

Report Writer 2: marks, notes and At a glance

Lesson 21 · Assessment and reports · Watch the video and take the quiz online:

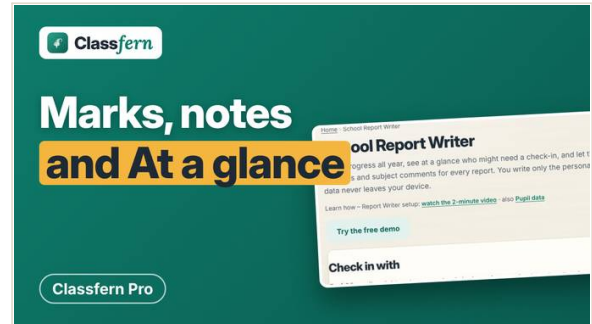
lessonplanner.info/training/21-report-writer-marks-notes/

Where to find it: School Report Writer → Marks, Notes, At a glance, Progress

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

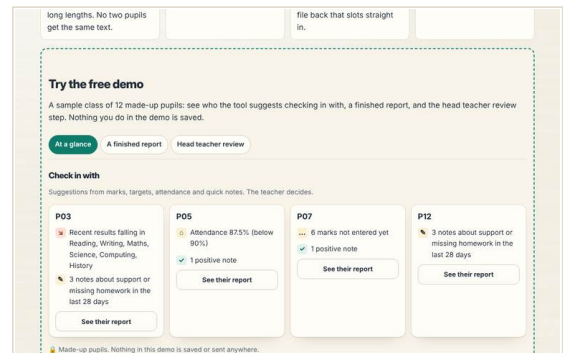
What you'll learn

- How to add an assessment and type in results
- How to add a daily note in seconds
- What At a glance suggests, and why you decide
- What the Progress tab shows



Step by step

- 1 **Practise with the sample class.** Press **Add the sample class (made-up pupils)**. Every pupil in it is made up.
- 2 **Use the mark book.** On the **Marks** tab, press **Add an assessment**, then type in each pupil's result. You can record **Target** and **Effort** too.
- 3 **Add a daily note.** On the **Notes** tab, tap a pupil, tap a tag like **Great effort** or **Homework missing**, add a few words if you want, and press **Save note**.
- 4 **Check At a glance.** The **At a glance** screen suggests who might welcome a check-in, based on marks, targets, attendance, homework and your notes. Every reason is written out. Press **Open record** to see more.
- 5 **See progress.** The **Progress** tab shows how each pupil is doing through the year, subject by subject.



At a glance: suggestions with every reason written out.

Tips

- Notes are for learning only. Safeguarding concerns never go here – report them through your school straight away.
- At a glance only makes suggestions. You know your class, and you decide.

Try it

In the sample class, add an assessment, enter three marks and save one daily note.

Check what you know

1. Where do safeguarding concerns go?
 - A In a daily note
 - B Through your school straight away – never in the notes
 - C In the report
2. At a glance suggests a pupil might welcome a check-in. What is it?
 - A A suggestion – you know your class and you decide
 - B A diagnosis
 - C An automatic email to parents

3. Which tab is your mark book?

- A** Marks
- B** Write
- C** Backup

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