Educational Needs/Support Needs | Child's Comments

Pupil and Curriculum Selector

Session: Report Completed by: Pupil:

Head Teacher/Manager/Designated Member of Senior Management Team: Date Completed: 12/02/2005

Additional Comments/Information (if required) —(you may enter up to 10 lines of text in this window)

Attainments Recorded in this Report

Next Steps Recorded in this Report

Data Controller

Update Exit View Report

Commence by entering the required data in the 'Pupil and Curriculum Selector' panel.

The entry 'Report Completed by' should be the name of the person listed as 'Teacher' under the 'Pupils' entry whilst the 'Head Teacher/.../Senior Management Team' name should be that previously decided and will be the same for all reports.

If some report details (for any of the three pages) already exists, then these will be displayed and available for editing or adding to. The 'Enter' button will also change to an 'Update' button.

7a. Entering 'Teacher Comments'.

Any 'Attainments' and/or 'Next Steps' recorded for the pupil will be displayed in the two lower panels for reference:

The screenshot shows a software window titled "Enter End of Session Details". At the top, there are three tabs: "Teacher Comments" (selected), "Additional Educational Needs/Support Needs", and "Child's Comments". Below the tabs is a "Pupil and Curriculum Selector" section with several dropdown menus: "Session:" (2003 - 2004), "Report Completed by:" (Mrs Sarah A Fleming), "Pupil:" (Mary A Johnson), "Head Teacher/Manager/Designated Member of Senior Management Team:" (Mr Homer J Simpson), and "Date Completed:" (03/02/2005). A large text area below is labeled "Additional Comments/Information (if required)" with a note "(you may enter up to 10 lines of text in this window)". Below this are two scrollable lists: "Attainments Recorded in this Report" containing "Have fun with language and making stories.", "Listen with enjoyment to stories, songs, music, rhymes and other poetry.", and "Pay attention to information and to follow simple instructions."; and "Next Steps Recorded in this Report" containing "Emotional, Personal and Social Development", "Be independent in nursery routines.", and "Communication and Language". At the bottom, a "Data Controller" section contains "Update", "Exit", and "View Report" buttons.

The 'Additional Comments/Information' panel can now be filled in.

The data can now be entered, or you can move on to the other pages and fill them in first. If you do 'Enter' initially, then the 'Enter' button will change to 'Update'. In our example we have entered at the 'Teacher Comments' stage and moved the 'Additional Educational Needs/Support Needs' page:

7b. Entering 'Additional Edu....Needs'.

Enter End of Session Details

Teacher Comments | **Additional Educational Needs/Support Needs** | Child's Comments

Pupil and Curriculum Selector

Session: 2003 - 2004 Report Completed by: Mrs Sarah A Fleming Pupil: Mary A Johnson

Head Teacher/Manager/Designated Member of Senior Management Team: Mr Homer J Simpson Date Completed: 03/02/2005

Additional Educational Needs/Support Needs for this Pupil

S.A.L.T.

AEN/SN Selector

Code	Description
None	Nil Requirements
S.A.L.T.	Speech and Language therapist
O.T.	Occupational Therapist
B.S.S.	Behaviour Support Service
F.S.W.	Family Support Worker

Data Controller

Update Exit View Report

The AEN/SNs can be selected from the 'AEN/SN Selector' panel by clicking on the required item in the 'Code' column. In our example, 'S.A.L.T.' has been selected. Alternatively, free text entries can be made in the 'Additional Educational Needs/Support Needs for this Pupil' panel.

Finally, the 'Child's Comments' can be entered.

7c. Entering 'Child's Comments'.

As with the other pages, click the page tab and you will be presented with the following screen to fill:

Enter End of Session Details

Teacher Comments | Additional Educational Needs/Support Needs | Child's Comments

Pupil and Curriculum Selector

Session: 2003 - 2004 Report Completed by: Mrs Sarah A Fleming Pupil: Mary A Johnson

Head Teacher/Manager/Designated Member of Senior Management Team: Mr Homer J Simpson Date Completed: 03/02/2005

Child's Comments

Child's comments can be free texted into here.
Note that approximately 20 lines of text can be entered here, taking up just a little less than half the page allowed for the child's comments. If you enter more than this, the first lines of text will not be displayed on the report, only the last 20 lines will be displayed.

Data Controller

Update Exit View Report

Note: Approximately 20 lines of text can be entered here, taking up just a little less than half the page allowed for the child's comments. If you enter more than this, the first lines of text will not be displayed on the report, only the last 20 lines will be displayed.

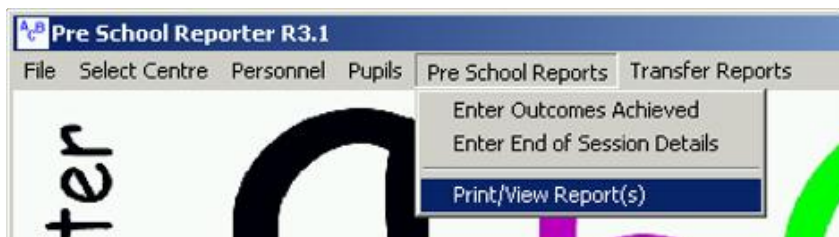
When satisfied, make your final 'Update' or 'Enter' and then 'Exit' or 'View Report'.

9. Report Generation.

9a End of Session Report.

The 'End of Session' report can be accessed in a variety of ways. Using the Main Menu item 'Pre School Reports', they can be accessed directly by using the 'Print/View Report(s)' option. Reports at a pupil level can also be directly accessed via the 'View Report' button found on either the 'Enter Outcomes Achieved' pages or the 'Enter End of Session Details' pages.

The main difference in using the 'Print/View Report(s)' option is that this gives you the option to view/print a complete class, whereas the other two options limit you to the pupil currently selected.



In view of this, only the 'Print/View Report(s)' option will be described here as the other two are relatively self-evident.

Selecting the 'Print/View Report(s)' option will present you with the following screen:

Pre School Report Printer

Pre School Report Selector

Session: [Dropdown]

Teacher: [Dropdown]

Pupil: [Dropdown]

Include Reporter Name:

View Report Print All Exit

Note the 'Include Reporter Name:' checkbox – this option allows you to select whether or not the printed report will automatically contain the name and designation of the person compiling the report, i.e. the class teacher. Un-checking this option will leave the area blank, allowing for the name, or names, to be written in manually on the actual printed report itself.

Report completed by:	
Designation:	
Date Completed:	03/02/2005
Head Teacher/Manager/Designated Member of Senior Management Team	
Signature:	Date:
Mr Homer J Simpson	
Designation:	Head Teacher
Page 4	

With the option checked, the name and designation would appear as shown below.

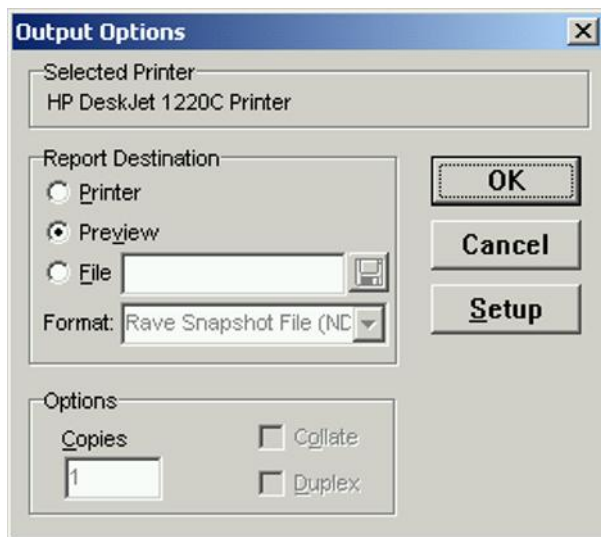
Report completed by:	Mrs Sarah A Flemming
Designation:	Nursery Teacher
Date Completed:	03/02/2005
Head Teacher/Manager/Designated Member of Senior Management Team	
Signature:	Date:
Mr Homer J Simpson	
Designation:	Head Teacher

Page 4

To select a report for viewing/printing, use the drop down lists to select the session, class and pupil, e.g.

You will observe that the 'View Report' button and the 'Print All' button have now been activated.

If you wish just to view/print this pupil's report, the press the 'View Report' button and you will be presented with this screen:



From here, you have the option to view the report ('Preview') or print the report ('Printer'). It is recommended that you accept the default which is to preview the report. The report can be printed directly from the preview page, a sample of which is shown below:


Report Preview

File Page Zoom

Page 1 of 6 Zoom 20.0 %


Pre School Report

Session: 2003 - 2004

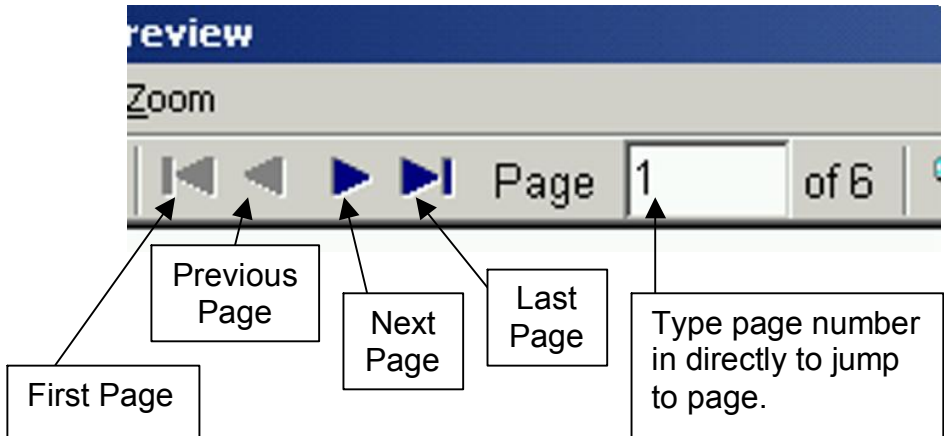


Name of Centre:	Crieff Road Pre School Centre	
Name of Child:	Mary A Johnson	
Date of Birth:	04/03/1999	
Date of Admission:	03/09/2002	
Sessions attended per week:	a.m.	4
	p.m.	3
Attendance:	Possible: 42	Actual: 40

Perth & Kinross Council

Printing the report can be initiated from the 'Print' command accessed from the 'File' menu item, or directly by clicking on the printer icon  .

Other useful controls from the preview menu bars are the page control items:

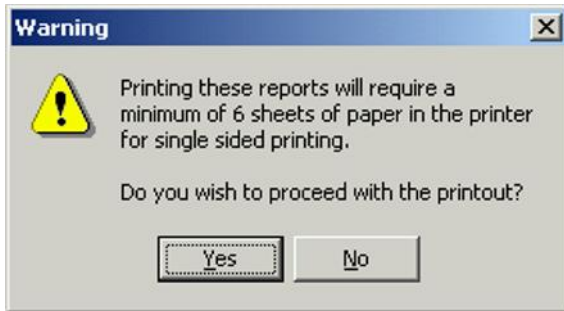


To exit the preview, click on the exit icon  .

Note: Non Authority Nursery Centres will display a slightly different first page to the report – one which does not carry the P&KC logo. This is automatically selected dependent on the name of the centre selected.

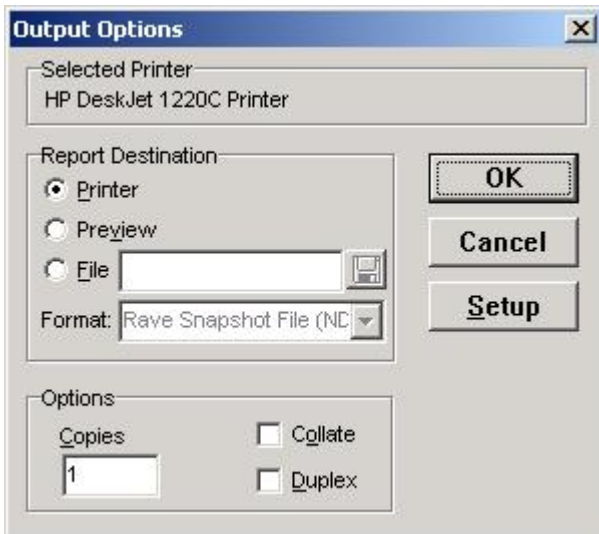
Printing the Entire Class:

To print reports for the entire class, press the 'Print All' button and the following warning screen should appear



If you have the requisite number of sheets of paper in the printer and you wish to proceed, then click the 'Yes' button, otherwise the 'No' button which will cancel the printing request.

On pressing the 'Yes' button, you should be presented with the following screen, as seen before:



However, in this instance, note that the default option is the 'Printer' and **not** the 'Preview'. Clicking the 'OK' button will start the print cycle and all reports for the class will be produced.

If desired, you can select the 'Preview' option and then the 'OK' button. In this instance, instead of printing out hard copies of all reports, you will be able to preview all reports on the screen.

Notes: The drop down lists for selecting the reports for Viewing/Printing will only contain those sessions, classes and pupils that have actual report data saved in the database. In other words, if no reporting has been done, then no selection criteria will be offered. This saves considerable time and effort in searching for reports.

The 'Print All' button will be activated after selecting only the session and class, i.e. no pupil need be selected as you are intending to print the whole class.

9b Transfer Report.

Transfer reports are required on a per primary school basis. It is a record of salient points for each pupil that is to be transferred to the first year of primary schooling.

An example of a transfer report is shown on the following page.

Pre School/Primary 1 Information Sheet

Receiving Primary: Braco Primary School



Session: 2004 - 2005

Pre School/Centre: Chieff Road Pre School Centre

Head Teacher: Mr Homer J Simpson

Signature: _____ Date: _____

Pupil Name:	DOB	M/F	H	EPSP	CL	KUW	EAD	PDM	AEN/SH	Completed by:	ACD
Mary A. Johnson	04/03/1999	F	L	3	(invalid)	(invalid)	(invalid)	(invalid)	(invalid)	Mrs Sarah A. Flemming	12/02/2005

*	Parents ask to report achievement in the address to the 3-5 curriculum.
4	100% of all learning outcomes have been achieved.
3	80% to 99% of the learning outcomes have been achieved.
2	60% to 79% of the learning outcomes have been achieved.
1	Less than 60% of the learning outcomes have been achieved.

Key to Curriculum Headings:
 EPSP - Emotional, Personal and Social Development
 CL - Communication and Language
 KUW - Knowledge & Understanding of the World
 EAD - Expressive & Aesthetic Development
 PDM - Physical Development & Movement
 AEN/SH - Additional Educational Needs/Support Needs
 ACD - Assessment Completed on file

Key to Other Headings:

DOB - Date of Birth

M - Male; F - Female

H - Hand: Left, Right or No Preference

AEN/SH - Additional Educational

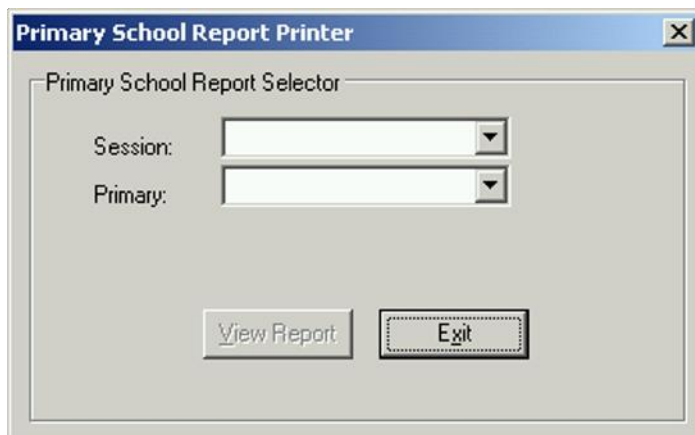
Needs/Support Needs

ACD - Assessment Completed on file

To initiate a transfer report, select the 'Print/View Report(s)' option from the 'Transfer Reports' menu item:



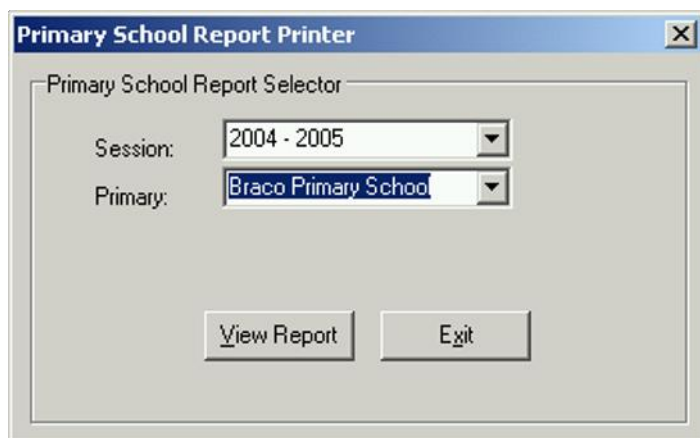
The following screen should now be displayed:



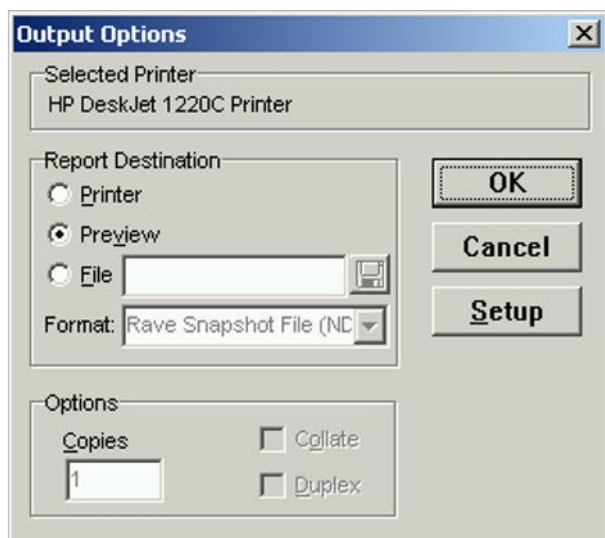
The 'Session' selection box will only offer sessions which have data recorded.

The 'Primary' selection box will only offer schools for the 'Session' selected if pupils due for transfer exist.

An example of a session and school with a pupil, or pupils, due for transfer is shown below:

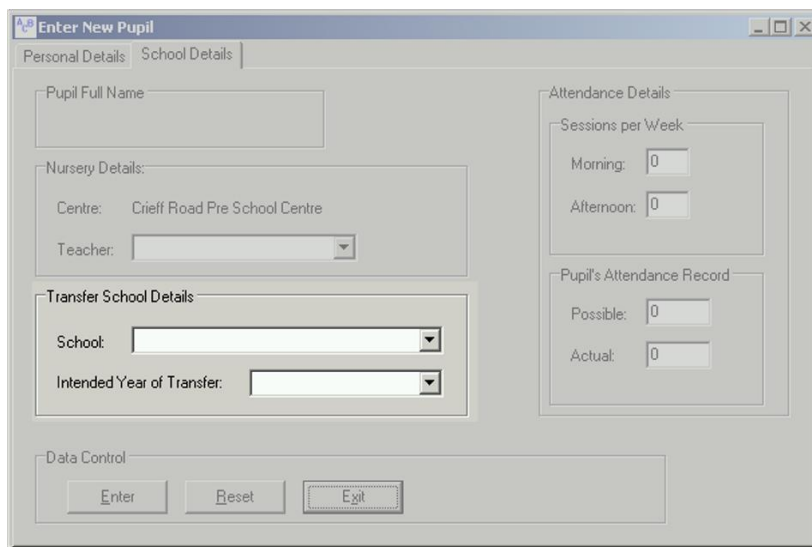


Clicking the 'View Report' button will bring up the now familiar box:



As outlined for the 'End of Session Report', select your requirements, print or view, and proceed as before.

Note: In order for a transfer report to be generated, the transfer year must have previously been entered on the 'School Details' page of the pupil's record, accessed either from the 'Enter New Pupil' or 'Update Pupil' menu option:



The screenshot shows a software window titled "Enter New Pupil" with two tabs: "Personal Details" and "School Details". The "School Details" tab is active. The window contains several sections:

- Pupil Full Name:** A text input field.
- Nursery Details:** A section containing a "Centre" field with the text "Crieff Road Pre School Centre" and a "Teacher" dropdown menu.
- Transfer School Details:** A section containing a "School" dropdown menu and an "Intended Year of Transfer" dropdown menu.
- Attendance Details:** A section containing "Sessions per Week" with "Morning" and "Afternoon" sub-sections, each having a numeric input field set to "0".
- Pupil's Attendance Record:** A section containing "Possible" and "Actual" sub-sections, each having a numeric input field set to "0".
- Data Control:** A section at the bottom containing three buttons: "Enter", "Reset", and "Exit".

10. E-Mailing Reports.

Both the Annual Report and the Transfer Report can be saved as a .pdf file for use with Adobe Acrobat. The file, once saved, can be attached to an e-mail and sent to the required recipient. It will be appreciated, of course, that any details that are hand-written, such as a child's drawing or a teacher's signature will not be included.

There are two ways to produce the .pdf file:


1. From the report's preview screen.
2. From the report's output options window.

The easier method is perhaps option 1, but both methods are briefly described below:

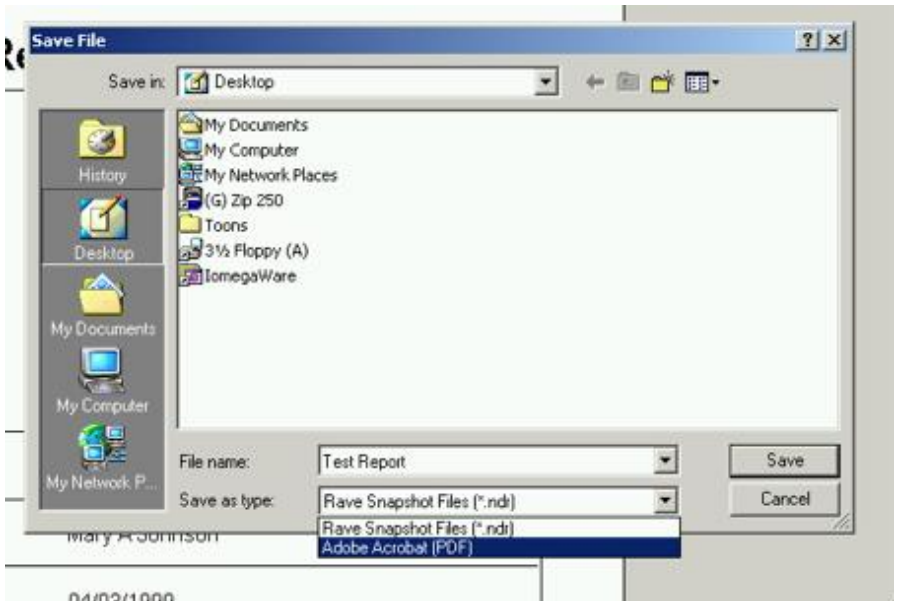
From Preview Screen.

From the report preview,



locate and click the save icon  or use the main

menu 'File' and 'Save As' option. Either will bring up the following screen.



Using the 'Save in:' drop down box at the top, navigate to where you wish to save the file. In this example the Desktop has been chosen. Next, give the file a name in the 'File name:' box. Now use the drop down facility in the 'Save as type' box and select the 'Adobe Acrobat (PDF)' option. Finally, click the 'Save' button and the file will be saved. In this example, a file called 'Test Report.pdf' would be generated and appear on the desk top ready for attaching to an e-mail or double clicking to be opened in Adobe Acrobat.

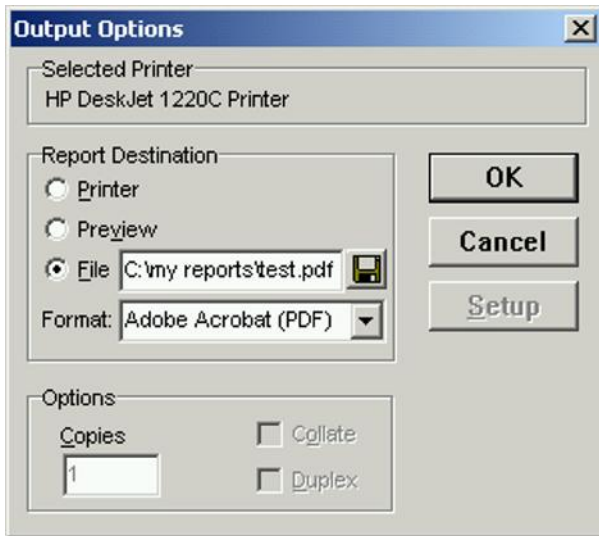
From Output Options.

This method operates in almost the same way, but the 'Save' dialog box is accessed at an earlier stage from the report's output options window as shown below:



This window is initiated whenever you select one of the program's buttons or menu options for printing/viewing a report. When this is visible, select the 'File' option then press the disk icon which will present you with the 'Save' dialog as described in option 1 above. Fill this in the same way, but with one major addition – when you enter the file name, **you must also include the PDF file extension .pdf – e.g. 'your filename.pdf'**. When complete, click the 'Save' button and you should be returned to the

‘Output Options’ window which should look something like this:



As can be seen, the details from the ‘Save As’ dialog box are now in the ‘Output Options’ box. In the example, we would be saving a file called ‘test.pdf’ in a directory called ‘my reports’ on the C:\ drive of the computer.

Note: at this time, no file has actually been saved – you must now click the ‘OK’ button to complete the process.

This concludes the Pre School Reporter R3.1 Quick Start Guide.