

Report Writer 3: write the reports

Lesson 23 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/23-report-writer-writing/

Where to find it: School Report Writer → Reports

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

What you'll learn

- How to write reports for the whole class
- How to change the tone, length and wording
- What each report status means
- How the name key puts names on printouts only



Step by step

- 1 Write the whole class.** On the **Reports** tab, press **Write reports for the whole class**. Each report gets its statistics (attendance, results, homework) and a comment for each subject.
- 2 Change the wording.** Choose the **Tone** (Warm, Formal, Concise) and **Length**, and press **Write again** for different wording.
- 3 Write the personal comment.** The personal comment is the part only you can write. Stuck? Press **Suggest an opening line**.
- 4 Track each report.** Each report has a status: **Needs teacher comment**, **Ready**, **With head teacher** or **Finished**. Press **Mark as ready** when it is done.
- 5 Print or download.** Press **Print / PDF all reports**, **Word (.docx)**, **all reports**, or **Copy text**.
- 6 Names on printouts only.** Used numbers instead of names? Press **Load name key (.csv)** when you print. Names appear on the printout only and are forgotten when you leave (or press **Forget names now**).

Subject	Autumn	Spring	Summer	Progress	Effort
Reading	GDS	EKS	EKS	↓ Down	1
Writing	GDS	EKS	EKS	↓ Down	1
Maths	GDS	EKS	EKS	↓ Down	1.3
Science	GDS	EKS	EKS	↓ Down	1.7

A finished report, written from the marks and notes.

Tips

- Read every report before it goes home.
- Keep your name key file somewhere safe, such as your school drive.

Try it

In the sample class, write the reports, change one to the Concise tone, and add a personal comment.

Check what you know

1. Which part of the report is always yours to write?

- A** The personal comment
- B** The attendance figure
- C** The school name

2. You used numbers instead of names. How do names appear on the printout?

- A** Load your name key file when you print
- B** Type them into every report
- C** They can't

3. How do you get different wording for a comment?

- A** Press Write again
- B** Delete the class
- C** Start a new year

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