

Send reports to your head teacher for review

Lesson 24 · Assessment and reports · Watch the video and take the quiz online:

lessonplanner.info/training/24-head-teacher-review/

Where to find it: School Report Writer → Reports → Make review pack

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

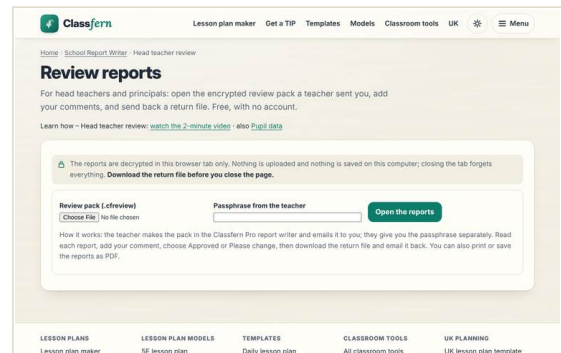
What you'll learn

- How to make an encrypted review pack
- How to share the passphrase safely
- How your head reviews it (no account needed)
- How to import the return file



Step by step

- 1 Mark reports as ready.** Mark the reports your head should read as **Ready**.
- 2 Make an encrypted review pack.** Press **Make review pack** and type a passphrase twice. The pack holds just the reports, unless you choose more under **Put in the pack**.
- 3 Send the file and the passphrase separately.** Email the **.cfreview** file from your school email. Tell your head the passphrase in person or by phone – never in the same email.
- 4 Your head reviews it.** Your head opens the free review page, chooses the **Review pack (.cfreview)**, types the **Passphrase from the teacher** and presses **Open the reports**. No account is needed. They mark each report **Approved** or **Please change**, add comments, and press **Download return file**.
- 5 Import the return file.** On the Reports tab, press **Import** the **head teacher's return file**. Approved reports become **Finished**, and any changes appear on each report.



The free review page your head teacher uses.

Tips

- Only someone with the passphrase can open the pack.
- Choose a passphrase that is long but easy to say out loud.

Try it

Make a review pack from the sample class, then open it yourself on the review page.

Check what you know

- How should you give your head the passphrase?
 - In the same email as the pack
 - In person or by phone – never in the same email
 - On a sticky note on the pack

2. Does your head teacher need an account to review?

- A** Yes
- B** No – they use the free review page
- C** Only a Pro account

3. What happens to Approved reports when you import the return file?

- A** They become Finished
- B** They are deleted
- C** Nothing

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