



New release features

The Custom Academic Reports Tool

[SEQTA Suite document](#)

Version April 2020 / 2020.1.1

Commercial-In-Confidence



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1 The Custom Academic Reports Tool

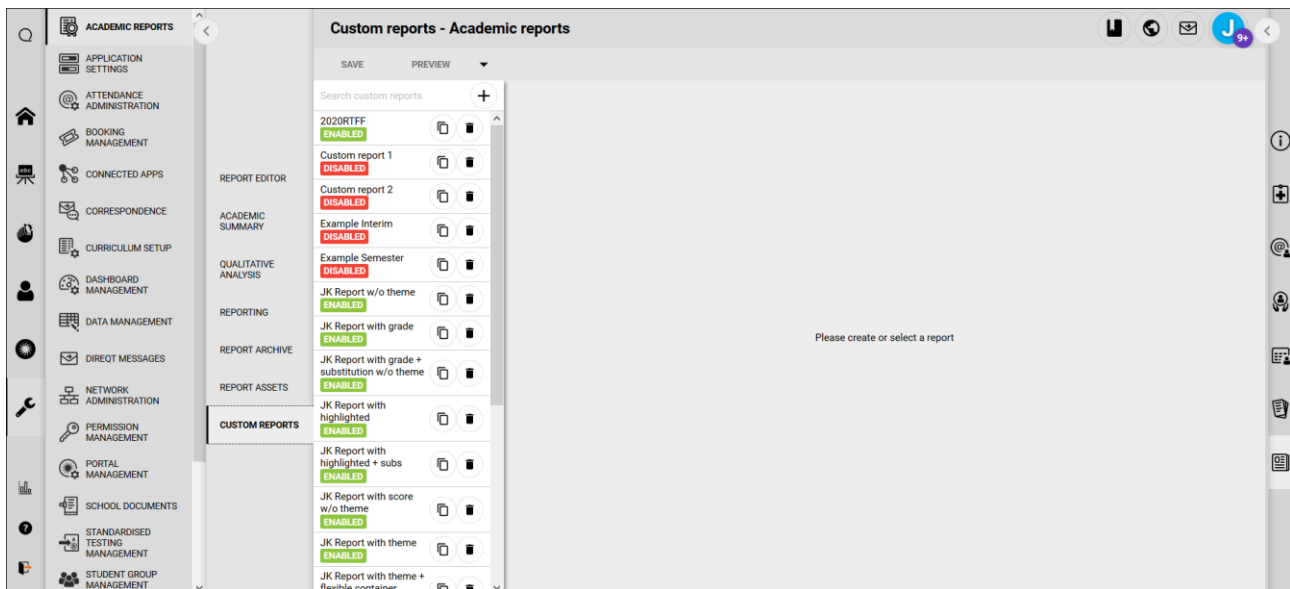
1.1 What is the Custom Academic Reports Tool?

The **Custom Academic Reports Tool** enables users to build and manage academic reports for their schools.

This is a very different tool to report designers you may have used or seen in the past. It's not a general purpose reporting tool, rather, it is tailored to academic reports and their specific requirements. What this means in practice is that it is built around the concept of *configuring*, rather than *building*, a report.

1.2 Open the Custom Academic Reports Tool

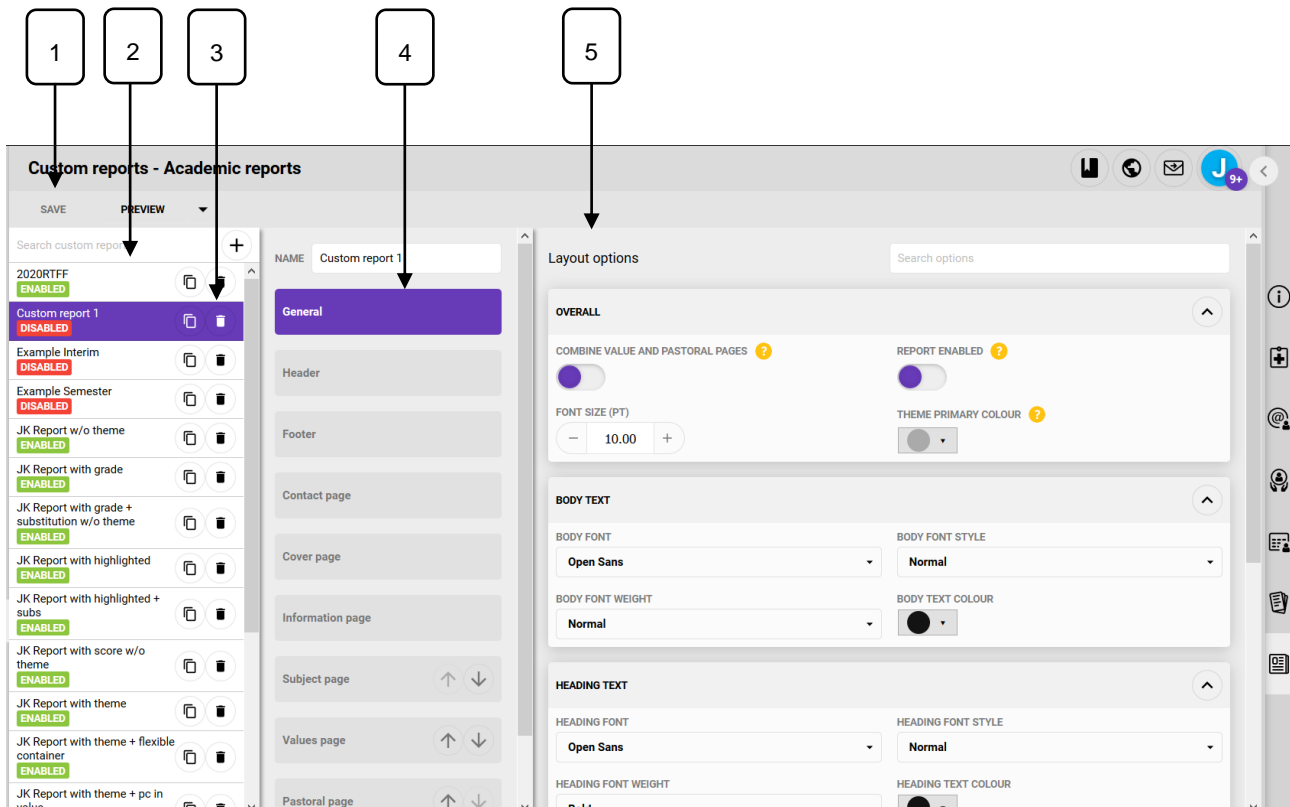
1. Navigate to the **Administration** workspace.
2. Click the **Academic reports** page.
3. Click the **Custom reports** sub-page.



1.3 Custom reports navigation

The Custom Academic Reports Tool is structured as follows:

1. Toolbar
2. List of existing custom reports, from here you can select, add, clone, or delete a report.
3. Select a report to load the building tools.
4. Report sections.
5. Section layout options.



1.3.1 Working with Sections

Sections indicate the different pages or areas of a Custom report. The following sections are available:

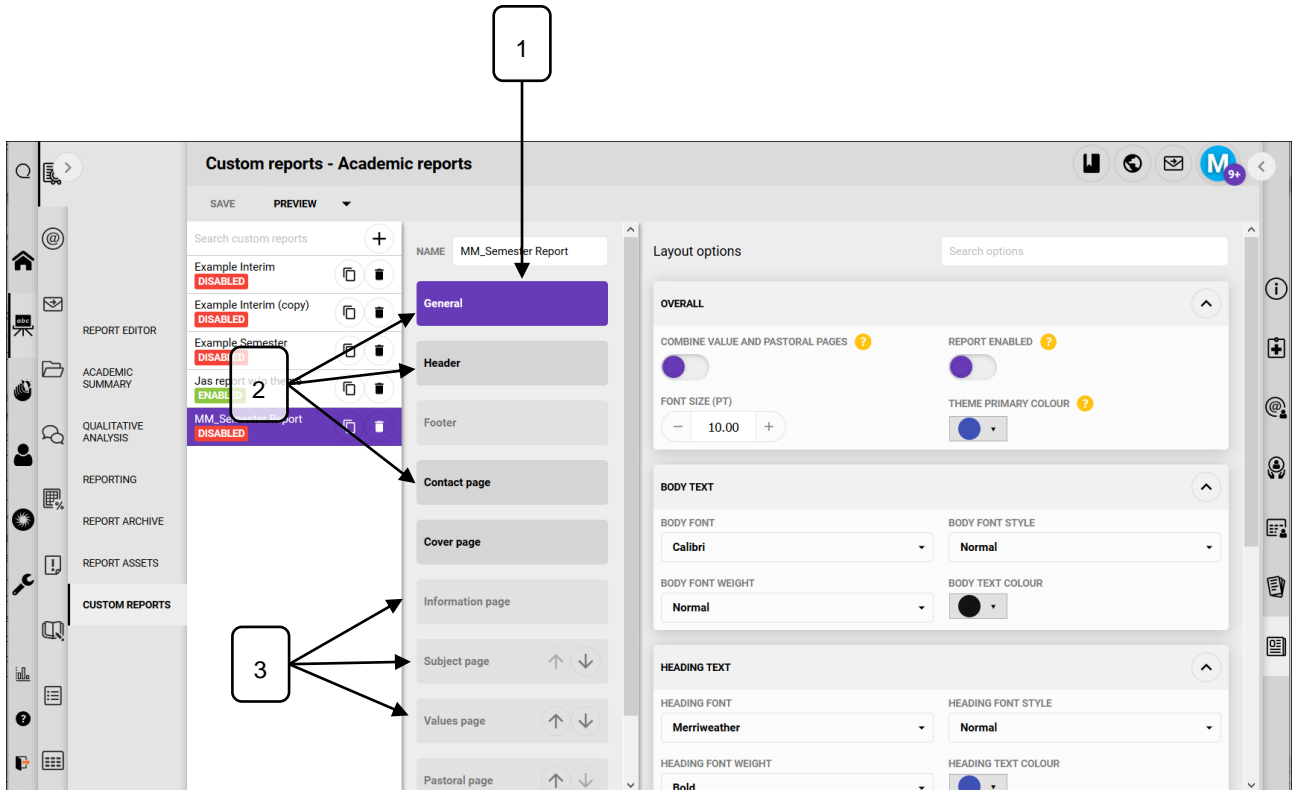
Section	Description
General	This section contains the overarching options for the report, including fonts, colours, margins, and page settings.
Header	The Header section lets you manage how headers will be displayed on pages they are set to display on.
Footer	The Footer lets you manage how footers will be displayed on pages they're set to display on.
Contact page	The Contact page lets you configure the page that will be printed at the very front of the report, before the cover page and the report body. It is often used for addresses.

Section	Description
Cover page	The Cover page allows you to build a cover for your report, including student photo and, school logo, and signatures.
Information page	The Information page appears between the cover page and the rest of the report.
Subject page	The Subject page brings data from the reporting section of the marks book onto the report. It contains three optional sub-sections: <ol style="list-style-type: none"> 1. an assessment summary, 2. a syllabus summary, and 3. an affectives summary.
Values page	The Values page allows you to include data from school values on the report. It has three optional sub-sections: <ol style="list-style-type: none"> 1. a subject summary, 2. a table of value results, and 3. a table of pastoral care records. <p>Using the subject summary and disabling subject pages allows you to build a single-page “statement of results”-style report.</p>
Pastoral page	The Pastoral page , if enabled as a separate page from the “general” section, includes pastoral care records.
Back page	The Back page appears at the end of the report.

1.3.2

1.3.3 Add a section to a custom report

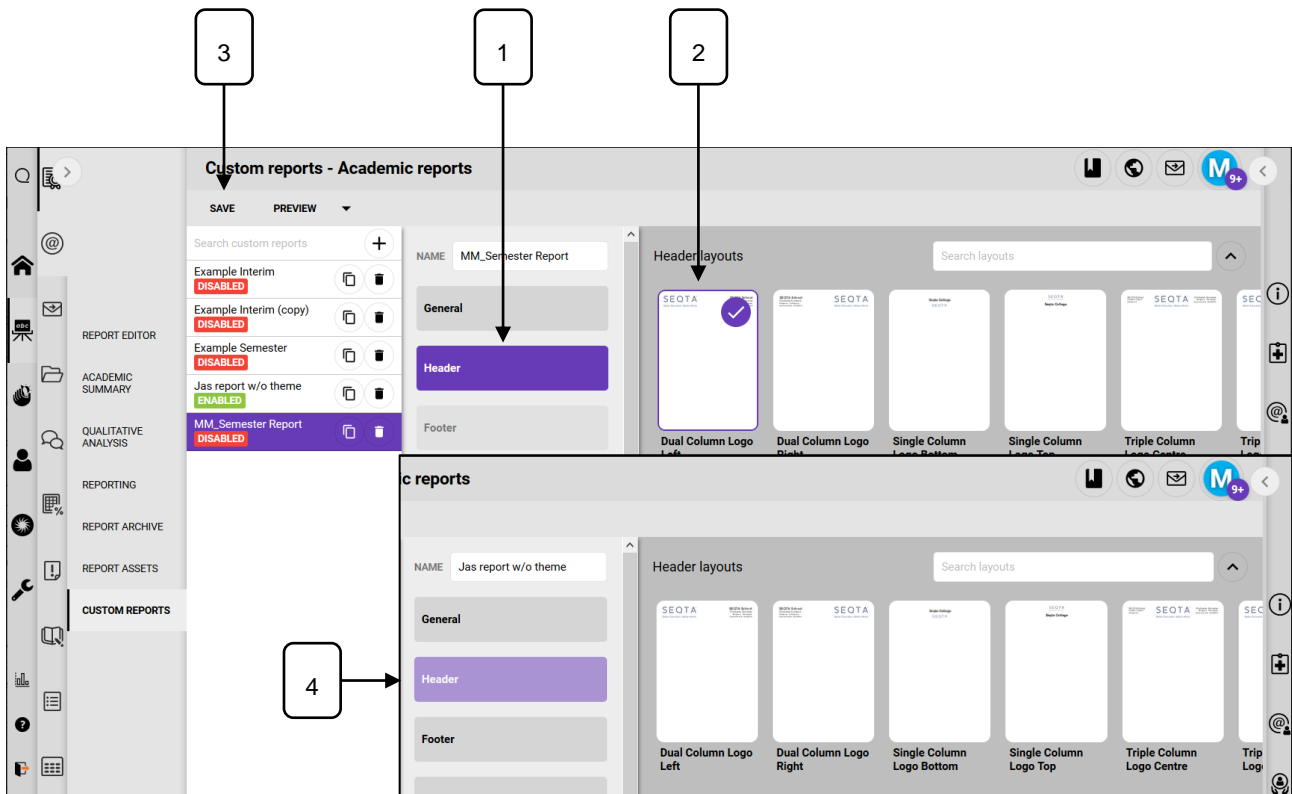
1. To add a section to a report, select the section and select a layout.
2. Sections that have been added will appear in the sections panel in bold text. The exception is the General section which will always appear in bold text.
3. Sections that are not being used in a custom report will appear greyed out.



1.3.4 Remove a section from a custom report

If a section has been added in error or is no longer required, it can be removed from a custom report.

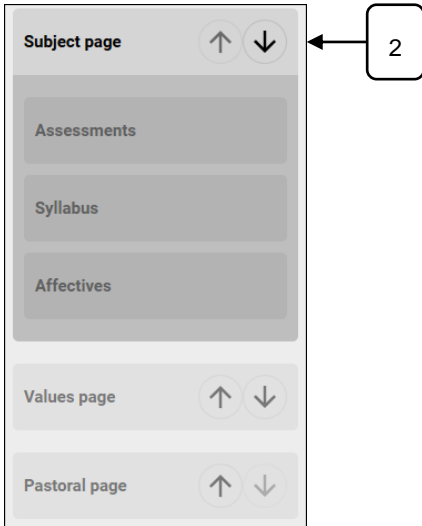
1. Select the section from the **Sections** panel.
2. Click the ticked layout to deselect it, this will remove it from the report.
3. Click **Save**.
4. The section now appears greyed out.



1.3.5 Reorder sections

Some sections can be reordered, these include the **Subject page**, the **Values page** and the **Pastoral page** sections.

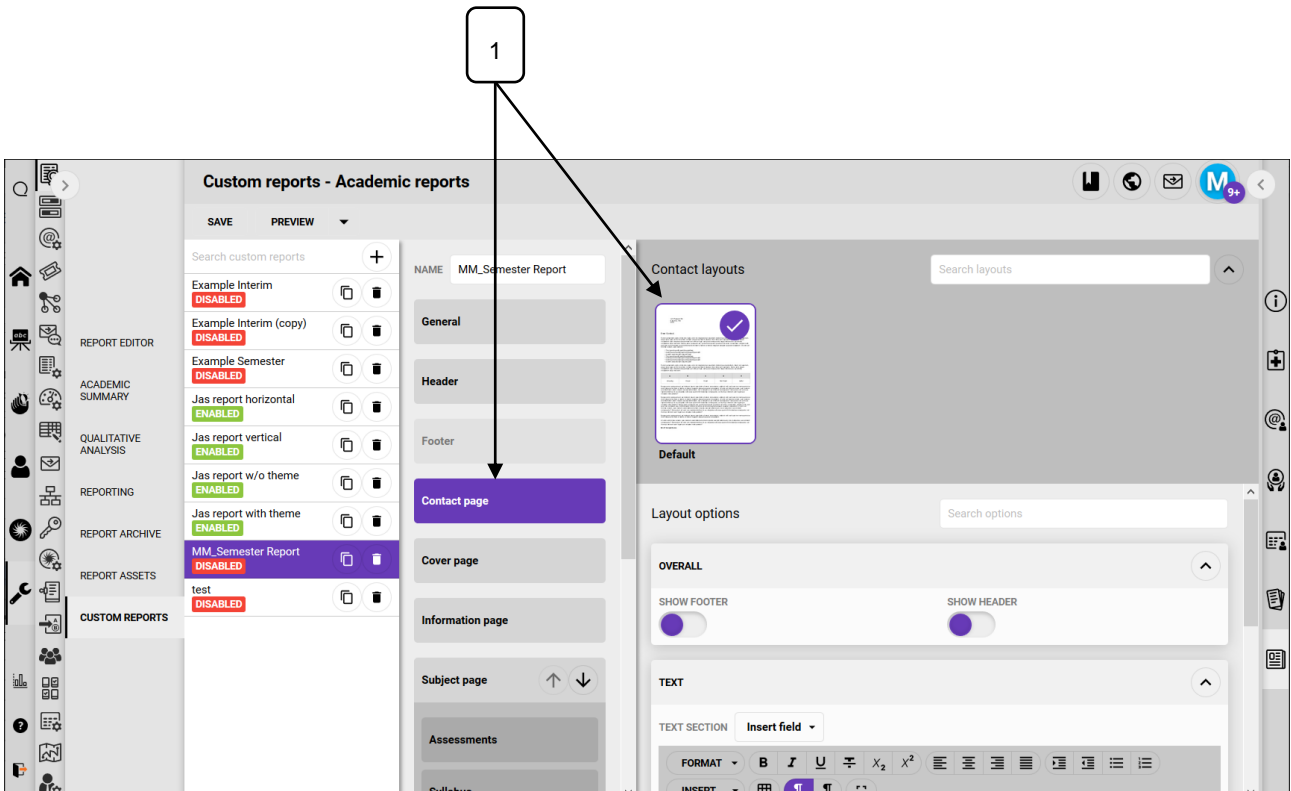
1. Select the section.
2. Click the **Move up** or **Move down** arrows.



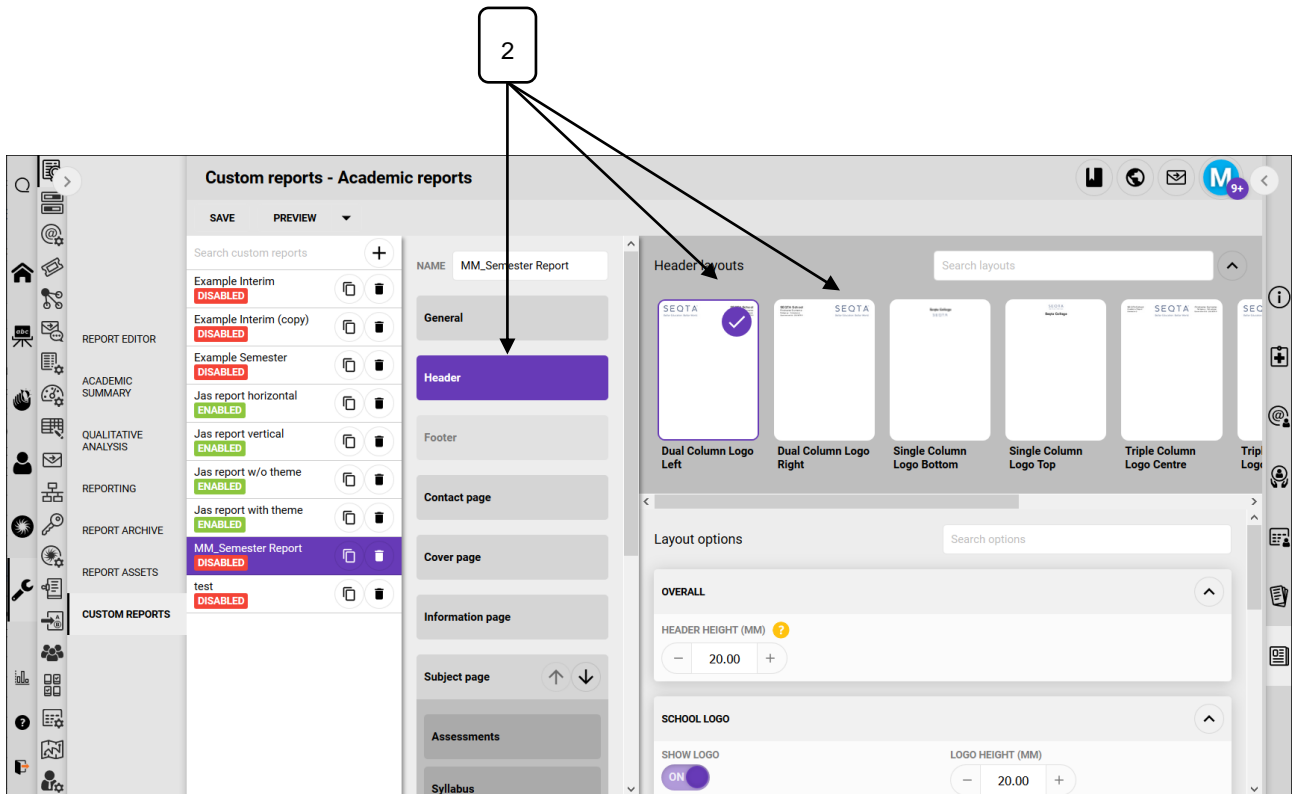
1.3.6 Working with Layouts

Once a section is selected the layouts (page layout) for that section appear. The layout selected controls what options are available, including which data can be included in that section. Some sections contain a single layout, e.g. **Contact page** or the **Cover page** sections, while others contain multiple layouts, e.g. **Header** or **Footer** sections. Only one layout can be selected.

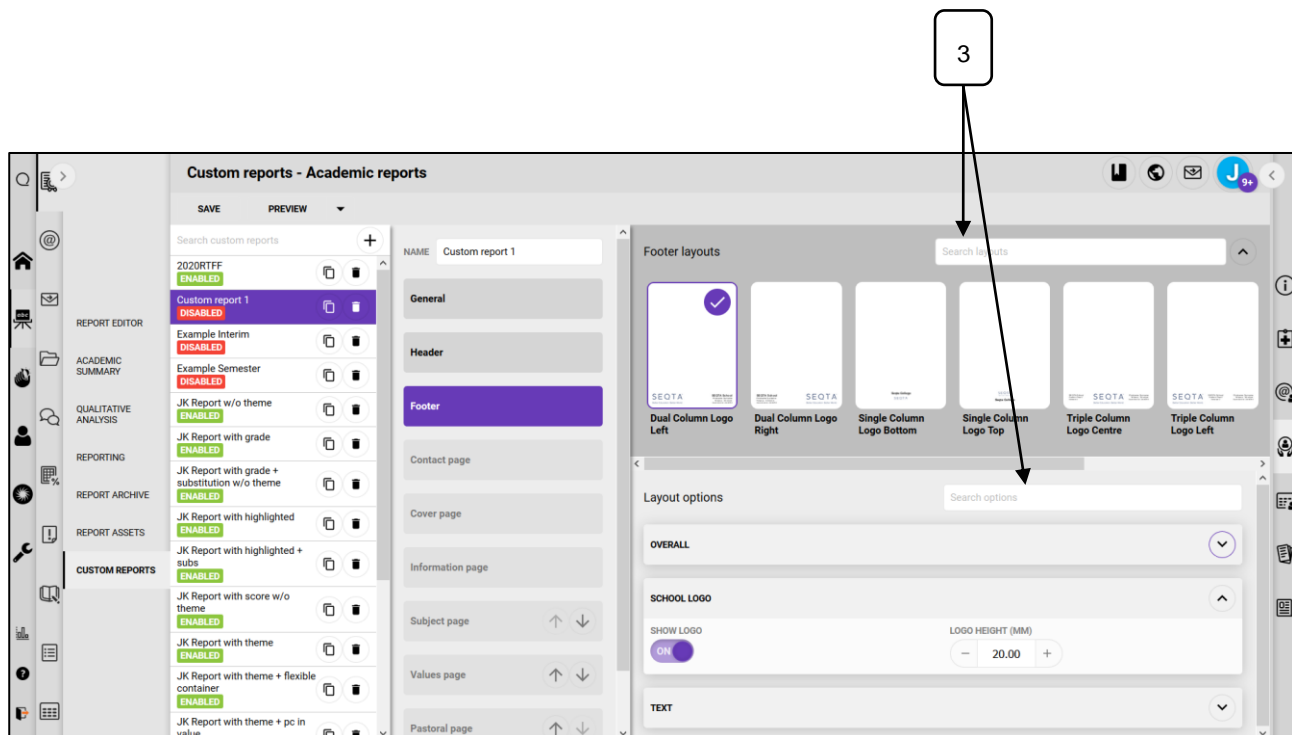
1. Section displaying a single layout.



2. Section displaying multiple layouts.

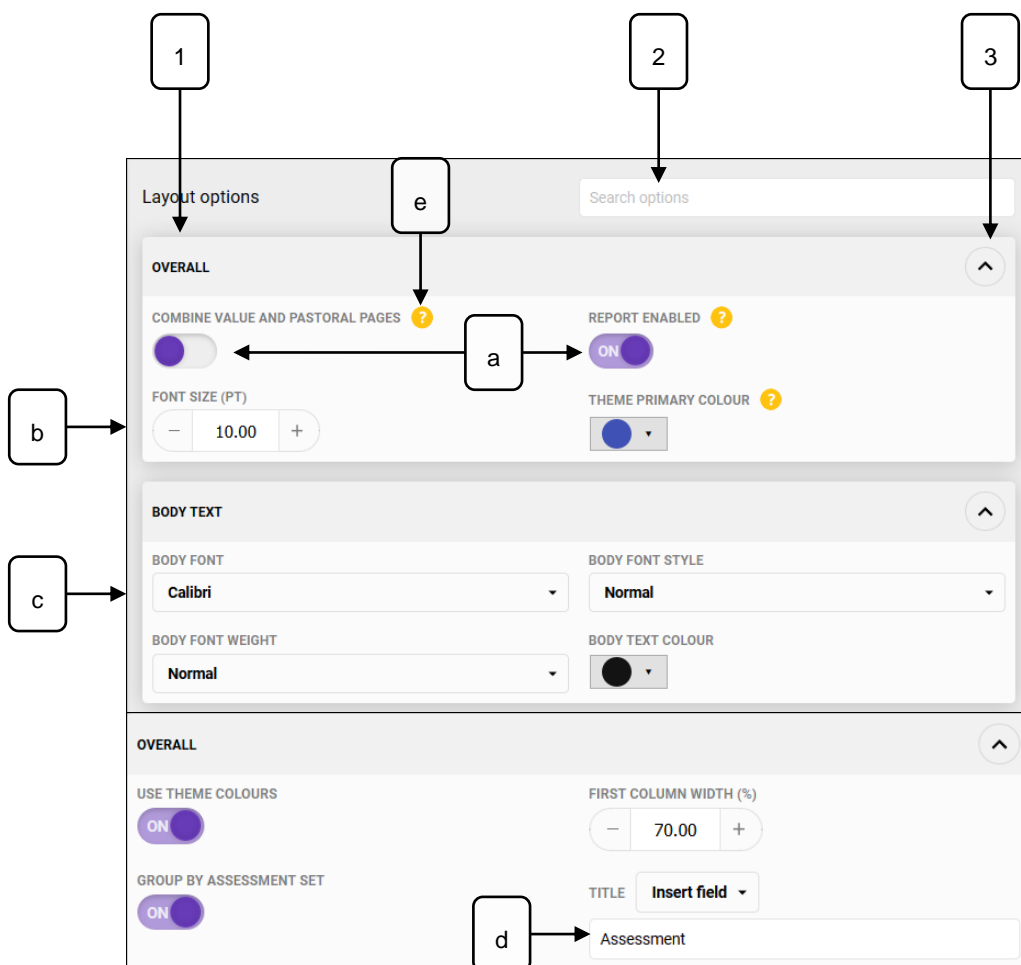


3. A search bar is available in the **Layout** panel and in the **Layout options** panel.



1.3.7 Working with Options

1. Once a layout is selected you will be presented with the available options in the layout.
2. Use the search bar to quickly find options.
3. Options can be expanded and collapsed as needed.
4. Most options contain multiple settings. The settings are controlled by;
 - a. Radio buttons that click on or off.
 - b. Measurement fields, for font size, column widths, logo size etc.
 - c. Drop down lists where options can be selected.
 - d. Text fields.
 - e. Some settings contain help text to further explain their use.

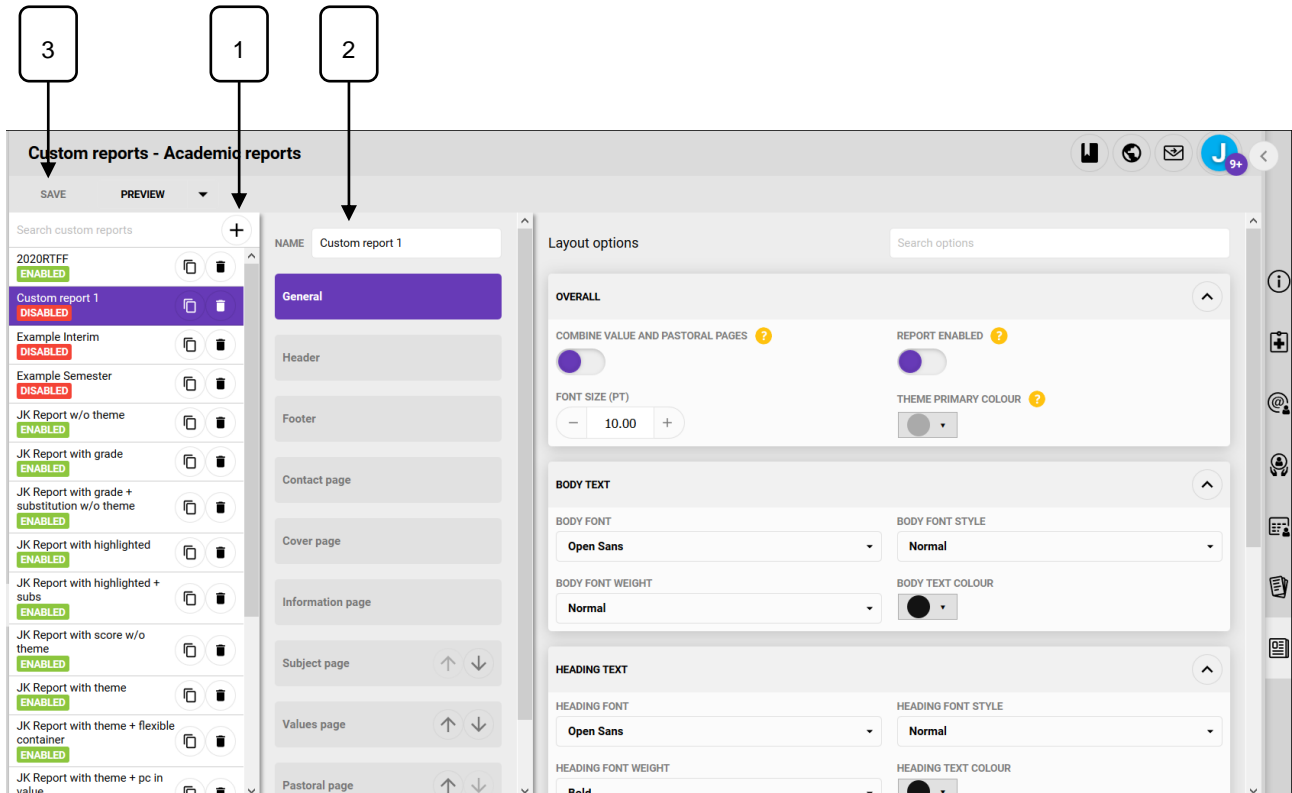


5. Some **Layouts** contain the same **Layout options** as others, these include:
 - a. The **Header** and **Footer** sections.
 - b. The **Contact page**, the **Information page** and the **Back page** sections.

2 Create Custom reports

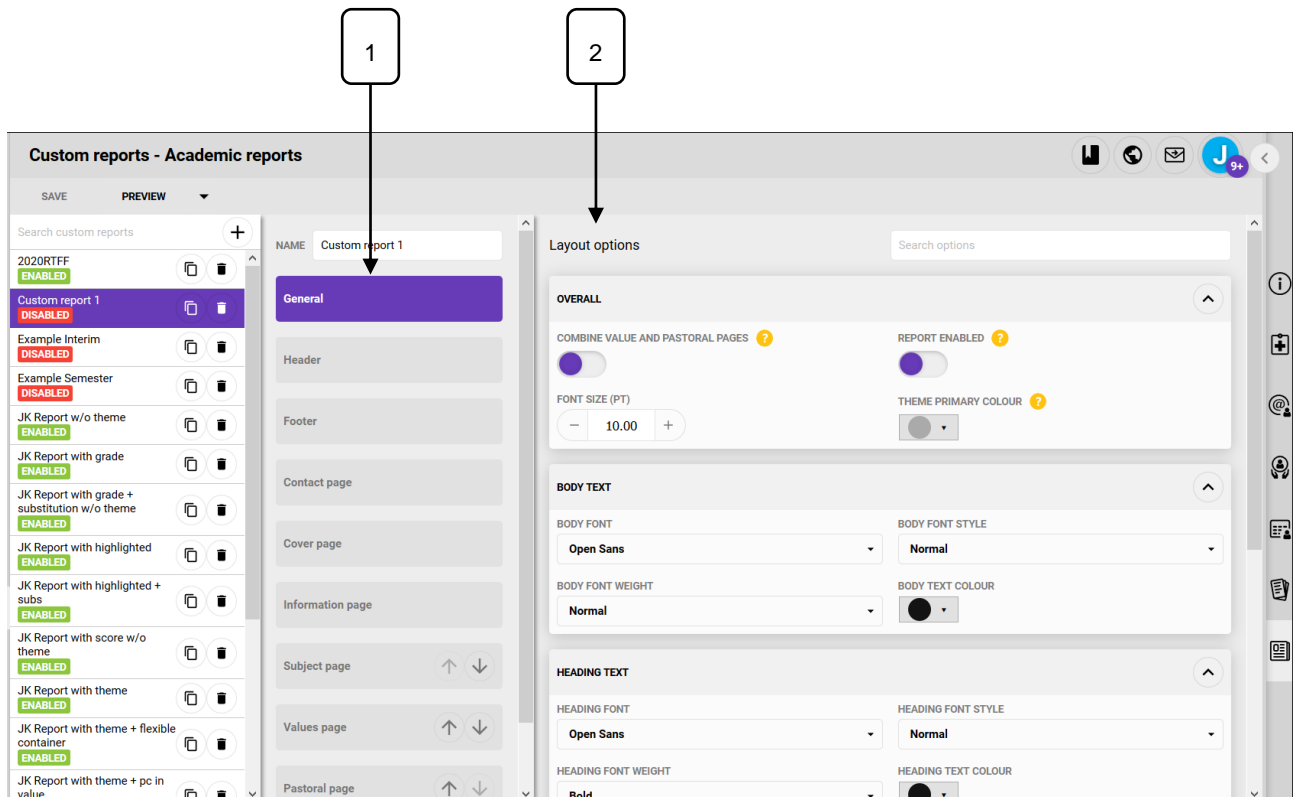
2.1 Create a Custom report

1. Click the **Add** $+$ button.
2. Enter a name.
3. Click **Save**.



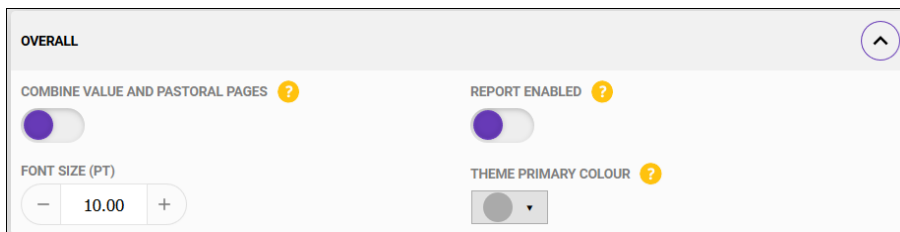
2.1.1 The General section

1. Click the **General** section.
2. Select the overarching layout options, including body text, heading text, margins and page numbers.



3. The **Overall** option:

- a. **Combine value and pastoral pages**, the **Pastoral** page will be removed, and the pastoral table will be added to the **Values** page.
- b. **Report enabled**, controls whether the report will display in the **Reporting** sub-page.
- c. **Font size (pt)**, the overall font size used on the report.
- d. **Theme primary colour**, the primary colour will be used throughout the report's tables and graphs and can be used to highlight achievements.



4. The **Body text** option:

- a. Set the **Body font**, **Body font style**, **Body font weight** and the **Body text colour** for the report.

The screenshot shows the 'BODY TEXT' settings panel. It has a title bar with an upward arrow icon. Below the title bar, there are four settings: 'BODY FONT' set to 'Open Sans', 'BODY FONT STYLE' set to 'Normal', 'BODY FONT WEIGHT' set to 'Normal', and 'BODY TEXT COLOUR' set to a black color swatch.

5. The **Heading text** option:

- a. Set the **Heading font**, **Heading font style**, **Heading font weight** and the **Heading text colour** for the report.

The screenshot shows the 'HEADING TEXT' settings panel. It has a title bar with an upward arrow icon. Below the title bar, there are four settings: 'HEADING FONT' set to 'Open Sans', 'HEADING FONT STYLE' set to 'Normal', 'HEADING FONT WEIGHT' set to 'Bold', and 'HEADING TEXT COLOUR' set to a black color swatch.

6. The **Margins** option:

- a. Set the **Bottom**, **Left**, **Right** and **Top** margins.

The screenshot shows the 'MARGINS' settings panel. It has a title bar with an upward arrow icon. Below the title bar, there are four margin settings, each with a minus sign, a text input field, and a plus sign: 'BOTTOM MARGIN (MM)' set to 10.00, 'LEFT MARGIN (MM)' set to 10.00, 'RIGHT MARGIN (MM)' set to 10.00, and 'TOP MARGIN (MM)' set to 10.00.

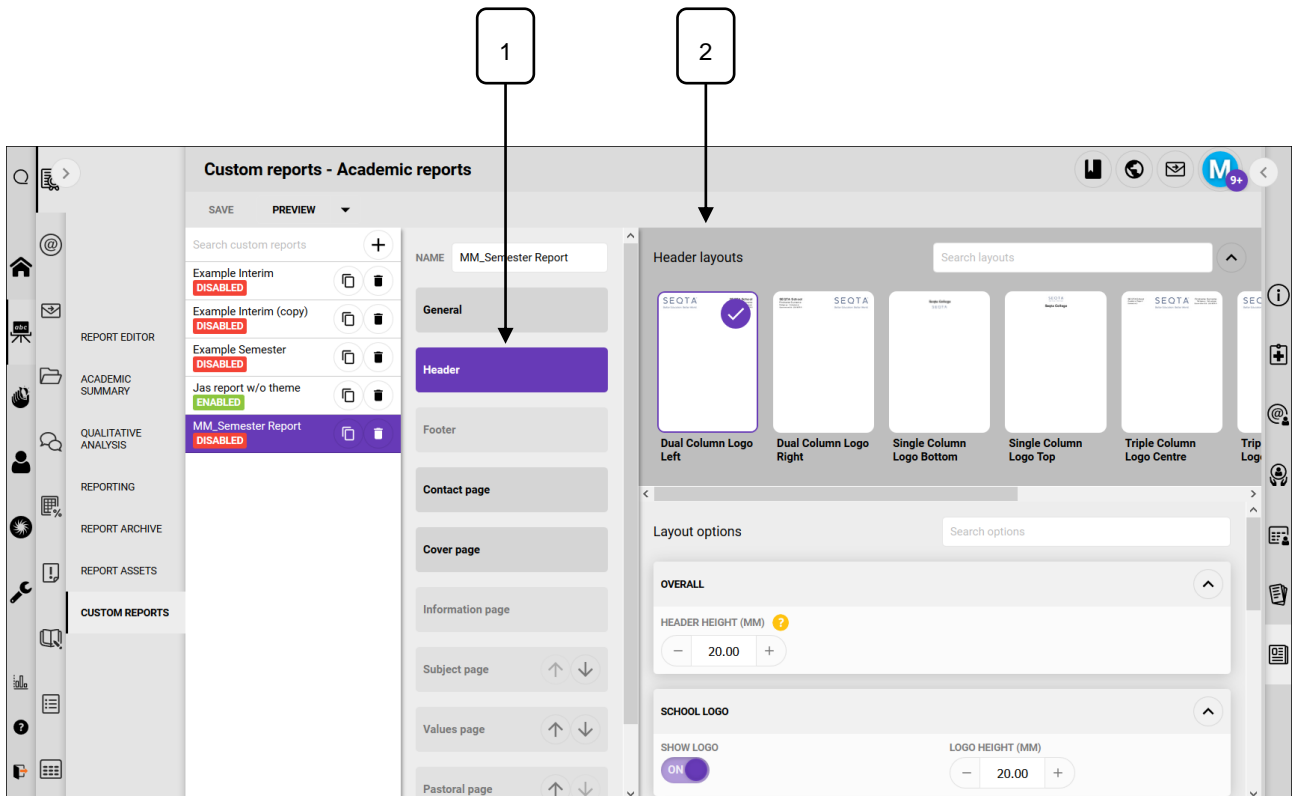
7. The **Page settings** option:

- a. **Show page numbers**, whether or not to display pages numbers.
- b. **Page orientation**, select **Portrait** or **Landscape**.
- c. **Page size**, select **A3**, **A4** or **A5**.

The screenshot shows the 'PAGE SETTINGS' panel. It has a title bar with an upward arrow icon. Below the title bar, there are three settings: 'SHOW PAGE NUMBERS' with a toggle switch turned on, 'PAGE ORIENTATION' set to 'Portrait', and 'PAGE SIZE' set to 'A4'.

2.1.2 The Header section

1. Click the **Header** section.
2. Select a **Header layout**.

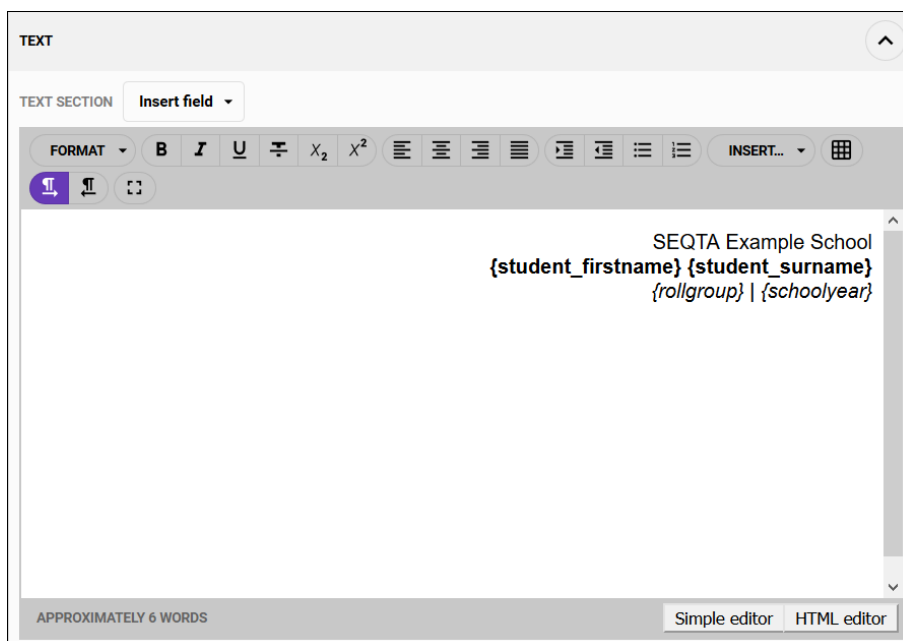


3. Select the **Layout options**, including positioning and size of of school logos.
4. The **Overall** option:
 - a. **Header height (mm)**, setting the height affects the layout of the report and ensures there is always enough room to prevent elements running into each other. Ensure this is set appropriately to avoid content being truncated.

5. The **School logo** option:
 - a. **Logo height (mm)**, sett the height of the school logo.
 - b. **Show logo**, whether or not to display the school logo.

6. The **Text** option:

- a. **Text**, use the text option to add additional text, merge fields can be added from the **Insert field** dropdown. Refer to the table below for the available merge fields.



Report fields	Explanation (if applicable)
Campus name	E.g. North campus / South campus
Campus code	E.g. NTH / STH
Campus coordinator	The selected staff member allocated as coordinator for the campus to which the student is allocated.
Current date	
Government ID	
he/she/they	
He/She/They	
him/her/them	
Him/Her/Them	
himself/herself/themself	
Himself/Herself/Themself	
his/her/their	
His/Her/Their	
House name	E.g. Arcadia / Blue
House code	E.g. ARC / BL
House coordinator	The selected staff member allocated as coordinator for the house to which the student is allocated.
Report type label	

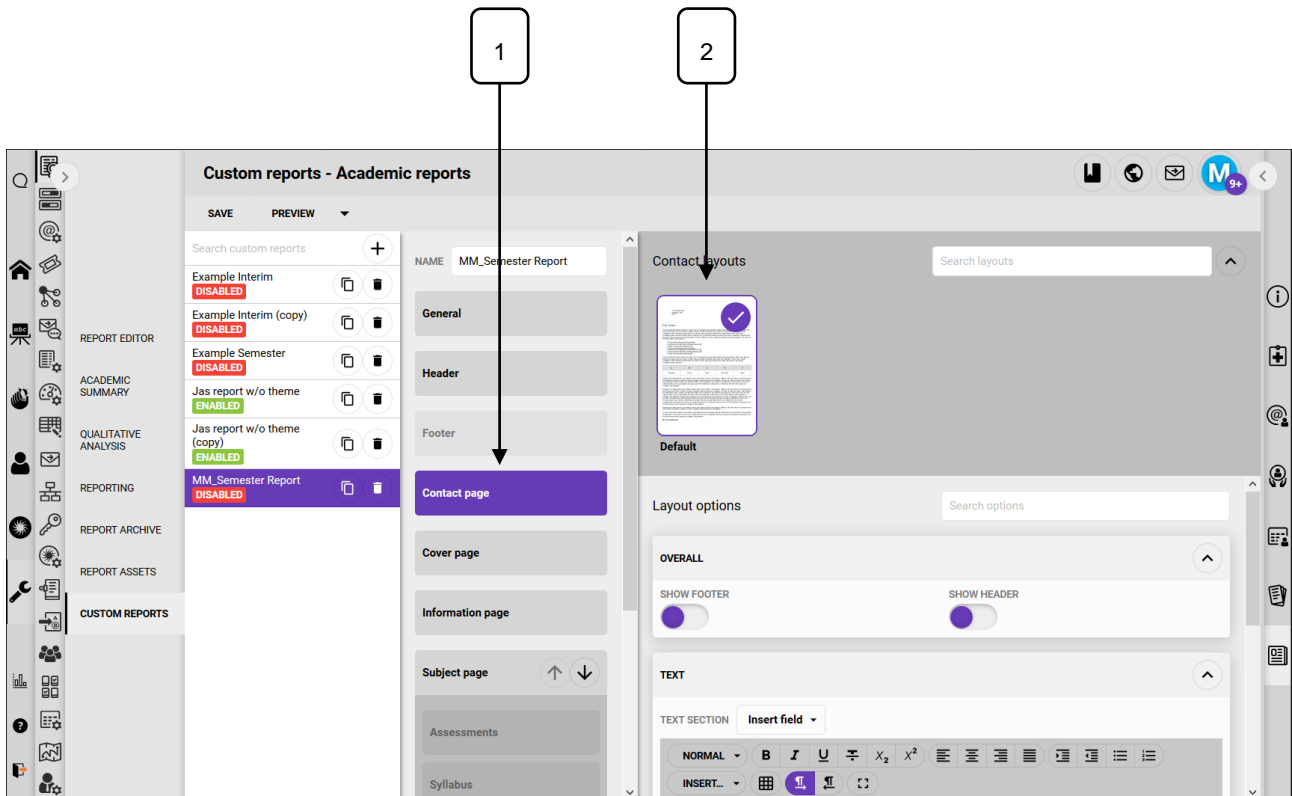
Report fields	Explanation (if applicable)
Report type custom text 1 - 8	
Rollgroup name	
Rollgroup code	
Rollgroup coordinator	The selected staff member allocated as coordinator for the rollgroup to which the student is allocated.
Schoolyear name	E.g. Year 9
Schoolyear code	E.g. 09
Schoolyear coordinator	The selected staff member allocated as coordinator for the schoolyear to which the student is allocated.
son/daughter/child	
Son/Daughter/Child	
Student firstname	Student's legal first name
Student pefname	Student preferred name, if specified. If not specified will use student firstname.
Student surname	Student's legal surname
Student title	
Subschool name	
Subschool coordinator	The selected staff member allocated as coordinator for the subschool to which the student is allocated.
Term description	Semester 1 2020
Term code	S12020
Term year	2020

2.1.3 The Footer section

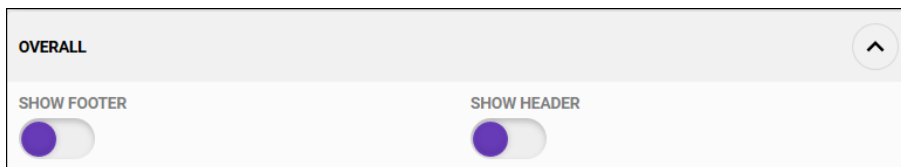
1. Click the **Footer** section.
 - a. Follow the instructions in the **Header** section.

2.1.4 The Contact page section

1. Click the **Contact page** section.
2. Select the **Default** layout.

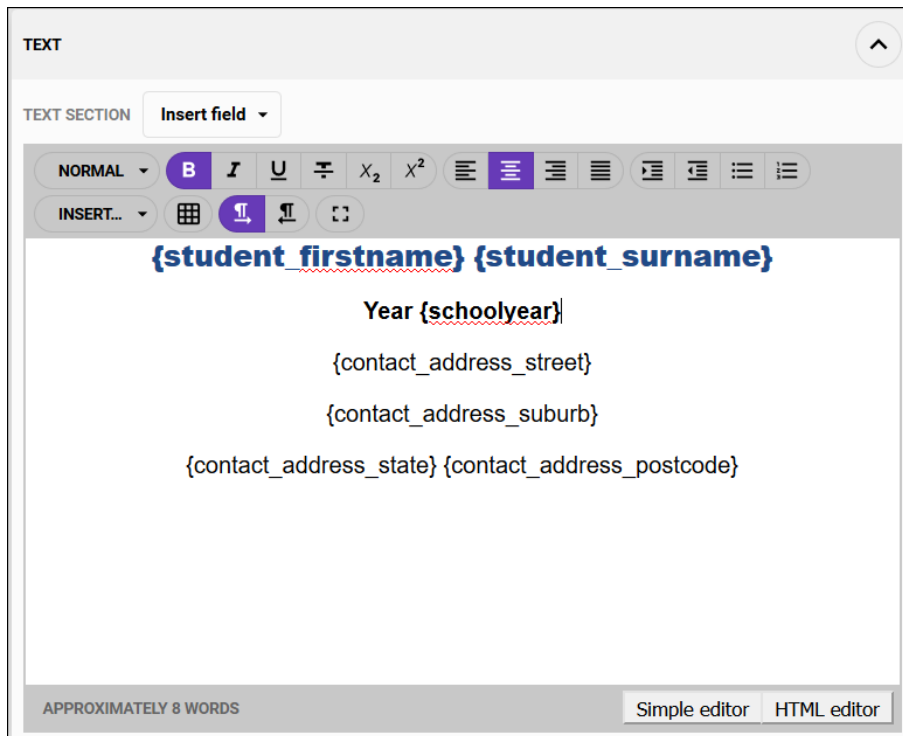


3. The **Overall** option.
 - a. **Show footer**, determines whether a footer is displayed.
 - b. **Show header**, determines whether a header is displayed.



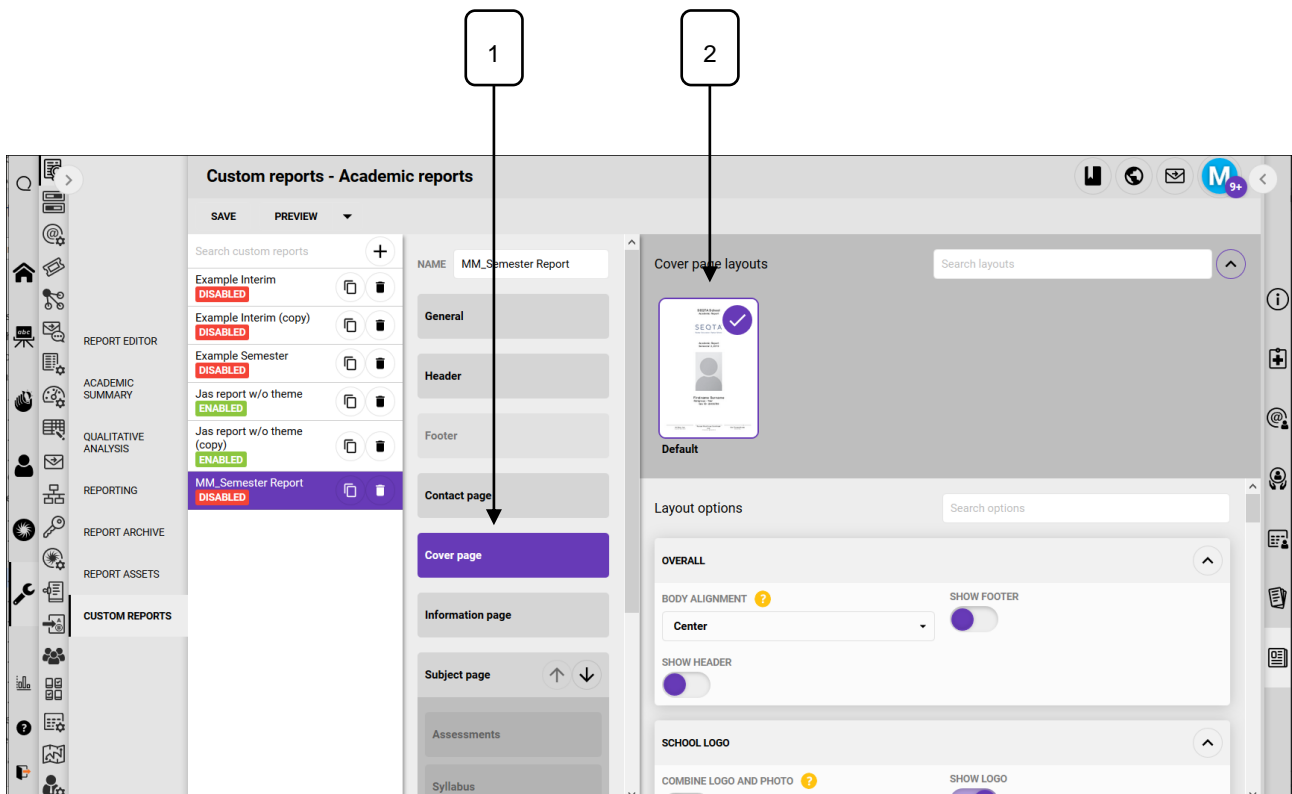
4. The **Text** option:

- a. **Text**, use the text option to add additional text, merge fields can be used, these are added from the **Insert field** dropdown.

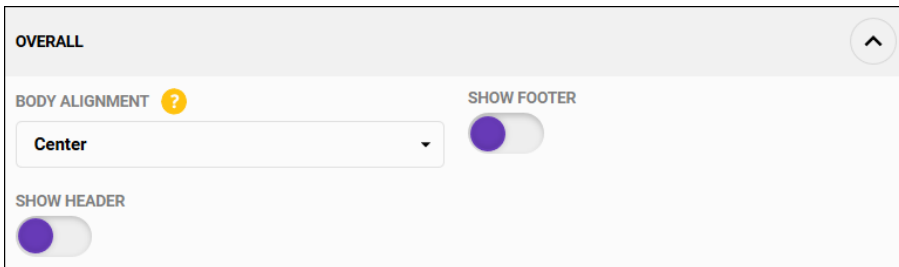


2.1.5 The Cover page section

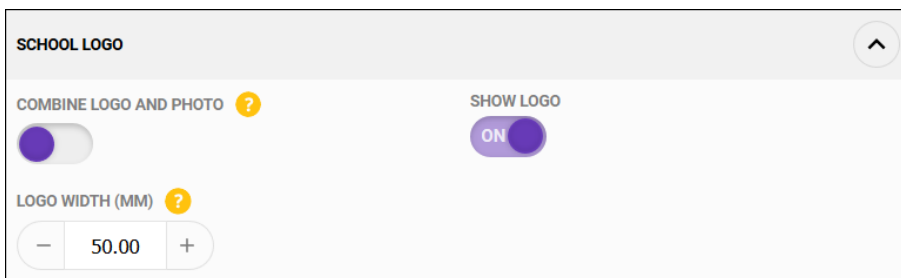
1. Click the **Cover page** section.
2. Select the **Default** layout.



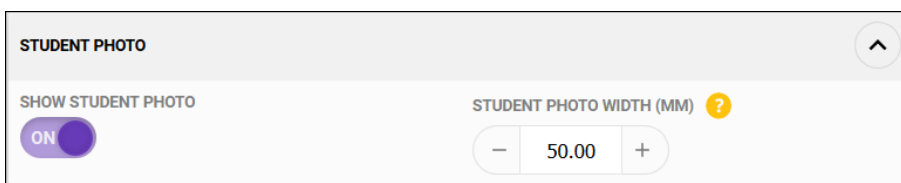
3. The **Overall** option.
 - a. **Body alignment**, choose the alignment for the page.
 - b. **Show Footer**, determines whether a footer is displayed.
 - c. **Show Header**, determines whether a header is displayed.



4. The **School logo** option.
 - a. **Combine logo and photo**, this will align the logo and photo images horizontally instead of the standard vertical alignment.
 - b. **Show logo**, whether or not to display a school logo.
 - c. **Logo width (mm)**, control the width of the logo.



5. The **Student photo** option.
 - a. **Show student photo**, determines if the student photo should be displayed.
 - b. **Student photo width (mm)**, control the width of the logo.



6. The **Signatures meta** option.
 - a. **Display signature images**, determines if signature images should be displayed. The signatures will be pulled from components on the **Report Assets** sub-page.***
 - b. **Display signature lines**, determines if signatures lines should be displayed.
 - c. **Layout of signatures container**, determines if the signatures run horizontally along the bottom margin or vertically on the page.
 - d. **Alignment of vertical layout**, if vertical **Layout of signatures container** is used this options lets users select the alignment.

SIGNATURES META ^

DISPLAY SIGNATURE IMAGES

ON

LAYOUT OF SIGNATURES CONTAINER

Horizontal ▼

DISPLAY SIGNATURE LINES

ON

ALIGNMENT OF VERTICAL LAYOUT

Left ▼

7. The **Campus signatures** option.

- a. **Show campus signature**, determines whether a campus signature is displayed.
- b. **Campus title**, enter text, select from the **Insert field** dropdown or use a combination of both.

CAMPUS SIGNATURES ^

SHOW CAMPUS SIGNATURE

ON

CAMPUS TITLE Insert field ▼

{campus}

8. For the **House signatures**, **Rollgroup signatures**, **Schoolyear signatures**, **Subschool signatures** categories, follow the instructions in the **Campus signatures** option.

9. The **Principal signatures** option.

- a. **Show principal's signature**, determines whether a campus signature is displayed.
- b. **Principal's title**, enter text, select from the **Insert field** dropdown, or use a combination of both.
- c. **Principal's name**, , enter text, select from the **Insert field** dropdown, or use a combination of both.

PRINCIPAL SIGNATURES ^

SHOW PRINCIPAL'S SIGNATURE

ON

PRINCIPAL'S NAME Insert field ▼

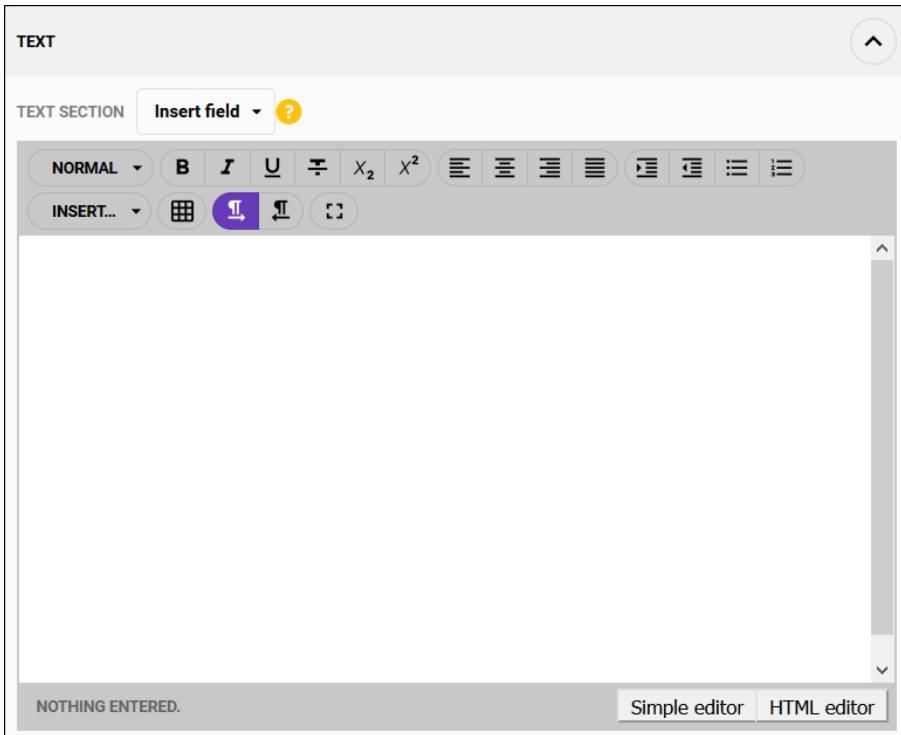
Mr Albus Percival Wulfric Brian Dumbledore

PRINCIPAL'S TITLE Insert field ▼

Headmaster

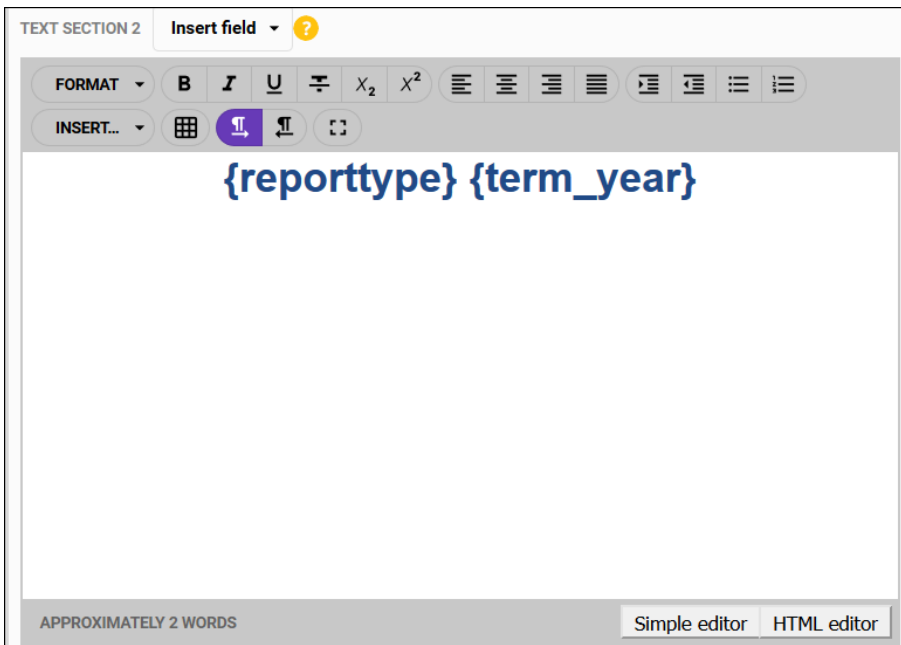
10. The **Text** option.

- a. This text field will be placed above the **School Logo** field.
- b. **Text**, use the text option to add additional text, merge fields can be added from the **Insert field** dropdown.



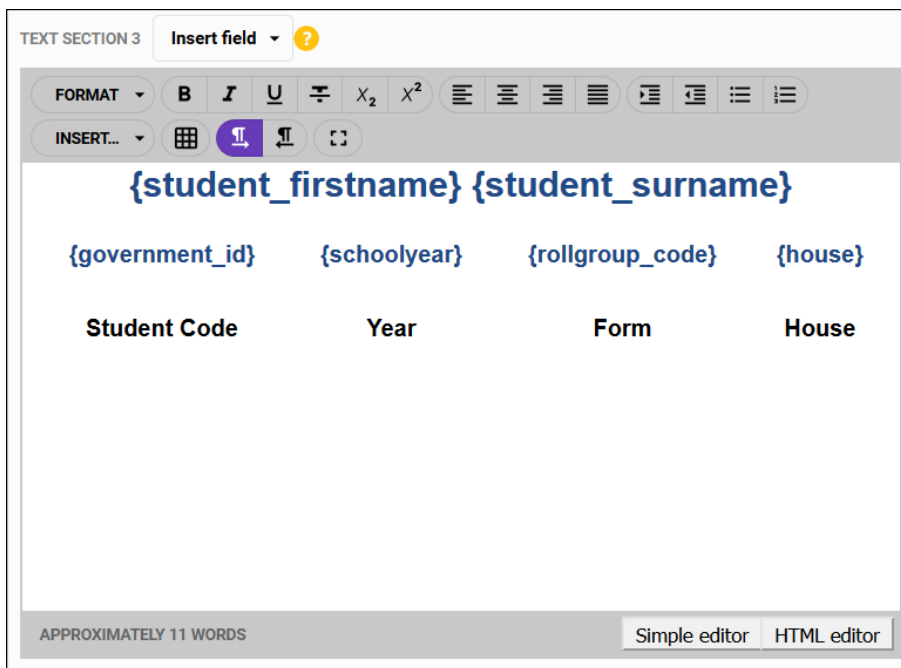
11. The **Text section 2** option.

- a. This text field will be placed between the **School logo** field and the **Student photo** field.



12. The **Text section 3** option.

a. This text field will be placed below the **Student photo** field.



The screenshot shows a text editor window titled "TEXT SECTION 3" with an "Insert field" dropdown and a help icon. The editor contains a form layout with the following fields:

- {student_firstname} {student_surname}**
- {government_id}** **{schoolyear}** **{rollgroup_code}** **{house}**
- Student Code** **Year** **Form** **House**

At the bottom, it indicates "APPROXIMATELY 11 WORDS" and has "Simple editor" and "HTML editor" tabs.

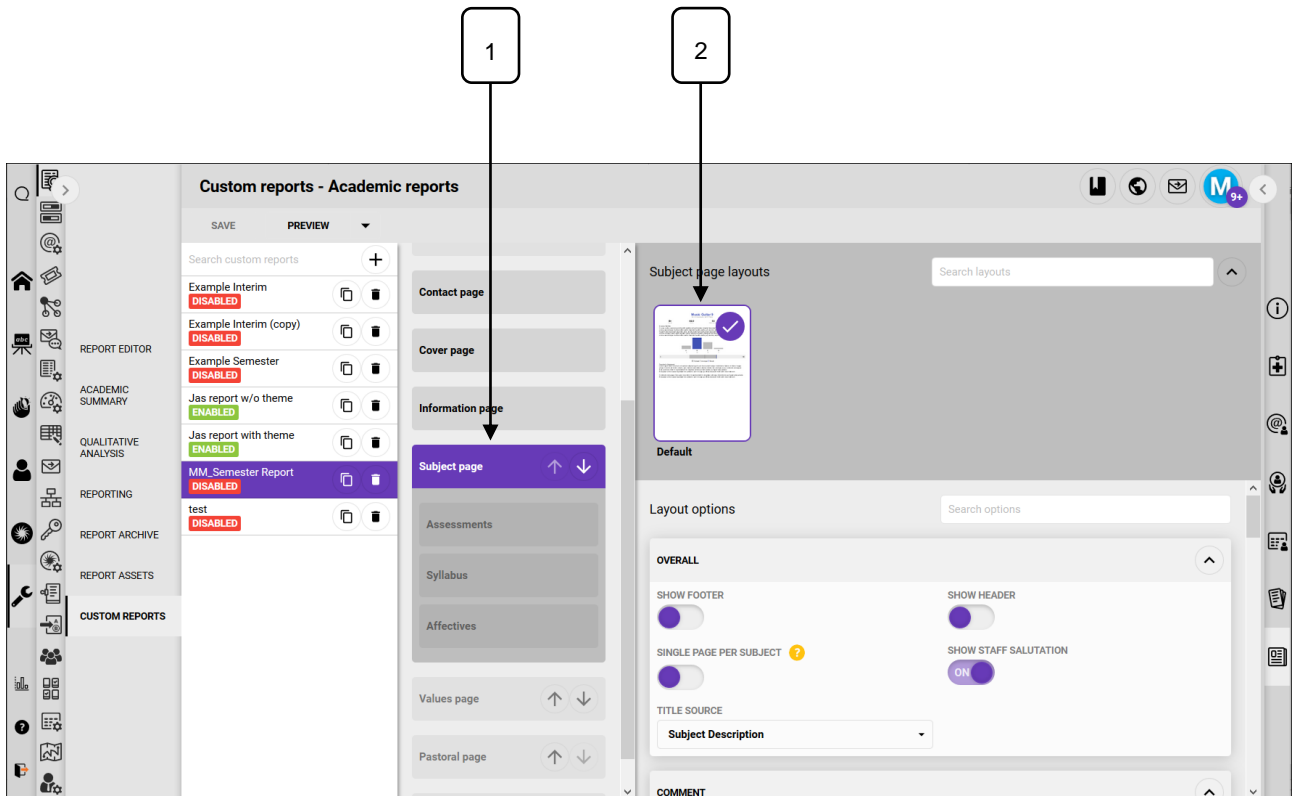
2.1.6 The Information page section

1. Click the **Information page** section.
2. Select the **Default** layout.
3. Follow the instructions in the **Contact page** section.

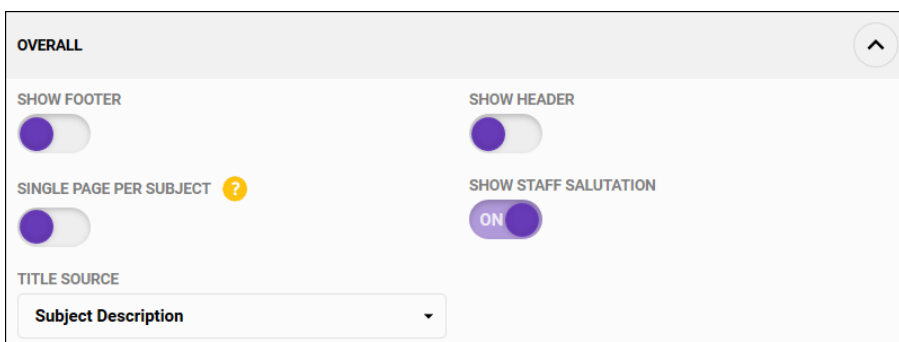
2.1.7 The Subject page section

The Subject page section is used to determine what subject information appears on an academic report. The **Subject page** section contains the layout options along with three sub-sections for **Assessments**, **Syllabus** and **Affectives**.

1. Click the **Subject page** section.
2. Select the **Default** layout.



3. The **Overall** option.
 - a. **Show footer**, determines whether a footer is displayed.
 - b. **Show header**, determines whether a header is displayed.
 - c. **Single page per subject**, forces a page break between each subject.
 - d. **Show staff salutation**, displays the staff salutation for each subject.
 - e. **Title source**, the title that will appear for each subject, select either programme title or subject description.



4. The **Comment** option.

- a. **Show comment**, whether or not to display a subject comment.
- b. **Comment heading**, enter raw text or select from the **Insert field** dropdown.

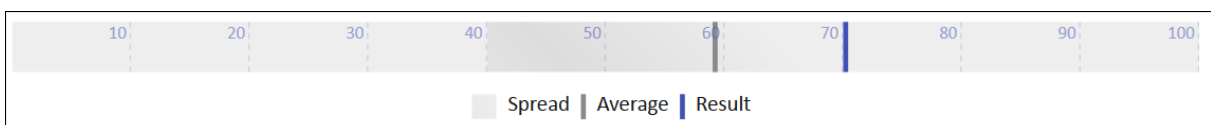
The screenshot shows a configuration panel titled "COMMENT". It features a "SHOW COMMENT" toggle switch set to "ON". To the right, there is a "COMMENT HEADING" dropdown menu with "Insert field" selected. Below this is a text input field containing the text "Teachers comment".

5. The **Box graph** option.

- a. **Show box plot graph**, whether or not to display a box graph.
- b. **Average label**, enter raw text or select from the **Insert field** dropdown.
- c. **Result label**, enter raw text or select from the **Insert field** dropdown.
- d. **Show box plot graph markings**, whether or not to display a box graph markings.
- e. **Spread label**, enter raw text or select from the **Insert field** dropdown.

The screenshot shows a configuration panel titled "BOX GRAPH". It includes a "SHOW BOX PLOT GRAPH" toggle switch that is currently turned off. To the right, there are three dropdown menus: "AVERAGE LABEL" with "Insert field" selected, "RESULT LABEL" with "Insert field" selected, and "SPREAD LABEL" with "Insert field" selected. Below each dropdown is a text input field containing the text "Average", "Result", and "Spread" respectively. On the right side, there is a "SHOW BOX PLOT GRAPH MARKINGS" toggle switch that is currently turned on.

Box graph example



6. The **Distribution graph** option.
 - a. **Show distribution graph**, whether or not to display a distribution graph.
 - b. **Show values as percentage**, display values as a percentage.
 - c. **Reverse layout**, reverse the graph layout.
 - d. **Show bar chart**, whether or not to display a bar chart.
 - e. **Graph title**, enter raw text or select from the **Insert field** dropdown.

DISTRIBUTION GRAPH ^

SHOW DISTRIBUTION GRAPH

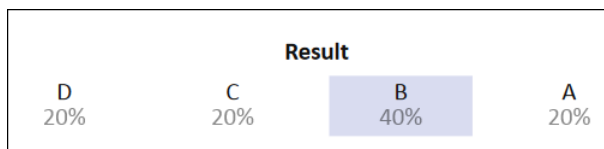
SHOW VALUE AS PERCENTAGE

REVERSE LAYOUT

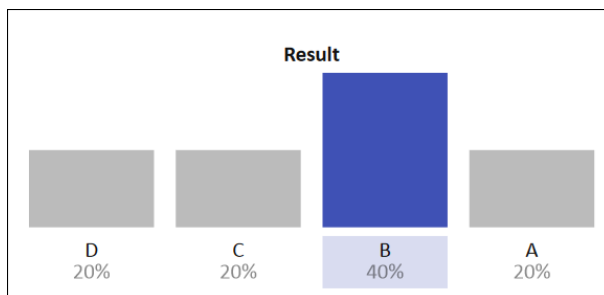
SHOW BAR CHART ON

GRAPH TITLE Insert field ▾

Distribution graph example



Distribution graph example with a Bar chart



7. The **Outline** option.
 - a. **Show outline**, whether or not to display the subject outline.
 - b. **Outline heading**, enter raw text or select from the **Insert field** dropdown.

OUTLINE ^

SHOW OUTLINE ON

OUTLINE HEADING Insert field ▾

Programme outline

8. The **Average result** option.

- a. **Show average**, displays the class average based on the moderated score.
- b. **Average label**, enter raw text or select from the **Insert field** dropdown.

9. The **Custom fields** option.

- a. **Show field 1Show field 20**, whether or not to include the custom fields from the **Course type** used by this subject. Each course type can contain up to 20 custom fields.
- b. **Substituted Field 1 valuesSubstituted field 20 values**, replaces grades with the content defined in the course type setup explanation field. Must be in the following format: A=Excellent, B=Good, etc.

Results showing a custom field - Exam Mark based

	Result
Overall Grade	B
Overall %	70.0
Average result	59
Exam Mark based	B

Results showing a custom field - Exam Mark based with substituted value

	Result
Overall Grade	B
Overall %	70.0
Average result	59
Exam Mark based	Good

10. The **Grade result** option.

- a. **Show moderated grade**, whether or not to display the moderated grade.
- b. **Moderated grade label**, enter raw text or select from the **Insert field** dropdown.
- c. **Moderated grade substitutions**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

The screenshot shows a configuration panel titled "GRADE RESULT". At the top right is an upward-pointing arrow icon. Below the title, there are two main sections. The first section is "SHOW MODERATED GRADE", which includes a purple toggle switch labeled "ON". To the right of this section is the "MODERATED GRADE LABEL" section, which features a dropdown menu labeled "Insert field" and a text input field containing the text "Overall Grade". The second section is "MODERATED GRADE SUBSTITUTIONS", which includes a dropdown menu labeled "Insert field" with a yellow question mark icon to its right, and a text input field below it.

11. The **Score result** option.

- a. **Show moderated score**, whether or not to display the moderated score.
- b. **Moderated score label**, enter raw text or select from the **Insert field** dropdown.

The screenshot shows a configuration panel titled "SCORE RESULT". At the top right is an upward-pointing arrow icon. Below the title, there are two main sections. The first section is "SHOW MODERATED SCORE", which includes a purple toggle switch labeled "ON". To the right of this section is the "MODERATED SCORE LABEL" section, which features a dropdown menu labeled "Insert field" and a text input field containing the text "Overall %".

12. The **Results** option.

- a. **Display as table**, whether or not to display the results as a table.
- b. **Show border**, whether or not to display a table border.
- c. **Border colour**, select the border colour.
- d. **Border style**, select the border style.
- e. **Border thickness**, select the border thickness.
- f. **Use them colours**, whether or not to use the them colours.
- g. **First column width**, select the width of the first column.
- h. **Title**, enter raw text or select from the **Insert field** dropdown.

RESULTS ^

DISPLAY AS TABLE

BORDER COLOUR

BORDER THICKNESS (PT)
- 1.00 +

FIRST COLUMN WIDTH (%)
- 50.00 +

SHOW BORDER

BORDER STYLE
Solid

USE THEME COLOURS

TITLE Insert field

Results displayed as a table

	Result
Overall Grade	B
Overall %	70.0
Average result	59
Exam Mark based	B

Results displayed without a table

Drama

Jas Kaur

B

Overall Grade

70.0

Overall %

59

Average result

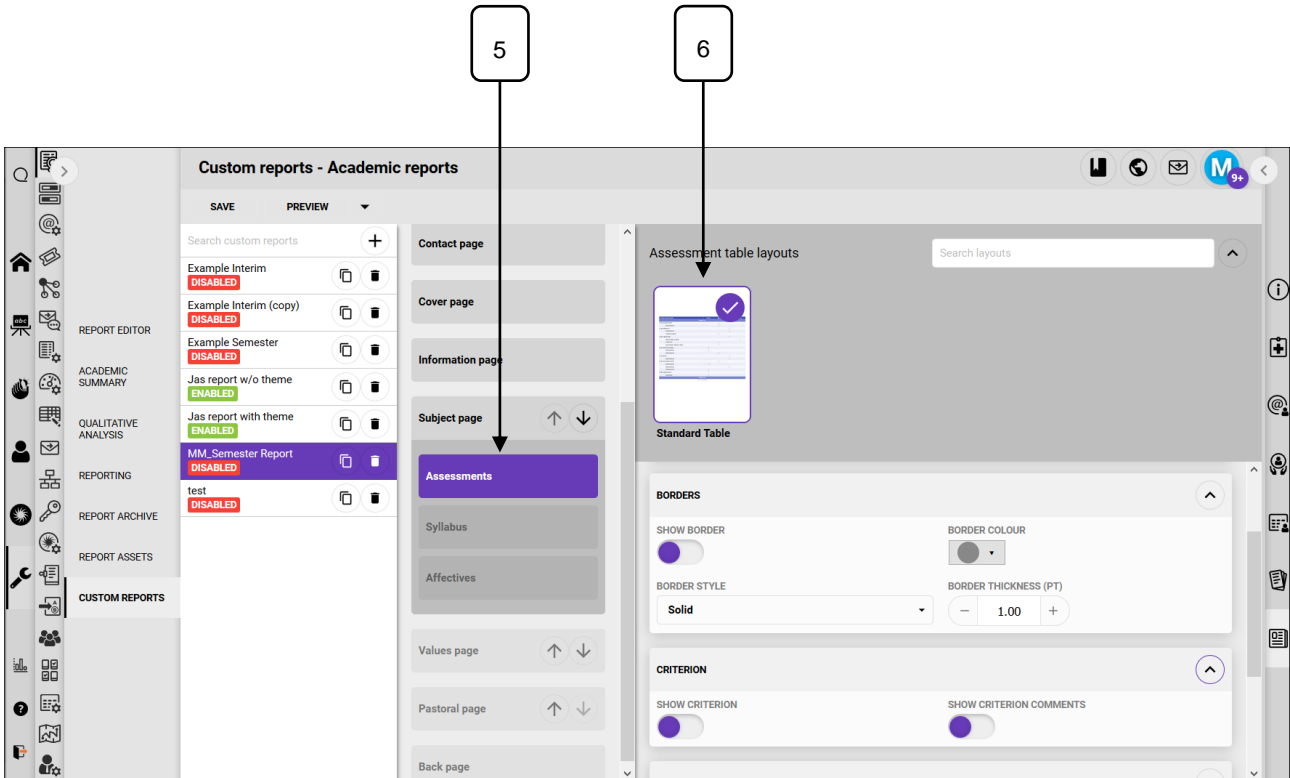
Good

Exam Mark based

2.1.7.1 The Assessments sub-section

The **Assessments** sub-section is used to include assessment results on a custom report.

1. Click the **Assessments** sub-section.
2. Select the **Standard table** layout.



3. The **Overall** option.
 - a. **Use theme colours**, whether or not to use the reports theme colours.
 - b. **First column width %**, control the width of the column.
 - c. **Group by assessment set**, whether to group assessments by the assessment group they belong to.
 - d. **Title**, enter raw text or select from the **Insert field** dropdown.

The 'OVERALL' configuration panel is shown. It contains the following settings:

- USE THEME COLOURS**: ON (toggle)
- FIRST COLUMN WIDTH (%)**: 70.00 (input field with minus and plus buttons)
- GROUP BY ASSESSMENT SET**: ON (toggle)
- TITLE**: Insert field (dropdown menu)
- Assessment**: (input field)

Grouped assessments

Assessment	Result
Practical	
All the world's your stage	B
Performance — Audition piece	A
Theory	
In class test	A

Ungrouped assessments

Assessment	Result
All the world's your stage	B
In class test	A
Performance — Audition piece	A

4. The **Borders** option.
 - a. **Show border**, whether or not to display a border.
 - b. **Border colour**, set the border colour.
 - c. **Border style**, set the border style.
 - d. **Border thickness (pt)**, set the border thickness.

BORDERS ^

SHOW BORDER

BORDER COLOUR

▼

BORDER STYLE

Solid ▼

BORDER THICKNESS (PT)

- 1.00 +

5. The **Criterion** option.
 - a. **Show criterion**, whether or not to display assessment criterion.
 - b. **Show criterion comments**, whether or not to display assessment criterion public comments.

CRITERION ^

SHOW CRITERION

SHOW CRITERION COMMENTS

6. The **Results** option.
 - a. **Show assessment custom text**, displays the contents of the custom text field.
 - b. **Decimal places**, set the number of decimal places to display.
 - c. **Display style**, select from **Standard result (Grade)**, **Standard result (Score)**, **Highlighted result**, **Ticks** or **Ticks with highlighted result**, see below for examples.
 - d. **Substitutions**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

RESULTS ▲

SHOW ASSESSMENT CUSTOM TEXT DECIMAL PLACES

- 0.00 +

DISPLAY STYLE SUBSTITUTIONS Insert field ?

Standard result (Grade)

Display style examples

Display style	Description												
Standard result (Grade)	Displays the grade result.												
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th style="width: 60%;">Assessment</th> <th style="width: 40%;">Result</th> </tr> </thead> <tbody> <tr style="background-color: #2c5e8c; color: white;"> <td colspan="2" style="text-align: center;">Practical</td> </tr> <tr> <td>All the world's your stage</td> <td style="text-align: center;">B</td> </tr> <tr> <td>Performance — Audition piece</td> <td style="text-align: center;">A</td> </tr> <tr style="background-color: #2c5e8c; color: white;"> <td colspan="2" style="text-align: center;">Theory</td> </tr> <tr> <td>In class test</td> <td style="text-align: center;">A</td> </tr> </tbody> </table>		Assessment	Result	Practical		All the world's your stage	B	Performance — Audition piece	A	Theory		In class test	A
Assessment	Result												
Practical													
All the world's your stage	B												
Performance — Audition piece	A												
Theory													
In class test	A												
Standard result (Score)	Displays the score (mark) result.												
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th style="width: 60%;">Assessment</th> <th style="width: 40%;">Result</th> </tr> </thead> <tbody> <tr style="background-color: #2c5e8c; color: white;"> <td colspan="2" style="text-align: center;">Practical</td> </tr> <tr> <td>All the world's your stage</td> <td style="text-align: center;">70.00%</td> </tr> <tr> <td>Performance — Audition piece</td> <td style="text-align: center;">79.85%</td> </tr> <tr style="background-color: #2c5e8c; color: white;"> <td colspan="2" style="text-align: center;">Theory</td> </tr> <tr> <td>In class test</td> <td style="text-align: center;">86.70%</td> </tr> </tbody> </table>		Assessment	Result	Practical		All the world's your stage	70.00%	Performance — Audition piece	79.85%	Theory		In class test	86.70%
Assessment	Result												
Practical													
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Theory													
In class test	86.70%												
Highlighted results	Highlights the result.												
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Assessment	Result												
Practical													
All the world's your stage	A B C D E												
Performance — Audition piece	A B C D E												
Theory													
In class test	A B C D E												

Display style	Description																																				
Ticks	Displays ticks against the grade.																																				
<table border="1"> <thead> <tr> <th>Assessment</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">Practical</td> </tr> <tr> <td>All the world's your stage</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Performance — Audition piece</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: center;">Theory</td> </tr> <tr> <td>In class test</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Assessment	A	B	C	D	E	Practical						All the world's your stage		✓				Performance — Audition piece	✓					Theory						In class test	✓				
Assessment	A	B	C	D	E																																
Practical																																					
All the world's your stage		✓																																			
Performance — Audition piece	✓																																				
Theory																																					
In class test	✓																																				
Ticks with highlighted results	Displays ticks in a heightened cell.																																				
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Assessment	A	B	C	D	E																																
Practical																																					
All the world's your stage		✓																																			
Performance — Audition piece	✓																																				
Theory																																					
In class test	✓																																				

7. The **Text** option.

- a. **Key text**, enter raw text or select from the **Insert field** dropdown. The text displays below the assessment table.

TEXT ^

KEY TEXT

Assessment table showing Key text

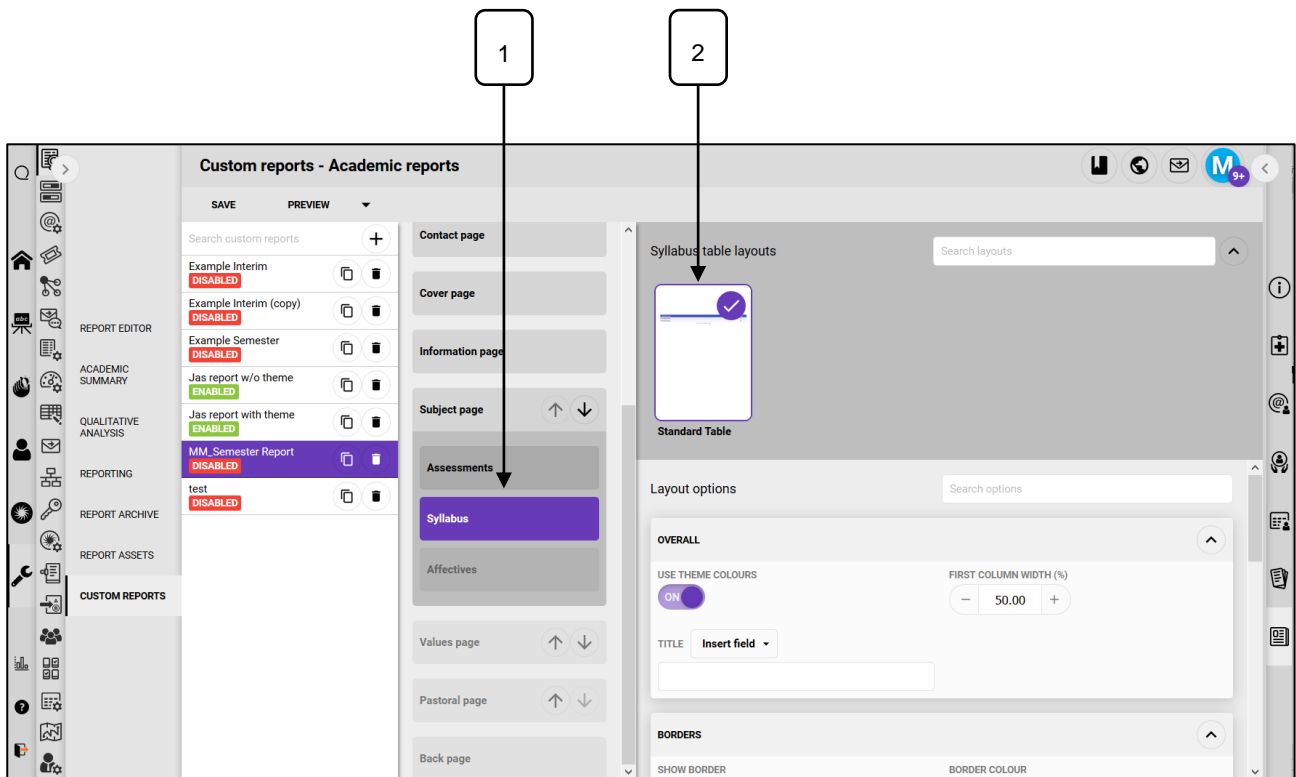
Assessment	Result
Practical	
All the world's your stage	70.00%
Performance — Audition piece	79.85%
Theory	
In class test	86.70%

Semester 1 assessment results

2.1.7.2 The Syllabus sub-section

The **Syllabus** sub-section section is used to include syllabus details on a custom report.

1. Click the **Syllabus** sub-section.
2. Select the **Standard table** layout.



3. The **Overall** option.
 - a. **Use theme colours**, whether or not to use the reports theme colours.
 - b. **First column width %**, control the width of the column.
 - c. **Title**, enter raw text or select from the **Insert field** dropdown.



4. The **Borders** option.
 - a. **Show border**, whether or not to display a border.
 - b. **Border colour**, set the border colour.
 - c. **Border style**, set the border style.
 - d. **Border thickness (pt)**, set the border thickness.

BORDERS ^

SHOW BORDER BORDER COLOUR ●

BORDER STYLE Solid BORDER THICKNESS (PT) - 1.00 +

5. The **Results** option.

- a. **Decimal places**, set the number of decimal places to display.
- b. **Display style**, select from **Standard result (Grade)**, **Standard result (Score)**, **Highlighted result**, **Ticks** or **Ticks with highlighted result**, see below for examples.
- c. **Substitutions**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

RESULTS ^

DECIMAL PLACES - 0.00 + DISPLAY STYLE Standard result (Grade)

SUBSTITUTIONS Insert field ?

Display style examples

Display style	Description																		
Standard result (Grade)	Displays the grade result.																		
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="width: 70%;">Syllabus</th> <th style="width: 30%;">Result</th> </tr> </thead> <tbody> <tr> <td>7202071 Reflecting on thinking and processes</td> <td style="text-align: center;">B</td> </tr> <tr> <td>8820686 Inquiring, identifying, exploring and organising information and ideas</td> <td style="text-align: center;">A</td> </tr> </tbody> </table>		Syllabus	Result	7202071 Reflecting on thinking and processes	B	8820686 Inquiring, identifying, exploring and organising information and ideas	A												
Syllabus	Result																		
7202071 Reflecting on thinking and processes	B																		
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Syllabus	A	B	C	D	E														
7202071 Reflecting on thinking and processes	A	B	C	D	E														
8820686 Inquiring, identifying, exploring and organising information and ideas	A	B	C	D	E														
Ticks	Displays ticks against the grade.																		
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Syllabus	A	B	C	D	E														
7202071 Reflecting on thinking and processes		✓																	
8820686 Inquiring, identifying, exploring and organising information and ideas	✓																		

Display style	Description
Ticks with highlighted results	Displays ticks in a heightened cell.

Syllabus	A	B	C	D	E
7202071 Reflecting on thinking and processes		✓			
8820686 Inquiring, identifying, exploring and organising information and ideas	✓				

6. The **Syllabus display** option.

- Determines which part of the syllabus appear in the syllabus table. Select from **Show area**, **Show Code**, **Show details**, **Show name** and **Show strand**.
- Multiple option can be selected.

SYLLABUS DISPLAY ^

SHOW AREA

SHOW CODE ON

SHOW DETAILS

SHOW NAME ON

SHOW STRAND

Syllabus display	Description																		
Show area	Displays the syllabus area																		
	<table border="1"> <thead> <tr> <th>Syllabus</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Critical and creative thinking</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Critical and creative thinking</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Syllabus	A	B	C	D	E	Critical and creative thinking		✓				Critical and creative thinking	✓				
Syllabus	A	B	C	D	E														
Critical and creative thinking		✓																	
Critical and creative thinking	✓																		
Show code	Displays the syllabus code																		
	<table border="1"> <thead> <tr> <th>Syllabus</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>7202071</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8820686</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Syllabus	A	B	C	D	E	7202071		✓				8820686	✓				
Syllabus	A	B	C	D	E														
7202071		✓																	
8820686	✓																		
Show details	Displays the syllabus details																		
	<table border="1"> <thead> <tr> <th>Syllabus</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Reflecting on thinking and processes</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inquiring, identifying, exploring and organising information and ideas</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Syllabus	A	B	C	D	E	Reflecting on thinking and processes		✓				Inquiring, identifying, exploring and organising information and ideas	✓				
Syllabus	A	B	C	D	E														
Reflecting on thinking and processes		✓																	
Inquiring, identifying, exploring and organising information and ideas	✓																		
Show name	Displays the syllabus name																		
	<table border="1"> <thead> <tr> <th>Syllabus</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Reflecting on thinking and processes</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inquiring, identifying, exploring and organising information and ideas</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Syllabus	A	B	C	D	E	Reflecting on thinking and processes		✓				Inquiring, identifying, exploring and organising information and ideas	✓				
Syllabus	A	B	C	D	E														
Reflecting on thinking and processes		✓																	
Inquiring, identifying, exploring and organising information and ideas	✓																		
Show strand	Displays the syllabus strand																		
	<table border="1"> <thead> <tr> <th>Syllabus</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Drama</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Drama</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Syllabus	A	B	C	D	E	Drama		✓				Drama	✓				
Syllabus	A	B	C	D	E														
Drama		✓																	
Drama	✓																		

7. The **Text** option.

- a. **Key text**, enter raw text or select from the **Insert field** dropdown. Appears below the syllabus table.



Syllabus table showing Key text

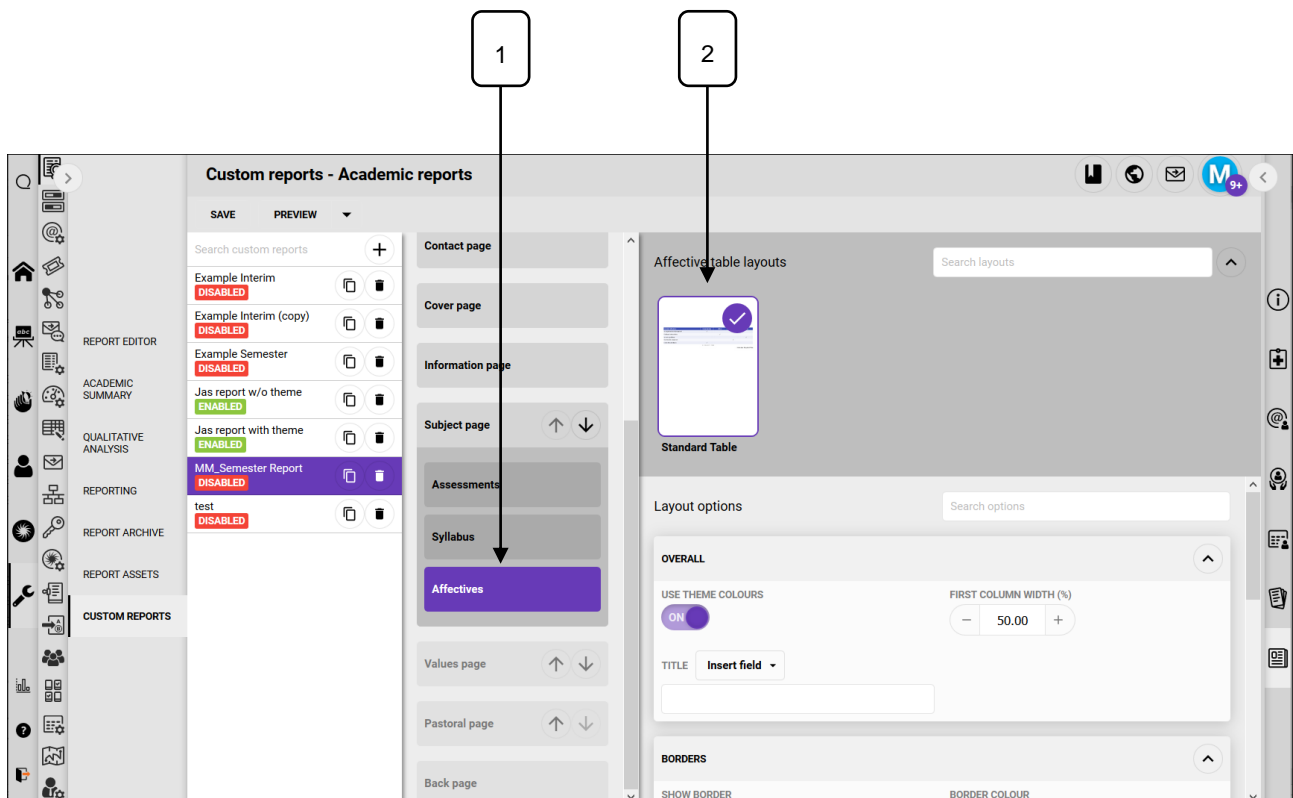
Syllabus	A	B	C	D	E
Drama		✓			
Drama	✓				

Semester 1 syllabus results

2.1.7.3 The **Affectives** sub-section

The **Affectives** sub-section section is used to include subject affectives on a custom report.

- 1. Click the **Affectives** sub-section.
- 2. Select the **Standard table** layout.



3. The **Overall** option.

- a. **Use theme colours**, whether or not to use the reports theme colours.
- b. **First column width %**, control the width of the column.
- c. **Title**, enter raw text or select from the **Insert field** dropdown.

4. The **Borders** option.
 - a. **Show border**, whether or not to display a border.
 - b. **Border colour**, set the border colour.
 - c. **Border style**, set the border style.
 - d. **Border thickness (pt)**, set the border thickness.

5. The **interview** option.
 - a. **Show interview**, display whether an interview is required.
 - b. **Interview title**, enter raw text or select from the **Insert field** dropdown.

6. The **Results** option.
 - a. **Display style**, select from **Standard result**, **Highlighted result**, **Ticks** or **Ticks with highlighted results**, see below for examples.
 - b. **Substitute**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

Display style examples

Display style	Description																														
Standard result / standard result with substitution.	Displays the result.																														
<table border="1"> <thead> <tr> <th>Behaviour</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Is organised and prepared</td> <td>1</td> </tr> <tr> <td>Follows instructions</td> <td>1</td> </tr> <tr> <td>Demonstrates initiative appropriately</td> <td>3</td> </tr> <tr> <td>Meets timelines for assessments and homework</td> <td>0</td> </tr> <tr> <td>Is courteous and cooperative</td> <td>1</td> </tr> </tbody> </table> <p style="text-align: right;">Interview required: Yes</p>		Behaviour	Result	Is organised and prepared	1	Follows instructions	1	Demonstrates initiative appropriately	3	Meets timelines for assessments and homework	0	Is courteous and cooperative	1																		
Behaviour	Result																														
Is organised and prepared	1																														
Follows instructions	1																														
Demonstrates initiative appropriately	3																														
Meets timelines for assessments and homework	0																														
Is courteous and cooperative	1																														
<table border="1"> <thead> <tr> <th>Behaviour</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Is organised and prepared</td> <td>Needs improvement</td> </tr> <tr> <td>Follows instructions</td> <td>Needs improvement</td> </tr> <tr> <td>Demonstrates initiative appropriately</td> <td>Well demonstrated. Seeks assistance when required</td> </tr> <tr> <td>Meets timelines for assessments and homework</td> <td>Not demonstrated</td> </tr> <tr> <td>Is courteous and cooperative</td> <td>Needs improvement</td> </tr> </tbody> </table> <p style="text-align: right;">Interview required: Yes</p>		Behaviour	Result	Is organised and prepared	Needs improvement	Follows instructions	Needs improvement	Demonstrates initiative appropriately	Well demonstrated. Seeks assistance when required	Meets timelines for assessments and homework	Not demonstrated	Is courteous and cooperative	Needs improvement																		
Behaviour	Result																														
Is organised and prepared	Needs improvement																														
Follows instructions	Needs improvement																														
Demonstrates initiative appropriately	Well demonstrated. Seeks assistance when required																														
Meets timelines for assessments and homework	Not demonstrated																														
Is courteous and cooperative	Needs improvement																														
Highlighted results	Highlights the result.																														
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Is courteous and cooperative		✓																													

7. The **Text** option.

- a. **Key text**, enter raw text or select from the **Insert field** dropdown. Appears below the affectives table.

TEXT ^

KEY TEXT Insert field ▾

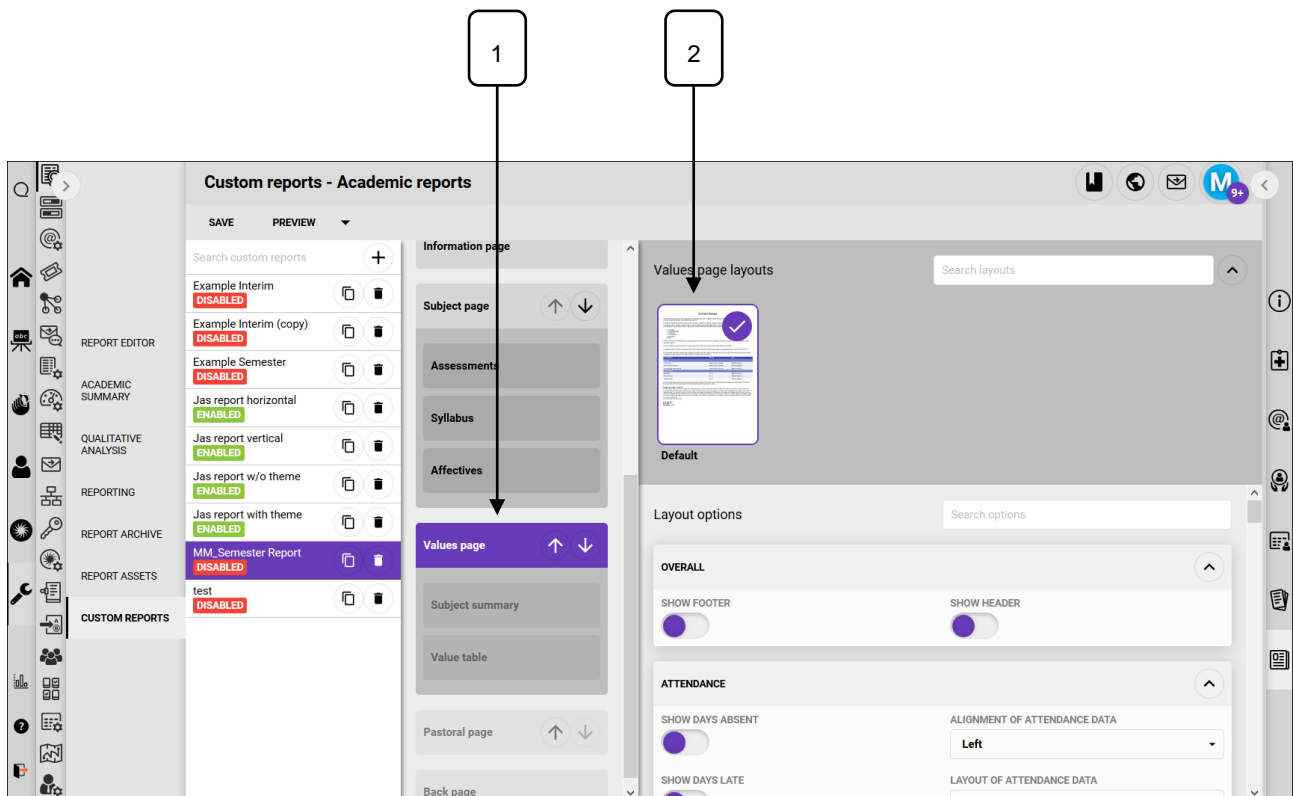
Affectives table showing Key text

Syllabus	A	B	C	D	E
Drama		✓			
Drama	✓				

Semester 1 syllabus results

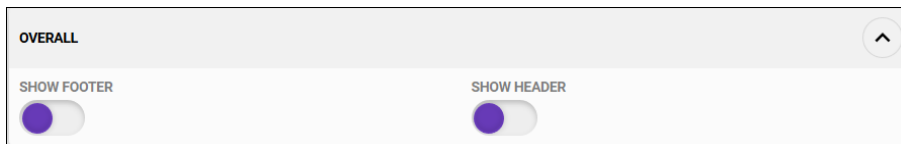
2.1.8 The Values page section

- 1. Click the **Values page** section.
- 2. Select the **Default** layout.



3. The **Overall** option.

- a. **Show Footer**, determines whether a footer is displayed.
- b. **Show Header**, determines whether a header is displayed.



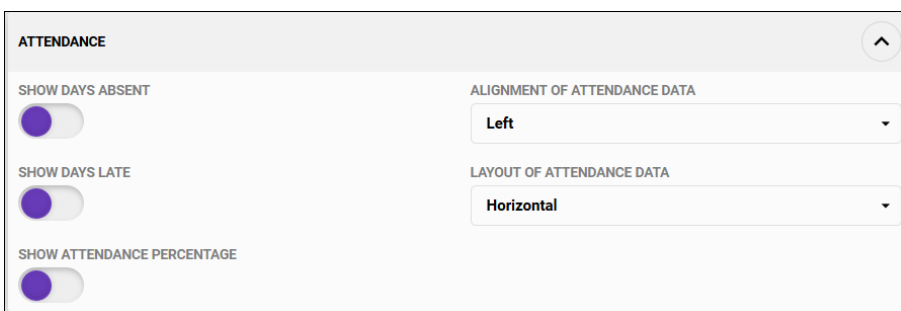
OVERALL

SHOW FOOTER

SHOW HEADER

4. The **Attendance** option.

- a. **Show days absent**, displays the number of days absent in the timetable period.
- b. **Alignment of attendance data**, sets the alignment.
- c. **Show days late**, displays the number of days late in the timetable period.
- d. **Layout of attendance data**, select horizontal or vertical.
- e. **Show attendance percentage**, displays the %attendance in the timetable period.



ATTENDANCE

SHOW DAYS ABSENT

SHOW DAYS LATE

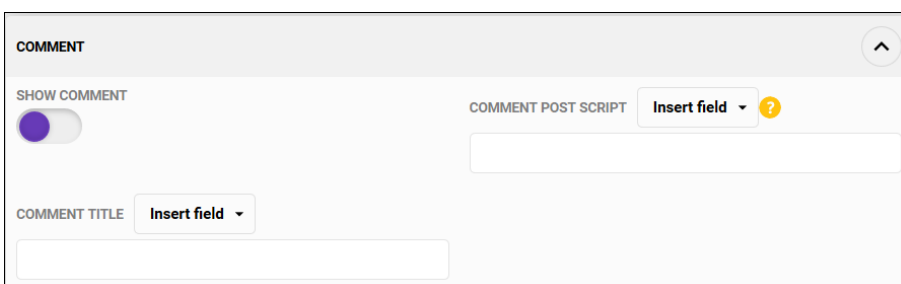
SHOW ATTENDANCE PERCENTAGE

ALIGNMENT OF ATTENDANCE DATA
Left

LAYOUT OF ATTENDANCE DATA
Horizontal

5. The **Comment** option.

- a. **Show comment**, displays the comment.
- b. **Comment post script**, displays text after the comment, such as the teacher's salutation.
- c. **Comment tile**, display the comment title.



COMMENT

SHOW COMMENT

COMMENT POST SCRIPT ?

COMMENT TITLE

6. The **Signatures meta** option.

- a. **Position signature at the bottom of the page**, whether the signature should be at the ***
- b. **Display signature images**, determines if signature images should be displayed.
- c. **Layout of signatures container**, determines if the signatures run horizontally along the bottom margin or vertically on the page.
- d. **Display signature lines**, determines if signatures lines should be displayed.
- e. **Alignment of vertical layout**, if vertical **Layout of signatures container** is used this option lets users select the vertical alignment.

The screenshot shows the 'SIGNATURES META' configuration panel. It contains five settings: 'POSITION SIGNATURE AT THE BOTTOM OF THE PAGE' is a toggle switch set to 'ON'; 'DISPLAY SIGNATURE IMAGES' is a toggle switch set to 'OFF'; 'LAYOUT OF SIGNATURES CONTAINER' is a dropdown menu set to 'Horizontal'; 'DISPLAY SIGNATURE LINES' is a toggle switch set to 'ON'; and 'ALIGNMENT OF VERTICAL LAYOUT' is a dropdown menu set to 'Left'.

7. The **Campus signatures** option.

- a. **Show campus signature**, determines whether a campus signature is displayed.
- b. **Campus title**, enter text, select from the **Insert field** dropdown or use a combination of both.

The screenshot shows the 'CAMPUS SIGNATURES' configuration panel. It contains two settings: 'SHOW CAMPUS SIGNATURE' is a toggle switch set to 'ON'; and 'CAMPUS TITLE' is a dropdown menu set to 'Insert field' with a text input field containing '{campus}'.

8. For the **House signatures**, **Rollgroup signatures**, **Schoolyear signatures**, **Subschool signatures** categories, follow the instructions in the **Campus signatures** option.

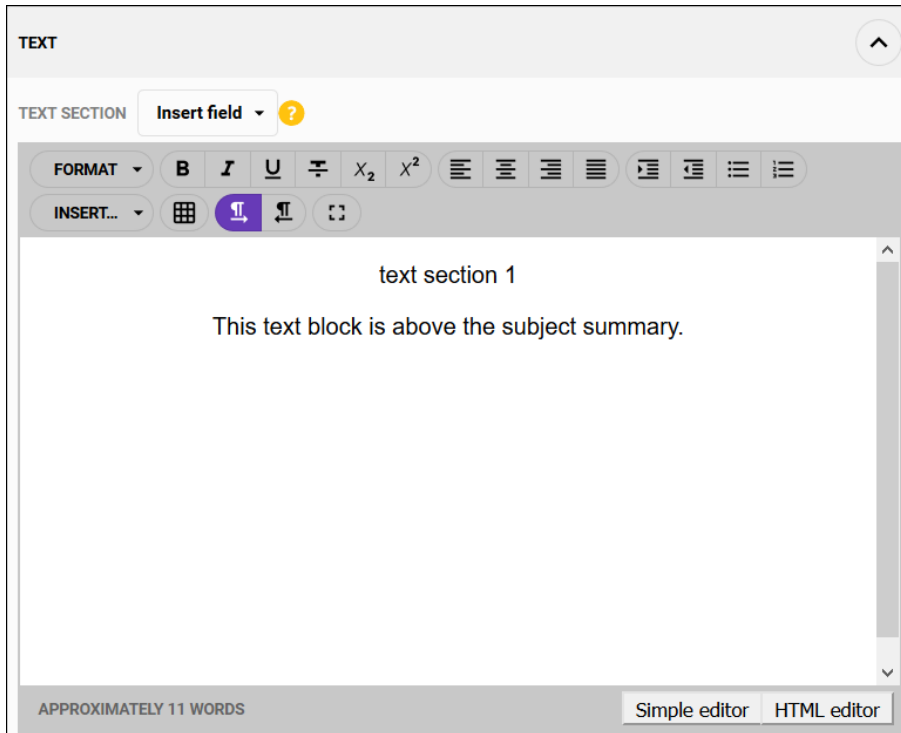
9. The **Principal signatures** option.

- a. **Show principal's signature**, determines whether a campus signature is displayed.
- b. **Principal's title**, enter text, select from the **Insert field** dropdown, or use a combination of both.
- c. **Principal's name**, enter text, select from the **Insert field** dropdown, or use a combination of both.

The screenshot shows the 'PRINCIPAL SIGNATURES' configuration panel. It contains three settings: 'SHOW PRINCIPAL'S SIGNATURE' is a toggle switch set to 'ON'; 'PRINCIPAL'S NAME' is a dropdown menu set to 'Insert field' with a text input field containing 'Mr Albus Percival Wulfric Brian Dumbledore'; and 'PRINCIPAL'S TITLE' is a dropdown menu set to 'Insert field' with a text input field containing 'Headmaster'.

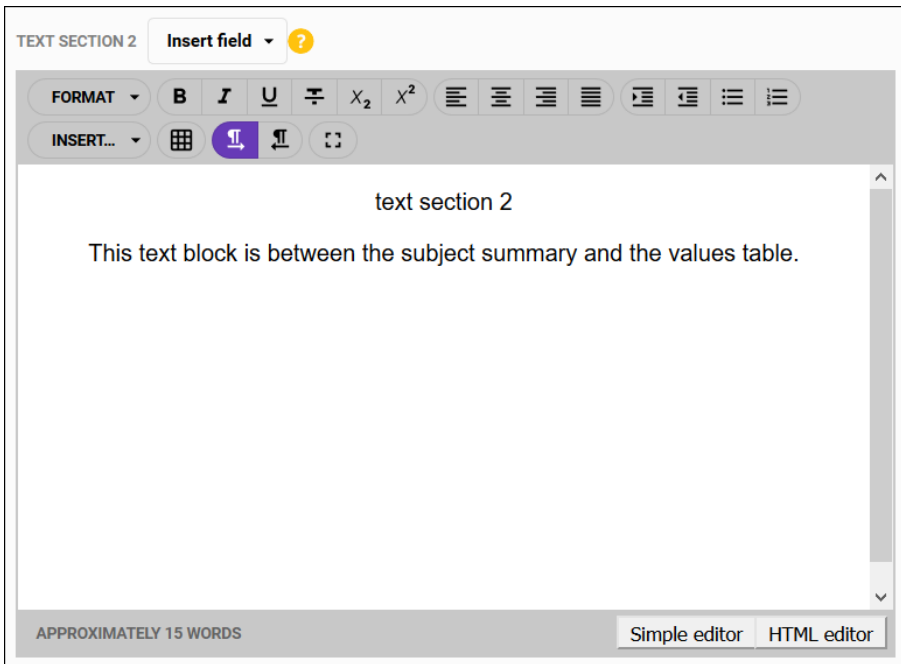
10. The **Text** option.

- a. This text block is above the subject summary.
- b. **Text**, use the text option to add additional text, merge fields can be added from the **Insert field** dropdown.



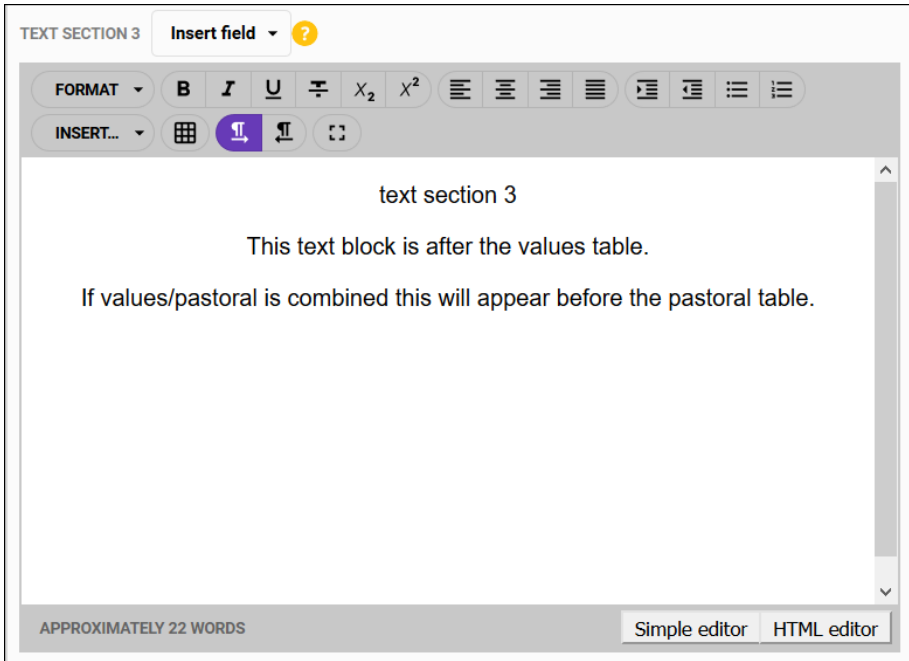
11. The **Text section 2** option.

- a. This text block is between the subject summary and the values table.



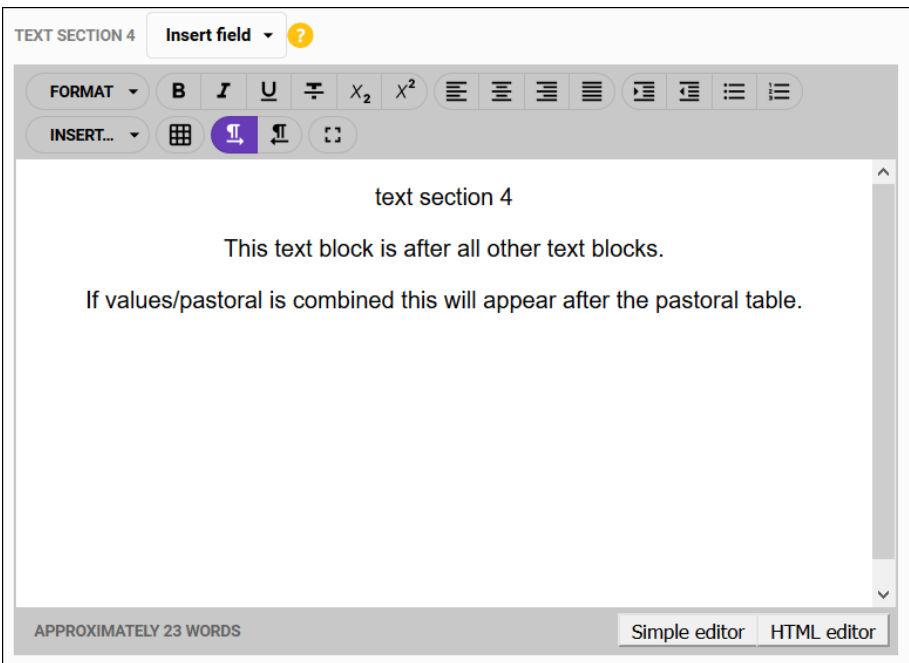
12. The **Text section 3** option.

- a. This text block is after the values table. If values/pastoral is combined this will appear before the pastoral table.



13. The **Text section 4** option.

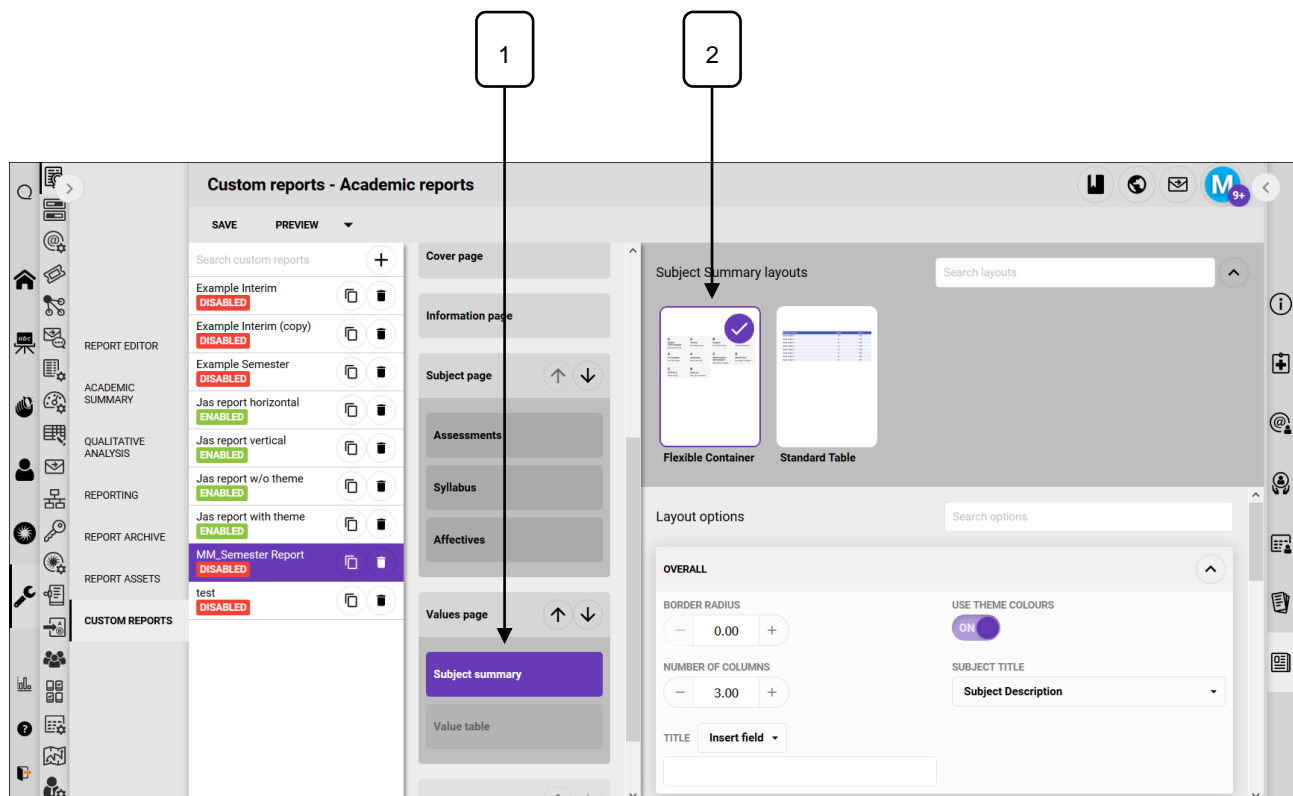
- a. This text block is after all other text blocks. If values/pastoral is combined this will appear after the pastoral table.



2.1.8.1 The Subject summary sub-section

The **Subject summary** sub-section is used to include a snapshot of results.

1. Click the **Subject summary** sub-section.
2. Select a layout.
 - a. The **Flexible container** layout will display each subject in its own cell, you can control the number of cells that appear across the page
 - b. The **Standard table** layout will display subjects in a table.



3. The **Flexible container** layout options.
4. The **Overall** option.
 - a. **Border radius**, set the value of the curvature of the border.
 - b. **Use theme colours**, whether or not to use the reports theme colours.
 - c. **Number of columns**, how many columns to display across the page.
 - d. **Subject title**, select **Programme title** or **Subject description**.
 - c. **Title**, enter text, select from the **Insert field** dropdown or use a combination of both.

5. The **Borders** option.

- a. **Show border**, whether or not to display a border.
- b. **Border colour**, set the border colour.
- c. **Border style**, set the border style.
- d. **Border thickness (pt)**, set the border thickness.

6. The **Custom fields** option.

- a. **Show field 1Show field 20**, whether or not to include the custom fields from the **Course type** used by this subject. Each course type can contain up to 20 custom fields.
- b. **Substituted Field 1 valuesSubstituted field 20 values**, replaces grades with the content defined in the course type setup explanation field. Must be in the following format: A=Excellent, B=Good, etc.

7. The **Grade result** option.

- a. **Show moderated grade**, whether or not to display the moderated grade.
- b. **Moderated grade label**, enter raw text or select from the **Insert field** dropdown.
- c. **Moderated grade substitutions**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

8. The Score result option.
 - a. **Show moderated score**, whether or not to display the moderated score.
 - b. **Moderated score label**, enter raw text or select from the **Insert field** dropdown.

9. The **Staff** option.
 - a. **Show staff data**, whether or not to display the staff name.

10. There are some minor differences on the **Standard table** layout options.
11. In the **Subject summary layouts** panel, click the **Standard Table** layout.
12. Scroll to the **Overall** option.
 - a. **Use theme colours**, whether or not to use the reports theme colours.
 - b. **First column width**, enter the value for the column width.
 - c. **Subject title**, select **Programme title** or **Subject description**.
 - d. **Title**, enter text, select from the **Insert field** dropdown or use a combination of both.

13. Scroll to the **Staff** option.
 - a. **Show staff data**, whether or not to display the staff name.
 - b. **Show staff data in a separate column**,
 - e. **Label**, enter text, select from the **Insert field** dropdown or use a combination of both.

2.1.8.2 The Value table sub-section

The **Value table** sub-section is used to display a table of the values, it displays after the subject summary.

1. Click the **Value table** sub-section.
2. Select the **Standard table** layout.
3. The **Overall** option.
 - a. **Use theme colours**, whether or not to use the reports theme colours.
 - b. **First column width %**, control the width of the column.
 - c. **Title**, enter raw text or select from the **Insert field** dropdown.

4. The **Borders** option.
 - a. **Show border**, whether or not to display a border.
 - b. **Border colour**, set the border colour.
 - c. **Border style**, set the border style.
 - d. **Border thickness (pt)**, set the border thickness.

5. The **interview** option.
 - a. **Show interview**, display whether an interview is required.
 - b. **Interview title**, enter raw text or select from the **Insert field** dropdown.

INTERVIEW

SHOW INTERVIEW

INTERVIEW TITLE

6. The **Results** option.

- c. **Display style**, select from **Standard result**, **Highlighted result**, **Ticks** or **Ticks with highlighted results**, see below for examples.
- d. **Substitute**, replaces grades with a word of your choice. Must be in the following format: A=Excellent, B=Good, etc.

RESULTS

DISPLAY STYLE

SUBSTITUTE

Display style examples

Display style	Description																														
Standard result	Displays the result.																														
<table border="1"> <thead> <tr> <th>Behaviour</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Is organised and prepared</td> <td>1</td> </tr> <tr> <td>Follows instructions</td> <td>1</td> </tr> <tr> <td>Demonstrates initiative appropriately</td> <td>3</td> </tr> <tr> <td>Meets timelines for assessments and homework</td> <td>0</td> </tr> <tr> <td>Is courteous and cooperative</td> <td>1</td> </tr> </tbody> </table> <p style="text-align: right;">Interview required: Yes</p>		Behaviour	Result	Is organised and prepared	1	Follows instructions	1	Demonstrates initiative appropriately	3	Meets timelines for assessments and homework	0	Is courteous and cooperative	1																		
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Is courteous and cooperative		✓																													

Display style	Description
Ticks with highlighted results	Displays ticks in a heightened cell.

Behaviour	0	1	2	3
Is organised and prepared		✓		
Follows instructions		✓		
Demonstrates initiative appropriately				✓
Meets timelines for assessments and homework	✓			
Is courteous and cooperative		✓		

Interview required: **Yes**

7. The **Text** option.

- a. **Key text**, enter raw text or select from the **Insert field** dropdown. Appears below the affectives table.

TEXT ^

KEY TEXT Insert field ▾

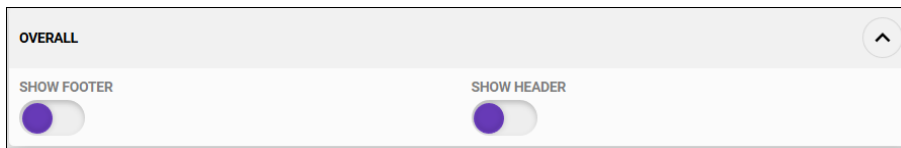
2.1.9 The Pastoral page section

1. Click the **Pastoral page** section.
2. Select the **Default** layout.

The screenshot shows the 'Custom reports - Academic reports' interface. On the left, a list of reports is shown, with 'Pastoral page' highlighted. A callout box labeled '1' points to this item. On the right, the 'Pastoral page layouts' section is visible, with a callout box labeled '2' pointing to the 'Default' layout option. Below the layout options, the 'TEXT' section is visible, showing a text editor with a dropdown menu set to 'Insert field'.

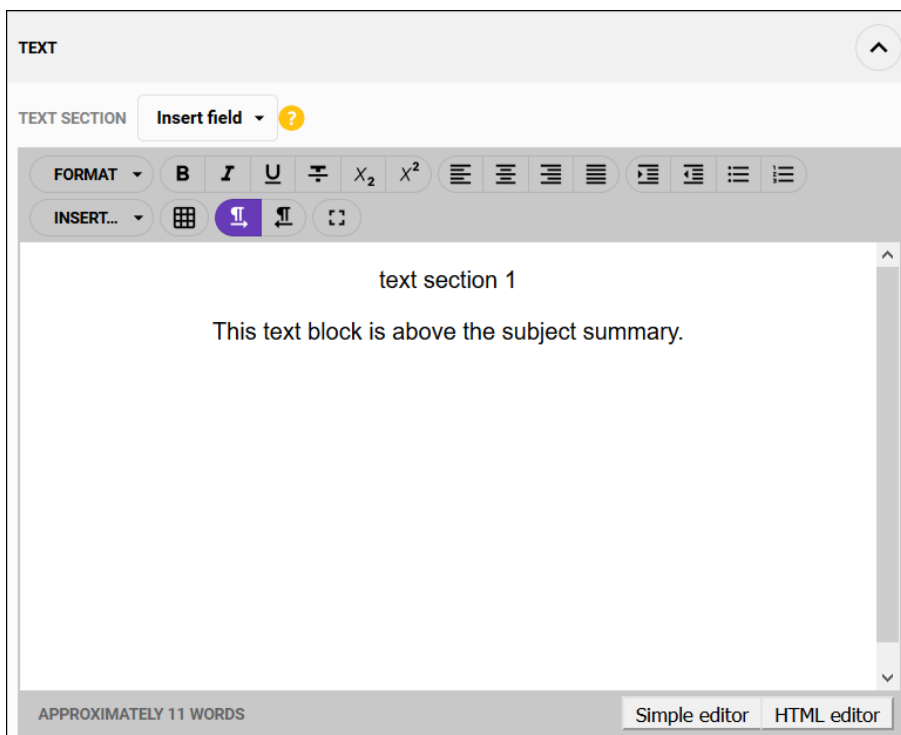
3. The **Overall** option.

- a. **Show Footer**, determines whether a footer is displayed.
- b. **Show Header**, determines whether a header is displayed.



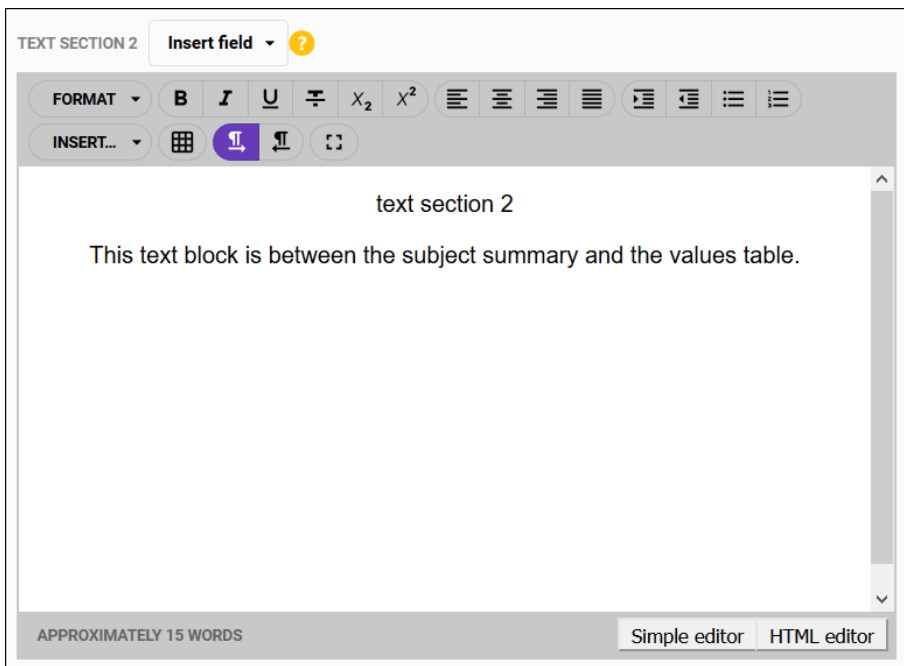
4. The **Text** option.

- a. This text block appears above the Pastoral table.
- b. **Text**, use the text option to add additional text, merge fields can be added from the **Insert field** dropdown.



5. The **Text section 2** option.

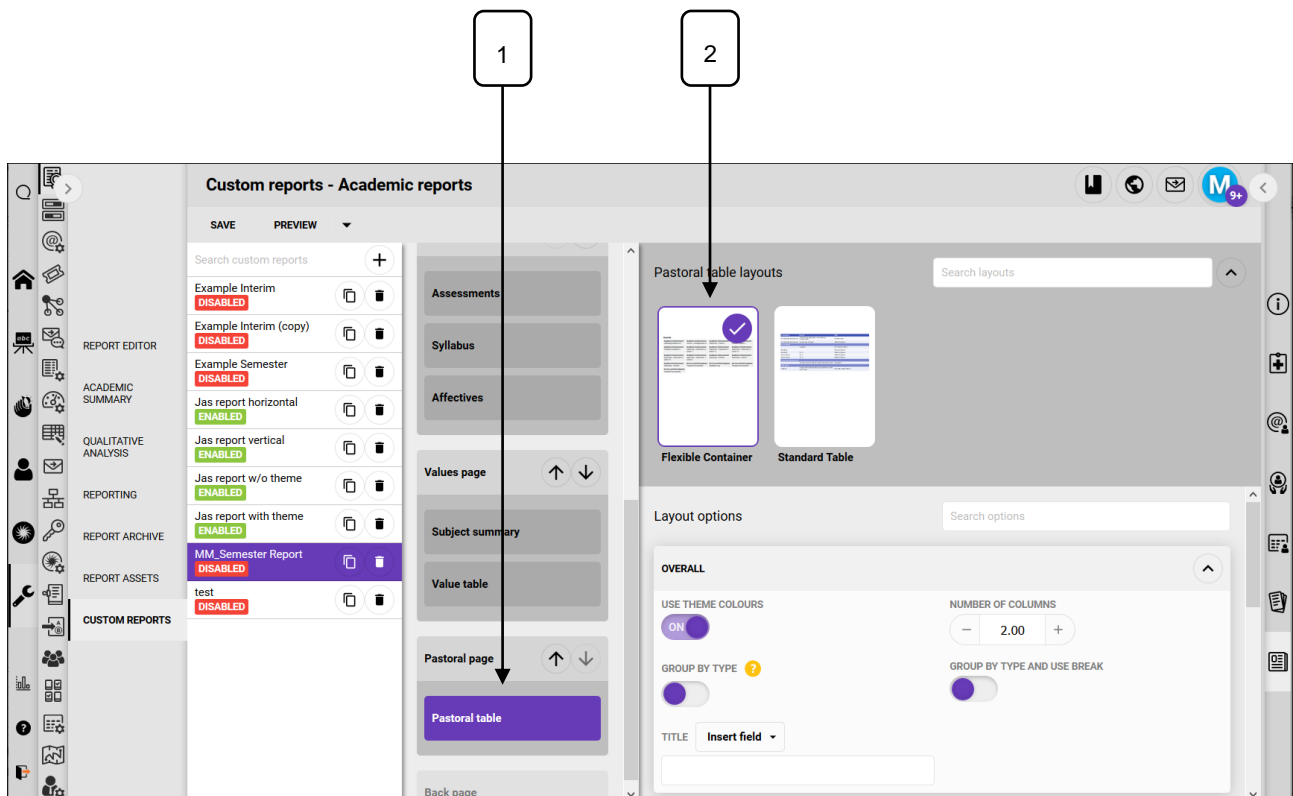
- a. This text block appears below the Pastoral table.
- b. **Text**, use the text option to add additional text, merge fields can be added from the **Insert field** dropdown.



2.1.9.1 The Pastoral table sub-section

The **Pastoral table** sub-section is used to display pastoral care entries.

1. Click the **Pastoral table** sub-section.
2. Select a layout.
 - a. The **Flexible container** layout will display each subject in its own cell, you can control the number of cells that appear across the page
 - b. The **Standard table** layout will display subjects in a table.



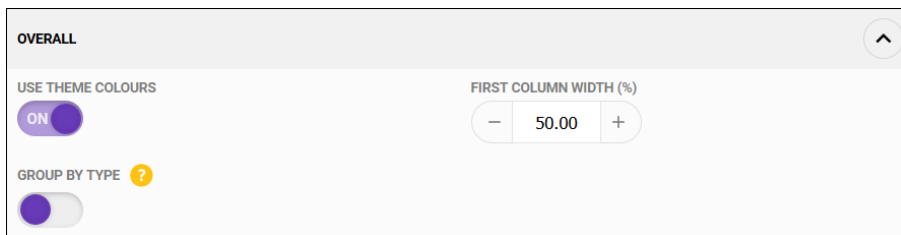
3. The **Flexible container** layout options.
4. The **Overall** option.
 - a. **Use theme colours**, whether or not to use the reports theme colours.
 - b. **Number of columns**, how many columns to display across the page.
 - a. **Group by type**, pastoral entries will be grouped according to their type.
 - c. **Group by type and use break**, a break will be inserted between each pastoral care type.
 - d. **Title**, enter text, select from the **Insert field** dropdown or use a combination of both.

5. The **Borders** option.
 - a. **Show border**, whether or not to display a border.
 - b. **Border colour**, set the border colour.
 - c. **Border style**, set the border style.
 - d. **Border thickness (pt)**, set the border thickness.

6. The **Results** option.
 - a. Select the pastoral care information to display.

7. There are some minor differences on the **Standard table** layout options.
8. In the **Subject summary layouts** panel, click the **Standard Table** layout.

9. Scroll to the **Overall** option.
 - b. **Use theme colours**, whether or not to use the reports theme colours.
 - c. **First column width %**, control the width of the column.
 - d. **Group by type**, pastoral entries will be grouped according to their type.



2.1.10 The Back page section

1. Click the **Back page** section.
2. Select the **Default** layout.
3. Follow the instructions in the **Contact page** section.

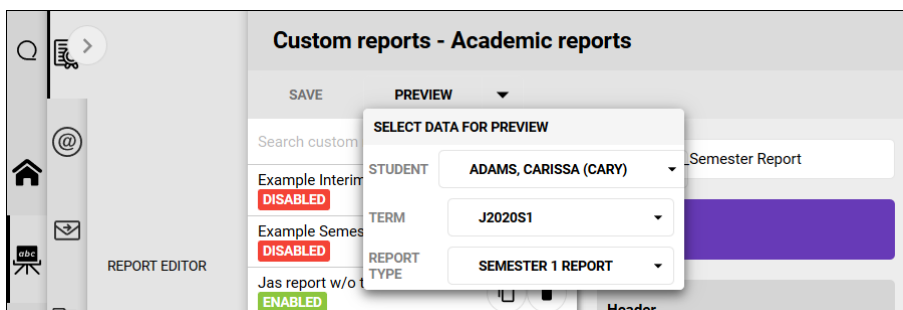
2.2 Save a Custom report

1. Click the Save button in the toolbar.
2. If a report has been edited or updated, it will have to be saved for the changes to become visible.

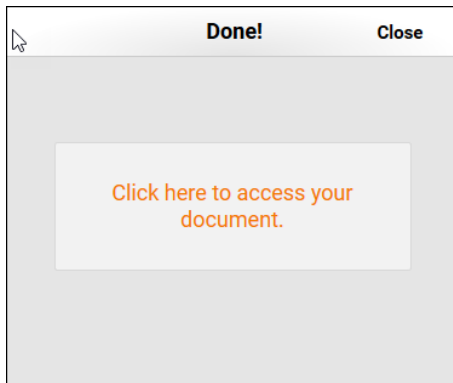
2.3 Preview a Custom report

As you build a report, you can use the **Preview** button in the toolbar to run the report with data from your database. You must first choose a **student, timetable period** and **report type**. This ensures that it meets your specific requirements. You will need available data to test it with; you may wish to use historical data, or create a “placeholder” student and/or class to test with.

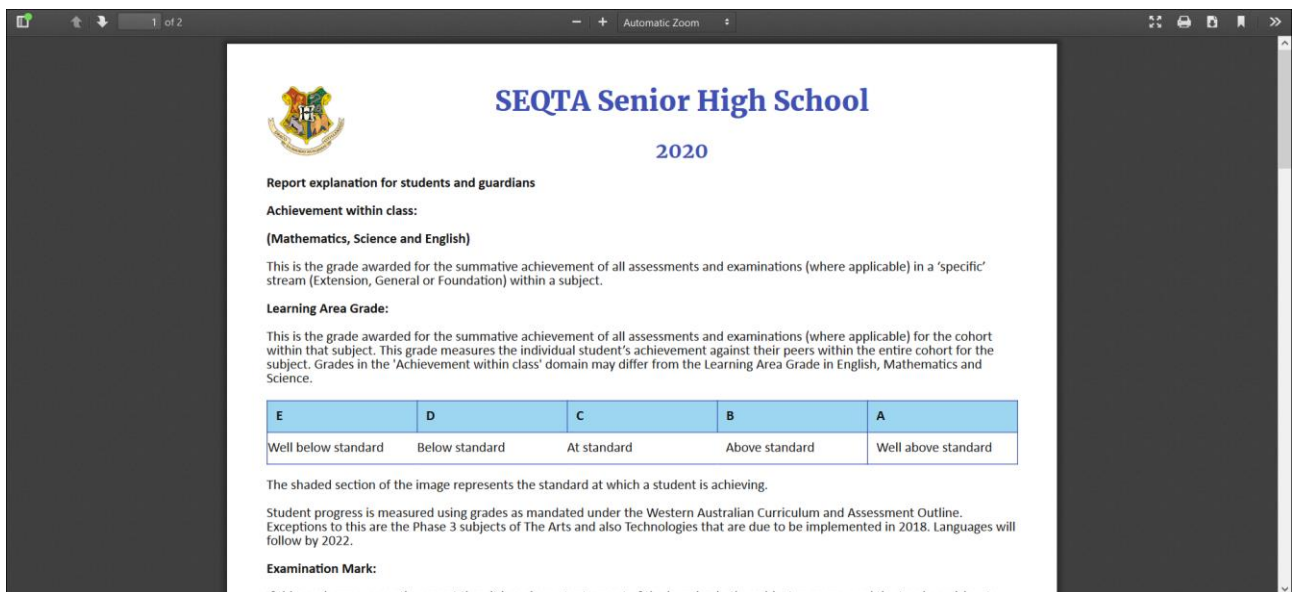
1. Navigate to the **Custom reports** sub-page.
2. From the toolbar, click the dropdown arrow on the **Preview** button.
3. Select a **Student, Term** and **Report type**.
4. Click the **Preview** button.



5. A popup dialog will appear, click **Click here to access your document.**



6. The **Preview** will open in a new browser tab.



7. Close the tab when finished.

2.4 Edit a custom report

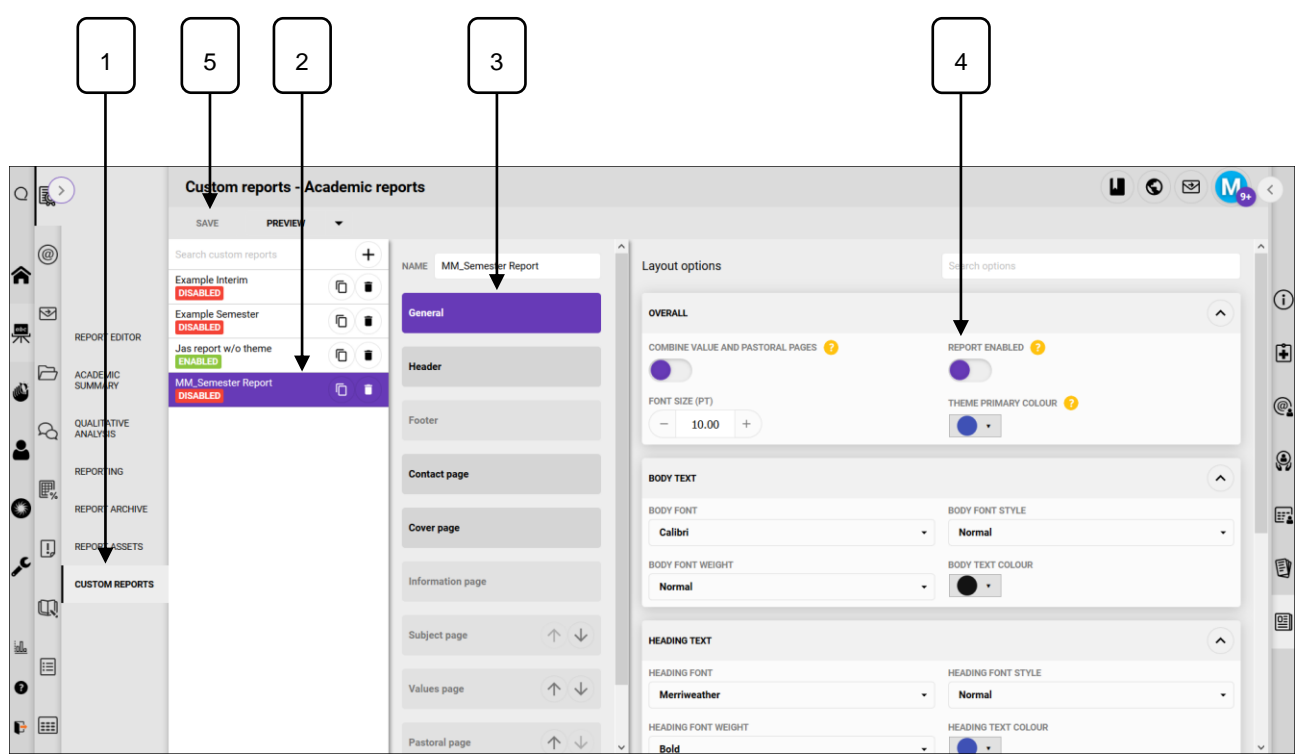
Reports can be edited and updated easily.

1. Navigate to the **Custom reports** sub-page.
2. Select the report from the list of reports.
3. Make the required changes.
4. Click the **Save** button.
5. Preview the report to ensure the changes are visible.

2.5 Enable a Custom report

Once you are happy with a custom report, you can mark it as **Enabled** in the **General** section. Once it is enabled, it will appear on the **Reporting** sub-page of the **Academic Reports** page, and the standard academic report options will be available, including automatic report archiving and batching.

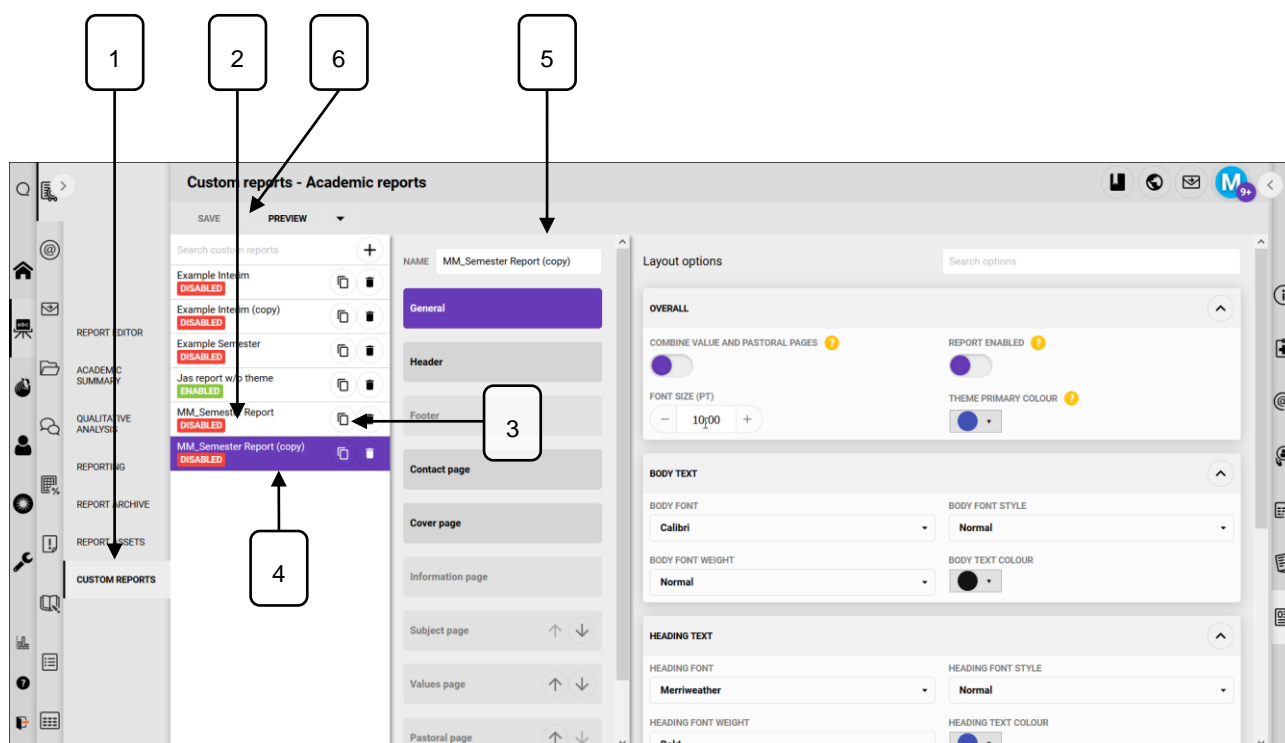
1. Navigate to the **Custom reports** sub-page.
2. Select the report from the list of reports.
3. Click the **General** section.
4. Slide the **Report enabled** button on.
5. Click **Save**.



2.6 Clone a Custom report

Where a school has reports that differ slightly across year levels, or campuses etc., cloning can be used to replicate a report rather than having to create a report from scratch. The cloned report can be edited and renamed.

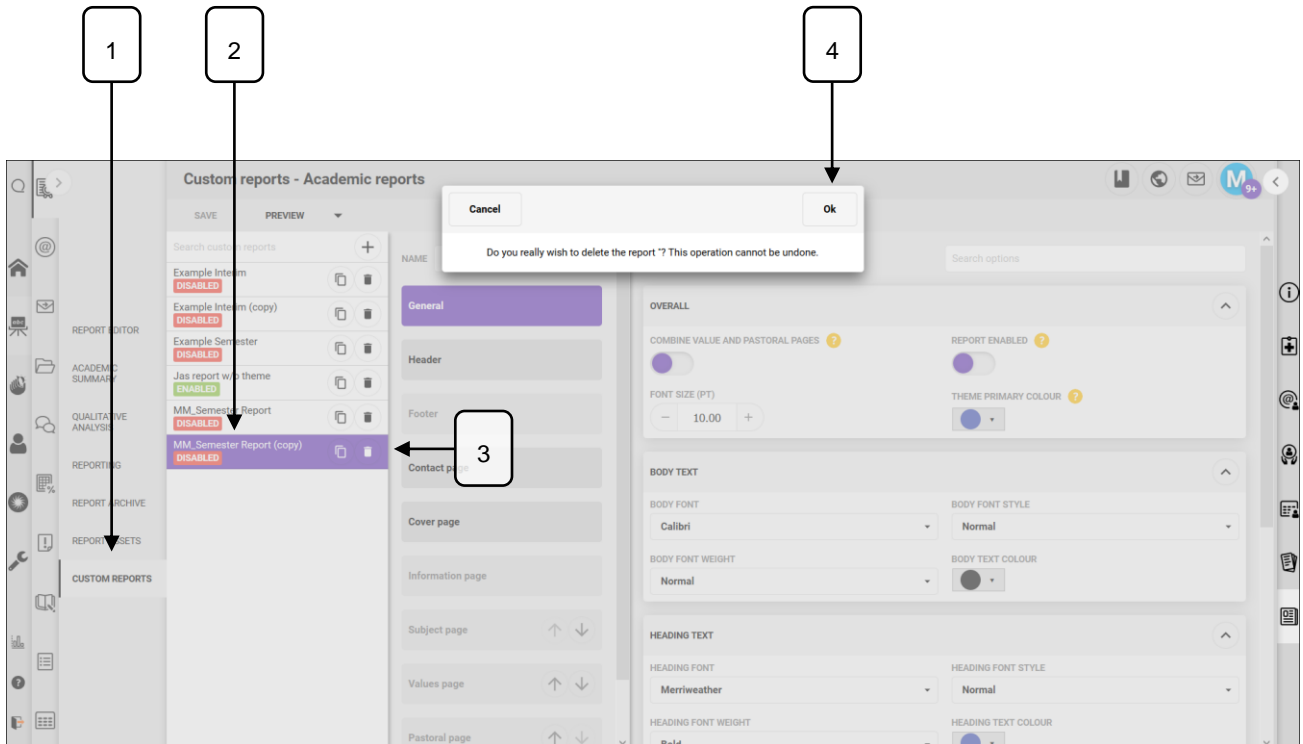
1. Navigate to the **Custom reports** sub-page.
2. Select the report from the list of reports.
3. Click the **Clone** button.
4. A duplicate report is created, with the tag (copy).
5. Rename the report.
6. Click **Save**.



2.7 Delete a Custom report

Where a report has been created in error, for testing purposes or is no longer required it can be deleted. This action cannot be undone.

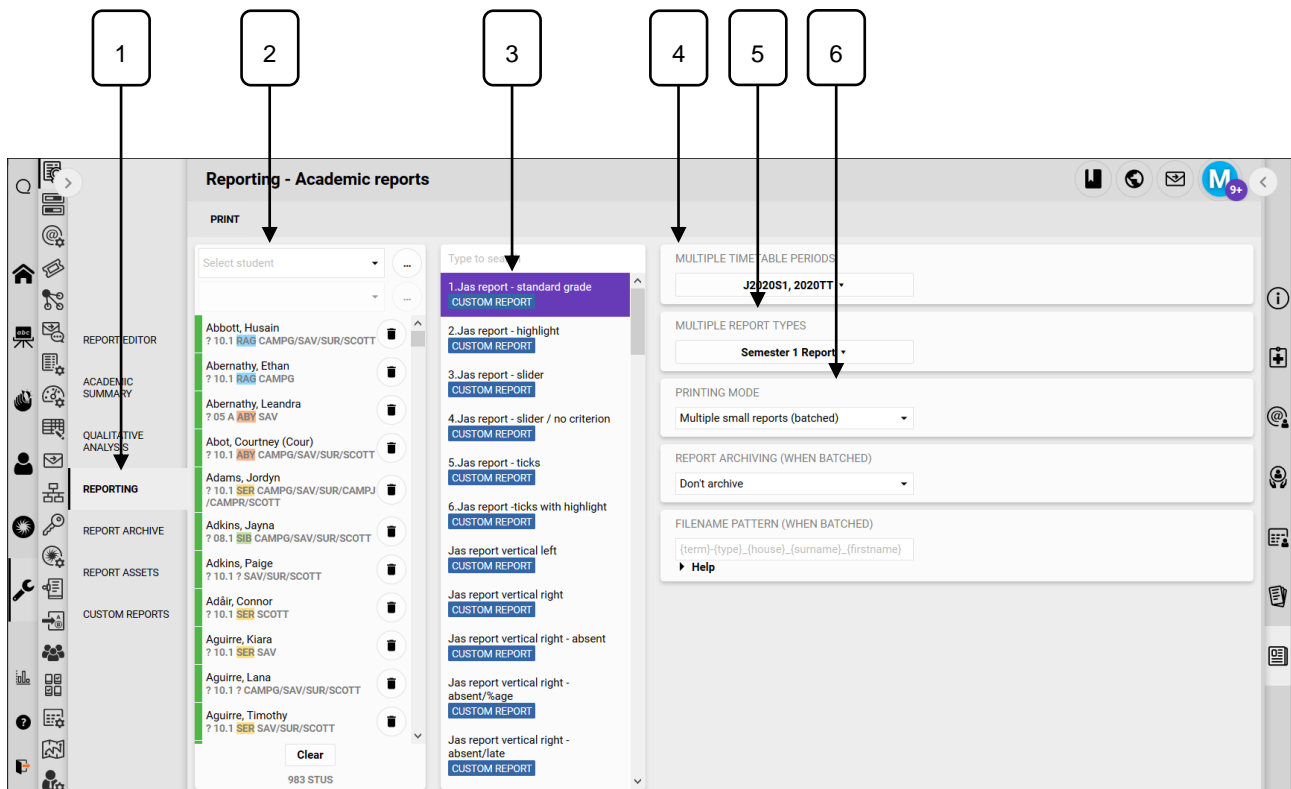
1. Navigate to the **Custom reports** sub-page.
2. Select the report from the list of reports.
3. Click the **Delete** button.
4. A confirmation popup appears.
5. Click **OK** to confirm deletion.



2.8 Generate an academic report

2.8.1 Generate academic reports for printing

1. Navigate to the **Reporting** sub-page.
2. Use the student selector to add selected students. It is advisable to generate reports in batches such as year groups, rather than all students.
3. Select the required report, e.g. **Semester report**, custom reports are labelled with the **Custom Report** tag.
4. Select the required **Timetable period/s**.
5. Select the required **Report type**.
6. Set the **Printing mode** to **One large report**.



7. Click the **Print** button. For large jobs, e.g. a school year and you will receive a notification when the reports have been generated.
8. Click the notification in the notification pane to download the document.
9. The document will be a single PDF with a page break for each new report. This document can be sent to the printer to print hard copies as required.

2.8.2 Generate reports to the report archive

1. Navigate to the **Reporting** sub-page.
2. Use the student selector to add selected students. It is advisable to generate reports in batches such as year groups, rather than all students.
3. Select the required report, e.g. **Semester report**, custom reports are labelled with the **Custom Report** tag.
4. Select the required **Timetable period/s**.
5. Select the required **Report type**.
6. Set the **Printing mode** to **Multiple small reports (batched)**.
7. Set the **Report archiving (when batched)** to either:
 - a. **Only archive new reports**: will insert a report into the archive where students do not already have a report for the report type/timetable period.
 - b. **Overwrite all archived reports**: will replace any reports in the archive for the specified timetable period and report type, with the new report being generated.
8. Set the **Filename pattern (when batched)**. This sets the name of the individual PDF files for each students' report. Click the 'Help' option below the input box to see the substitution terms that can be used, for example:
 - a. The default **{year}{month}{day}_{code}** will insert the current year, month and day and the student's code giving a filename like **20200613_creg14976** etc.
 - b. A filename pattern of **{year} {type}_{rollgroup} {surname} {firstname}** will yield a filename like **2020 Semester 1 Report_12.1 Cregan Benedict** etc.
 - c. Be sure to include individual specifiers in the filename to identify students.

The screenshot shows the 'Reporting - Academic reports' interface. Six numbered callouts point to specific elements:

- 1**: Points to the 'REPORTING' menu item in the left-hand navigation sidebar.
- 2**: Points to the 'Select student' dropdown menu at the top of the student list.
- 3**: Points to the 'Type to search' input field above the list of report options.
- 4**: Points to the 'Semester 1 Report' option in the 'MULTIPLE REPORT TYPES' section.
- 5**: Points to the 'Multiple small reports (batched)' option in the 'PRINTING MODE' section.
- 6**: Points to the 'Don't archive' option in the 'REPORT ARCHIVING (WHEN BATCHED)' section.

The interface also displays a list of students on the left, a list of report options in the center, and configuration settings on the right. The student list includes names like Abbott, Husain and Adkins, Jordyn. The report options include '1. Jas report - standard grade' and '2. Jas report - highlight'. The configuration settings include 'MULTIPLE TIME TABLE PERIODS' set to 'J2020S1, 2020TT' and 'FILENAME PATTERN (WHEN BATCHED)' set to '{term}-{type}_{house}_{surname}_{firstname}'.

9. Click the **Print** button. The reports generation will be accepted for background processing for large jobs, e.g. a school year and you will receive a notification when the reports have been generated (and archived).
10. Navigate to Report archive sub-page.
11. From here you can search for individual students, filter by TT period, Report type and Year, publish reports to *SEQTA Learn* and *SEQTA Engage* and download and print reports.



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