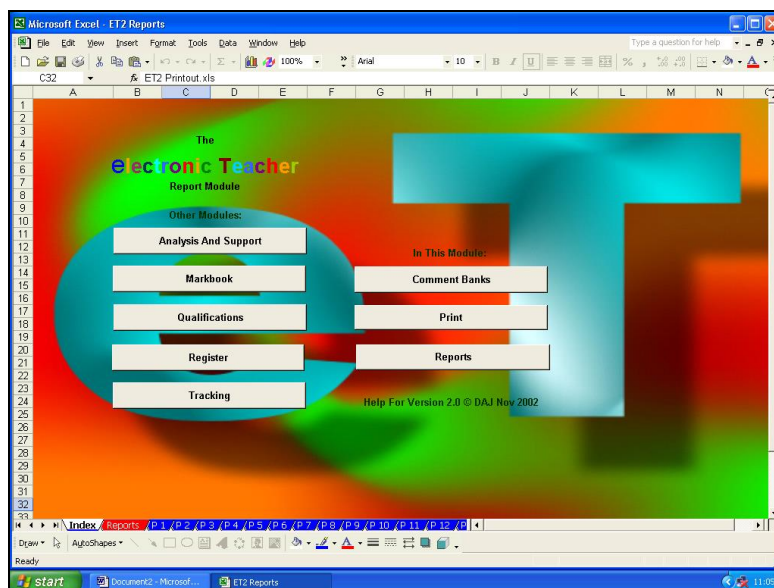
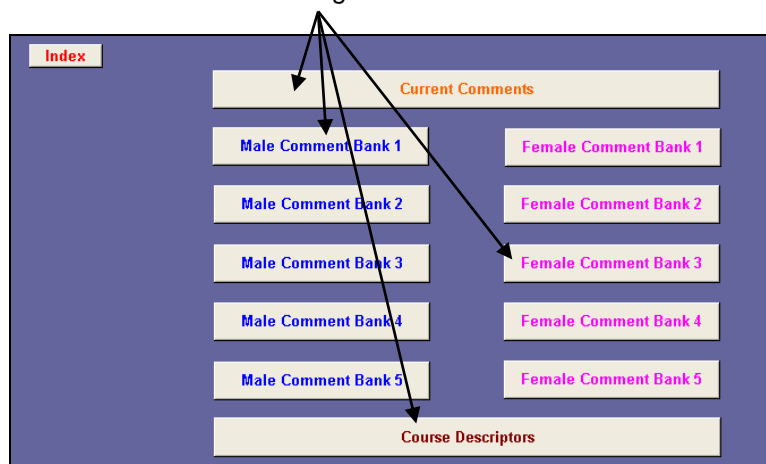


## Report Module

ET's Report Module is probably its most powerful in terms of workload reduction potential.



As ever, the first stage with the Report Module is to set it up...first the comment banks. These can be accessed from the comments navigation sheet.



The module can contain up to five sets of course descriptions.<sup>1</sup> These are intended to be short and succinct descriptions of the part of the course to which the current set of reports correspond. The descriptors are simply typed into relevant descriptor cell.

Comments	Course Descriptors Help
Year 7	During Key Stage 3 students become increasingly independent users of ICT tools and information sources. They have a better understanding of how ICT can help their work in other subjects and develop their ability to judge when and how to use ICT and where it has limitations. They think about the quality and reliability of information, and access and combine increasing amounts of information. They become more focused, efficient and rigorous in their use of ICT, and carry out a range of increasingly complex tasks.
Year 8	Year 8 Course Descriptor

<sup>1</sup> Enough for any UK school Key Stage or degree course.

To ensure comprehensive and consistent comments are used for each student, the comment banks can contain up to 15 sub-sections. Each sub-section's title should be entered in the table at the top of the comment bank. On entry these are then shown next to the individual comments for that sub-section.

Comments		Comments Help
CB1 Male	1	Y7 BEAR MC A
	2	Y7 BEAR MC B
	3	Y7 BEAR MC C
	4	Enjoyment/Enthusiasm
	5	Terminology/Knowledge
	6	Taking Instructions
	7	Use of Equipment
	8	Achievement
	9	Effort/Progress
	10	Independence/Confidence
	11	Suitability/Awareness
	12	Skill/Efficiency
	13	Task Complexity
	14	Audience/Society
	15	
Y7 BEAR MC A Comments		has worked extremely hard this term.
		has worked very hard this term.
		has worked hard this term.
		has worked quite hard this term.
		has put little effort into this term's work.
		has put very little effort into this term's work.
		has no effort into this term's work.
Y7 BEAR MC B Comments		He has consistently produced work of the highest quality.
		He has often produced very high quality work.
		He has occasionally produced high quality work.

Up to 10 individual comments can be entered for each sub-section by typing them into the relevant cells.<sup>2</sup> Two sets of comments need to be created, one for male students and one female. These can be created so they can be used with individual student's name or using subject, object or possessive pronouns.<sup>3</sup>

Y7 BEAR MC A Comments		has worked extremely hard this term.
		has worked very hard this term.
		has worked hard this term.
		has worked quite hard this term.
		has put little effort into this term's work.
		has put very little effort into this term's work.
		has no effort into this term's work.
Y7 BEAR MC B Comments		He has consistently produced work of the highest quality.
		He has often produced very high quality work.
		He has occasionally produced high quality work.

Individual comments can be created as whole, stand alone sentences.

<sup>2</sup> If more than ten comments are needed for a particular section, two or more sub-sections blocks can be used.

<sup>3</sup> He, him, his...she, her, her.

Alternatively, comments can be created by combining front end, middle and/or back end sentence sections. Here, an example of a set of female comment starts with alternative and contrasting comment ends.

<b>Achievement Comments</b>	This year, she has produced work of outstanding quality
	This year, she has produced work of very high quality
	This year, she has produced some good quality work
	This year, she has produced some reasonable quality work
	This year, the quality of some of her work has been disappointing
	This year, the quality of most of her work has been disappointing
	This year, the quality of all of her work has been poor
	This year, the quality of her work has failed to meet the minimum acceptable standard
<b>Effort/Progress Comments</b>	and she has worked in an exemplary manner, making excellent progress.
	but she has worked in an exemplary manner, making excellent progress.
	and she has worked very hard and conscientiously, making good progress.
	but she has worked very hard and conscientiously, making good progress.
	and she has worked somewhat inconsistently, making only reasonable progress.
	but she has worked slightly inconsistently, making only reasonable progress.
	and the effort put into her work has been disappointing, making little progress.
	but the effort put into her work has been disappointing, making little progress.
and she has put little or no effort put into her work, making very slow progress.	
but she has put little or no effort put into her work, making very slow progress.	

On completion, the whole set of comment sub-sections and male and female comments or comments sections can be seen on the Current Comments sheet.<sup>4</sup>

Navigation to individual sub-sections can be facilitated by clicking on the numbered hyperlinks next to each sub-section title.

<b>Comments</b>		<b>Comments</b>	
<b>CB</b>	<b>1</b>	<b>Y7 BEAR MC A</b>	<b>1</b>
<b>1</b>	<b>2</b>	<b>Comments</b>	<b>2</b>
	<b>3</b>		<b>3</b>
	<b>4</b>		<b>4</b>
	<b>5</b>		<b>5</b>
	<b>6</b>		<b>6</b>
	<b>7</b>		<b>7</b>
	<b>8</b>		<b>8</b>
	<b>9</b>		<b>9</b>
	<b>10</b>		<b>10</b>
	<b>11</b>		<b>11</b>
	<b>12</b>		<b>12</b>
	<b>13</b>		<b>13</b>
	<b>14</b>		<b>14</b>
	<b>15</b>		<b>15</b>
<b>Y7 BEAR MC A</b>		<b>Y7 BEAR FC A</b>	
<b>Comments</b>	has worked extremely hard this term.	<b>Comments</b>	has worked extremely hard this term.
	has worked very hard this term.		has worked very hard this term.
	has worked hard this term.		has worked hard this term.
	has worked quite hard this term.		has worked quite hard this term.
	has put little effort into this term's work.		has put little effort into this term's work.
	has put very little effort into this term's work.		has put very little effort into this term's work.
	has no effort into this term's work.		has no effort into this term's work.
<b>Return To Top</b>		<b>Return To Top</b>	
<b>Y7 BEAR MC B</b>	He has consistently produced work of the highest quality.	<b>Y7 BEAR FC B</b>	She has consistently produced work of the highest quality.
<b>Comments</b>	He has often produced very high quality work.	<b>Comments</b>	She has often produced very high quality work.
	He has occasionally produced high quality work.		She has occasionally produced high quality work.

<sup>4</sup> These can be used for reference if comments or sections are too large to fit in individual report genitors drop-down menus. See later.

As ever, student details on the main report sheet are populated from the main markbook.

To complete the setup, add the date of issue, staff name and subject title and, finally, enter the number of the comment bank to be used.

Report	Informal	Surname	First Name	TG	M/F	B	R	N	G	L+	NC	Att	TC	Best	Worst
P1		ARSENAL	Alexis	KS	F	B-		39%	β		5a	2	9	Topic 15	Algebra
P2		BOLTON	Billy	KS	M	B		41%	i		5c	2	15	KFC Survey	Jumbo Project
P3		CHELSEA	Charlie	KS	M	B-		41%			5a	3	15	Calculus	Jumbo Project
P4		DERBY	David	KS	M	B-		38%			4b	3	14	Geometry	Jumbo Project
P5		EVERTON	Erica	KS	F	B		38%			4c	2	14	Geometry	Jumbo Project
P6		FULHAM	Fiona	KS	F	C+		44%			4a	3	15	Enlargement	Jumbo Project
P7		GILLINGHAM	George	KS	M	B-		39%			3c	3	15	Bearings	Jumbo Project
P8		HULL	Helen	KS	F	C-		41%			4b	3	14	KFC Survey	Jumbo Project
P9		INVERNESS	Iona	KS	F	D		64%			3b	3	15	Jumbo Project	Fractions
P10		JOHNSTONE	Jill	KS	F	C		42%			3c	3	15	Algebra	Jumbo Project
P11		KIDDERMINSTER	Karen	KS	F	C+		41%			4b	3	15	KFC Survey	Jumbo Project
P12		LEEDS	Laura	KS	F	C+		43%			4a	3	15	Enlargement	Jumbo Project
P13		MANCHESTER	Maureen	KS	F	C+		41%			4b	3	15	KFC Survey	Jumbo Project
P14		NORWICH	Neil	KS	M	C+		42%			3c	3	15	Algebra	Jumbo Project
P15		ORIENT	Oswald	KS	M	B-		39%			4b	3	15	Bearings	Jumbo Project
P16		PRESTON	Peter	KS	M	B		27%			5a	3	15	KFC Survey	Enlargement
P17		QPR	Queenie	KS	F	B-		41%			3c	3	15	Bearings	Jumbo Project
P18		ROCHDALE	Rosie	KS	F	B-		43%			3c	3	13	Enlargement	Jumbo Project
P19		SUNDERLAND	Susan	KS	F	C		42%			3c	3	15	Enlargement	Jumbo Project
P20		TOTTENHAM	Tina	KS	F	C		42%			2c	3	14	Enlargement	Jumbo Project

Should you wish to use informal names in the body of your reports,<sup>5</sup> these can be added at this point.

If this is your first set of reports, the report generator will obviously be clear. However, if it has already been used to create a set of reports, you may wish to bulk clear previous comments. To do this, follow the instructions and note the warnings on screen...

The set up is now complete...let's move on to creating individual reports for individual students. Move to the report for an individual student by clicking on the appropriate "P1", "P2", etc. hyperlink in the leftmost column for that student.

Report	Informal	Surname	First Name	TG	M/F	B	R	N	G	L+	NC	Att	TC	Best	Worst
P1		ARSENAL	Alexis	KS	F	B-		39%	β		5a	2	9	Topic 15	Algebra
P2		BOLTON	Billy	KS	M	B		41%	i		5c	2	15	KFC Survey	Jumbo Project

<sup>5</sup> "Chris" instead of "Christopher", for instance.

The individual report sheet tries to help report creation.

Sub-section titles and gender sensitive comments are automatically displayed.

Individual student details are automatically displayed on the report generator including name, tutor/teaching group, assessment averages, work completed and attendance.

ARSENAL Alexis F

Report Generator

Y7 BEAR FC A  
Y7 BEAR FC B  
Y7 BEAR FC C

Enjoyment/Enthusiasm  
Terminology/Knowledge  
Taking Instructions  
Use of Equipment  
Achievement  
Effort/Progress  
Independence/Confidence  
Suitability/Awareness  
Skill/Efficiency  
Task Complexity  
Audience/Society

N	L	L+	NC	G	A	Att	TC
77%	b	c	5a	β	ضعف	69	36

has worked hard this term.

She has occasionally produced high quality work.

She is fairly punctual, well-equipped and sometimes hands work in on time.

appears to enjoy IT but only works with enthusiasm occasionally.

Her knowledge of IT and IT terminology is poor.

She always listens carefully to instructions and is able to start any task without any additional help.

always treats school hardware and software with respect and leaves it as it was set up.

This year, she has produced some reasonable quality work

This year, she has produced work of outstanding quality

This year, she has produced work of very high quality

This year, she has produced some good quality work

This year, she has produced some reasonable quality work

This year, the quality of some of her work has been disappointing

This year, the quality of most of her work has been disappointing

This year, the quality of all of her work has been poor

This year, the quality of her work has failed to meet the minimum acceptable standard

0

0

Full Comments

Request Attendance At Parents' Evening

et

Index Reports P 1 / P 2 / P 3 / P 4 / P 5 / P 6 / P 7 / P 8 / P 9 / P 10 / P 11 / P 12 / P

Comments for each sub-section are available on drop-down menus and can be selected merely by clicking on them.

Mail merge templates can be created from scratch for different types of report. Alternatively, those provided with ET can be used or amended.

«Skip Record If...» Electronic Teacher Institute

Year «Year» End Of Year «SubjectTitle» Report «TimeOfIssue»

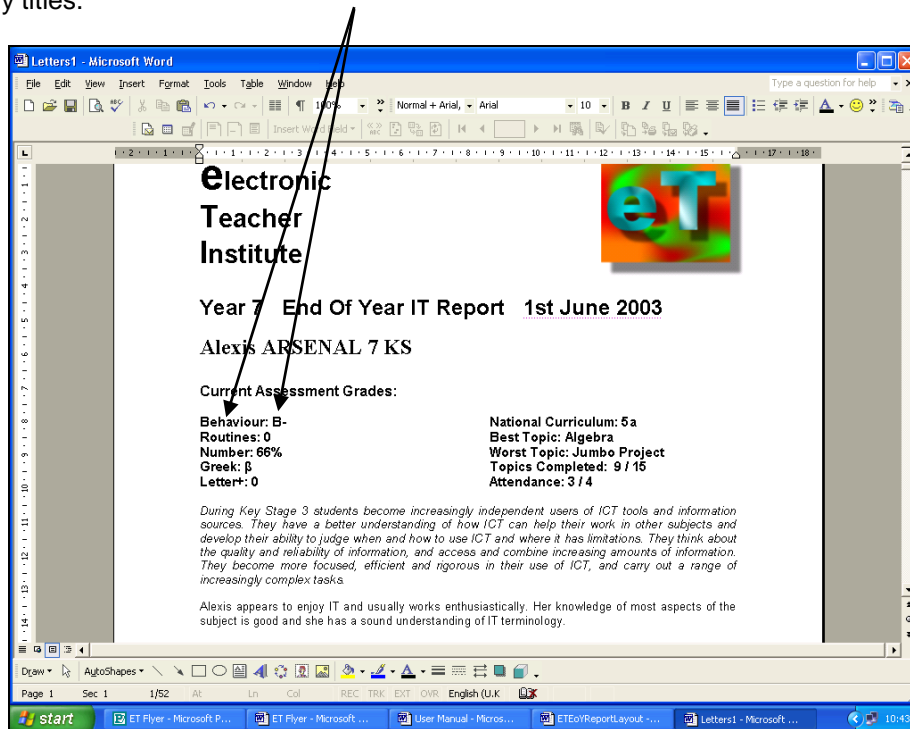
«FirstName» «Surname» «Year» «TutorGroup»

Current Assessment Grades:

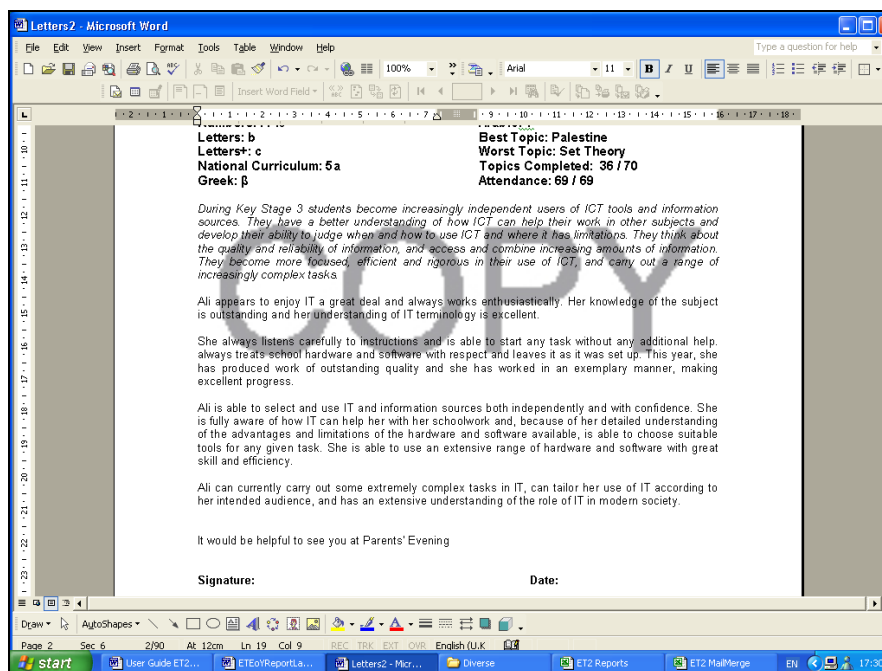
«TitleOfAssessment1»: «ScoreForAssessment1»  
«TitleOfAssessment2»: «ScoreForAssessment2»  
«TitleOfAssessment3»: «ScoreForAssessment3»  
«TitleOfAssessment4»: «ScoreForAssessment4»  
«TitleOfAssessment5»: «ScoreForAssessment5»

«TitleOfAssessment6»: «ScoreForAssessment6»  
Best Topic: «Best»  
Worst Topic: «Worst»  
Topics Completed: «TopicsCompleted» / «TopicsTotal»  
Attendance: «Attendance» / «TotalAttendance»

The templates included with ET not only insert the comments but will also insert the comment category titles.



It will even produce a copy automatically...



Ultimately, ET produces high-quality, individualised, comprehensive reports that, if required, can be amended or can even re-written from scratch...however, as student details and scores are automatically inserted, this still constitutes a considerable reduction in workload.