

Report Writer 1: set up your class

Lesson 20 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/20-report-writer-setup/

Where to find it: Classfern Pro → School Report Writer

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- Where your Report Writer data is kept
- How to set up a class and choose a report style
- How to add subjects with their own grading
- The safest way to add pupils



Step by step

- 1 Know where data is kept.** Everything you put in the Report Writer stays in your browser, on your device. It is never sent to us.
- 2 Create your class.** Try it with **Try it with a sample class (made-up pupils)**, or press **Create my first class**.
- 3 Add class details.** On the **Classes** tab, give the **Class name**, **Year group / grade**, **School year** and **Terms / grading periods**, then choose a **Report style** (EYFS, KS1 and KS2, secondary, GCSE or US report cards).
- 4 Add subjects and grading.** Press **Add subject**. Each subject can have its own grading: working towards / expected / greater depth, marks out of a total, GCSE 9–1, US letter grades or your own scale.
- 5 Add pupils safely.** On the **Pupils** tab, type a number or code (for example "07") and press **Add pupil**. First names are fine if your school allows. If you type a full name, it warns you. You can **Import a list** and set the **Pronoun for comments**.
- 6 Add school details.** Under **School details**, add the **School name** and the **Teacher name on reports**.



The School Report Writer.

Tips

- A number or code for each pupil is the safest choice.
- Read the pupil data golden rules (lesson 35) before you start.

Try it

Create a practice class with two subjects and three pupils added by number.

Check what you know

1. Where is everything you put in the Report Writer kept?

- A** In your browser, on your device
- B** On our server
- C** In your school's MIS

2. What is the safest way to name pupils?

- A** A number or code, like 07
- B** Full name and date of birth
- C** Surname only

3. Can each subject have its own grading?

- A** Yes
- B** No, one scale for all
- C** Only GCSE grades

Answers: 1 A · 2 A · 3 A (turn the page round to check)