

# ReportWriter

## How-to guide

May 2023

The screenshot displays the ReportWriter Editor interface. On the left is a vertical list of student names, with 'Jakoby Roman' highlighted. The main area is titled 'Jakoby Roman (10A)' and contains a table of scores, a report text field, and a compiled report. The table lists various metrics like SEN, Y10 Eor, Topic test av, CWG, Attendance %, Missing homework, and Progress. The report text field contains a paragraph about Jakob's performance. The compiled report section shows a summary of his scores and a 'Mark as incomplete' button. On the right, there are sections for 'EXAMS' (Exam Performance), 'TARGETS' (SubjectKnowledgeTarget), and 'AnalysingQuestionsTarget', each with a text area and 'Use', 'Edit', and 'Delete' buttons. A status bar at the top right indicates 'You have unsaved changes'.

Label	Value
SEN	
Y10 Eor	93
Topic test av	96
CWG	0
Attendance %	97
Missing homework	0
Progress	4

**Report text**

[Exam Performance] [SubjectKnowledgeTarget] Overall, Jakob has put in a terrific effort throughout the year and has an demonstrated exemplary attitude towards his learning in this subject. Well done!

**Compiled report**

Jakoby achieved a score of 93% in his end-of-year exam, with an average topic-test result of 96% throughout the year. Taken together, Jakob is currently working at a 9 grade. As he prepares for their pivotal final year of GCSEs, Jakob should ensure that he is regularly reading around the topics that we study in lessons in order to build his wider subject knowledge. Overall, Jakob has put in a terrific effort throughout the year and has an demonstrated exemplary attitude towards his learning in this subject. Well done!

326 characters

**EXAMS**

**Exam Performance**

[name] achieved a score of [Y10 Eor]% in [hht] end-of-year exam, with an average topic-test result of [Topic test av]% throughout the year. Taken together, [name] is currently working at a [CWG] grade.

**TARGETS**

**SubjectKnowledgeTarget**

As [hst] prepares for their pivotal final year of GCSEs, [name] should ensure that [hst] is regularly reading around the topics that we study in lessons in order to build [hht] wider subject knowledge.

**AnalysingQuestionsTarget**

[name]'s exam performance suggests that greater attention needs to be paid the detail in each question in order to identify the most appropriate knowledge to include in [hht] responses. A careful review of [hht]'s answers against the mark

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# ReportWriter: key concepts

ReportWriter revolves around a few main components:

- **Report sets** - Student reports are combined together, along with their related data values and comment bank as a "Report set".
- **Data values** - Named, student-specific data values that can be included within reports.
- **Comment bank** - Each Report Set can have an associate bank of comments, each of which can be included within reports and can contain any number of data values to dynamically include relevant student data.
- **ReportWriter template** - A specially-formatted Microsoft Excel spreadsheet that is used for adding details of each student in the report set, including their name, groups, any relevant notes and the data values that you wish to include or refer to in their reports. A blank template can be downloaded from the ReportWriter start screen.
- **ReportWriter Editor** - The online editor whereby reports and comments can be written, after uploading a report set in the ReportWriter template format.

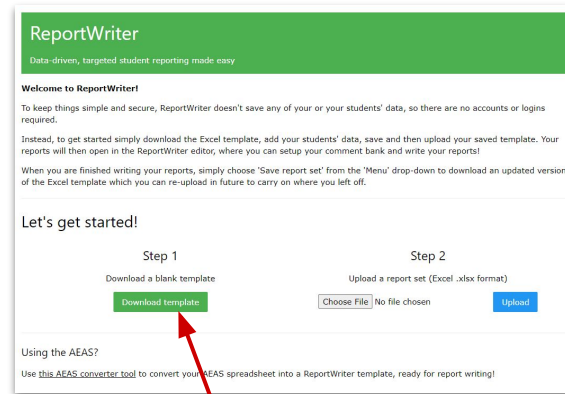
# Getting started with ReportWriter

The first step of using ReportWriter is to download a blank copy of the ReportWriter template from the [ReportWriter website](#).

Once downloaded, this can be opened in Microsoft Excel where you can your students' details:

- First name
- Last name
- Gender
- Group
- Notes

The "compiled comment" column can be left empty for now, however this is where your reports will appear in future versions of the template after saving and downloading them from the ReportWriter Editor.



AutoSave Off ReportWriterExport\_2023-05-16\_152214 • Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Enter essential student information in columns A-E

Data to be included or referred to within reports can be added as "report perspective values" in column H onwards. Each value should have an associated label, entered in Row 3.

Students' reports will appear here once they have been written and saved

Student data is entered in the "Data entry" tab

Student details					Report data		Report Perspective data values (add as many additional data value columns as required)							
Last name	First name	Gender	Group	Notes	Compiled comment	Y10 EoY	Topic test av	CWG	Attendance %	Missing hom	Progress			
Bond	Lucy	F	10A		Lucy achieved a result of 71% in her end-of-year exam.	71	72	7	98	0	3			
Burns	Howard	M	10A		Howard achieved a result of 83% in his end-of-year exam.	83	96	8	97	0	4			
Dodge	Addilynn	M	10A		Addilynn achieved a result of 94% in his end-of-year exam.	94	114	9	96	0	4			
Kendall	Krish	M	10A		Krish achieved a result of 62% in his end-of-year exam.	62	78	7	99	0	3			
Lovell	Dasia	F	10A			70	96	8	99	0	4			
Nunez	Aaron	M	10A			95	95	9	97	0	4			
Roman	Jakoby	M	10A	SEN	Jakoby achieved a result of 93% in his end-of-year exam.	93	96	9	97	0	4			
Blount	Carrie	F	10B			81	88	8	99	3	4			
Chaney	Alden	M	10B			72	81	7	98	0	3			
Dempsey	Kiyan	M	10B			66	90	8	100	0	4			
Koenig	Edith	F	10B			90	78	8	97	0	4			
Melvin	Rosalee	F	10B			60	78	7	96	0	4			
Newman	Akhil	M	10B			97	75	8	96	2	4			
Pham	Kianna	F	10B			65	66	6	100	5	2			
Wilkinson	Demi	F	10B	SEN, PP		68	87	7	98	0	3			
Engelen	Nikky	F	10C			75	78	7	97	0	3			
Eubanks	Jordy	M	10C			94	87	9	99	0	4			
Flynn	Lila	NB	10C			90	96	9	98	5	4			
Hester	Alisa	F	10C			91	99	9	99	0	4			
Ho	Sasha	F	10C	PP		64	72	6	98	0	2			
Lange	Kiersten	F	10C			66	81	7	99	0	3			
Massey	Jayden	M	10C			90	93	9	97	0	4			
Metz	Carys	F	10C	Joined in Y9		77	69	7	97	0	3			
Pham	Kianna	F	10C			87	75	8	99	0	4			
Phillips	Osiel	F	10D			76	93	8	99	0	4			
Stout	Eliana	F	10D			79	96	8	100	0	4			
Case	Della	F	10D			69	69	7	99	0	3			
Gregg	Marco	M	10D			63	87	7	97	0	3			
Jacobs	Olivia	F	10D			66	90	8	97	0	4			
Prior	Kaya	F	10D			97	84	9	96	0	4			
Wiley	Rebecca	F	10D			81	60	7	96	0	3			

Instructions Data entry Comment bank +

Ready Accessibility: Investigate

# Adding data values

One of the most useful features of ReportWriter is the ability to integrate reporting data directly within the report text, such as:

- Topic test scores/averages
- Mock exam results
- Attendance %
- Current working grade / predicted grade
- Number of missing homeworks
- Engagement / effort indicator
- Academic progress indicator

For each item of data, simply add a label to describe that assessment perspective (for example, "Av test %") in row 3 of the template, starting at column H, and then add each student's relevant values beneath.

Normal

Bad

Good

Neutral

Calculation

Check Cell

Explanatory...

Input

Linked Cell

Note

Insert

Delete

Format

Cells

Styles

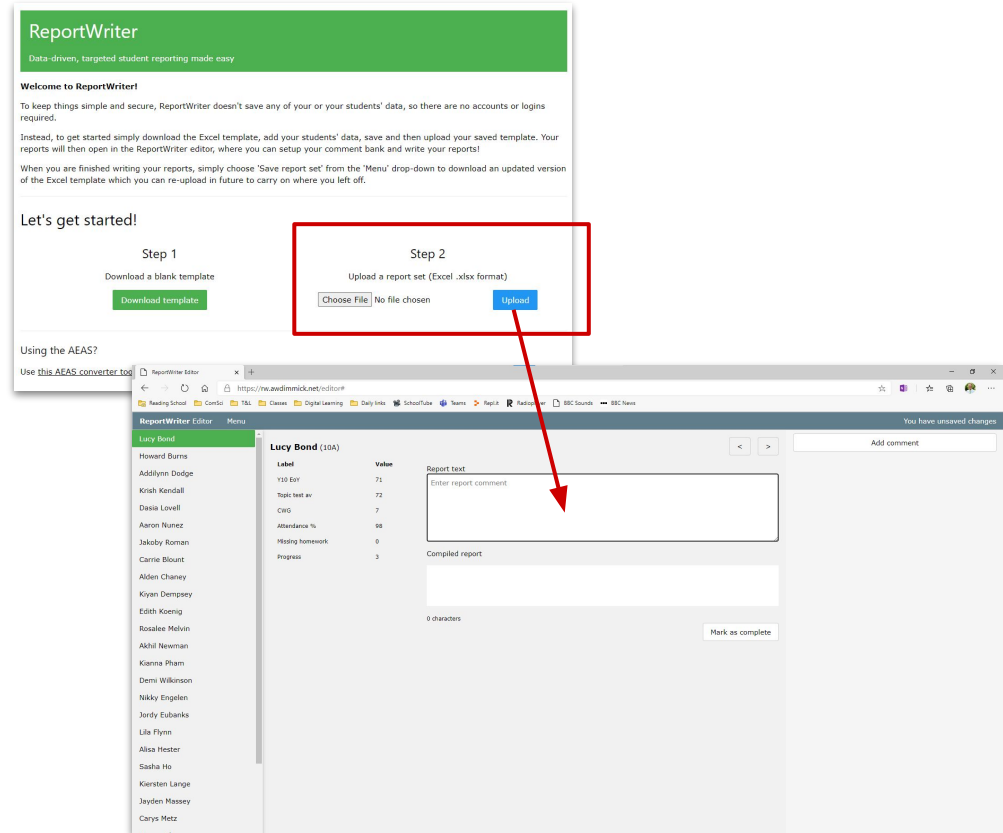
	G	H	I	J	K	L	M
	Data values (add as many additional data value columns as required)						
	Y10 EoY	Topic test av	CWG	Attendance %	Missing homework	Progress	
	71	72	7	98	0	3	
	83	96	8	97	0	4	
	94	114	9	96	0	4	
	62	78	7	99	0	3	
	70	96	8	99	0	4	
	95	95	9	97	0	4	
	93	96	9	97	0	4	
	81	88	8	99	3	4	
	72	81	7	98	0	3	
	66	90	8	100	0	4	
	90	78	8	97	0	4	
	60	78	7	96	0	4	
	97	75	8	96	2	4	
	65	66	6	100	5	2	
	68	87	7	98	0	3	
	75	78	7	97	0	3	
	94	87	9	99	0	4	
	90	96	9	98	5	4	
	91	99	9	99	0	4	
	64	72	6	98	0	2	
	66	81	7	99	0	3	
	90	93	9	97	0	4	
	77	69	7	97	0	3	
	87	75	8	99	0	4	
	76	93	8	99	0	4	
	79	96	8	100	0	4	
	69	69	7	99	0	3	
	63	87	7	97	0	3	
	66	90	8	97	0	4	
	97	84	9	96	0	4	
	81	60	7	96	0	3	

# Uploading a report set for editing

Having added student data to the ReportWriter template in Excel, it can be saved and uploaded to ReportWriter.

To upload the template, return to the ReportWriter website and, this time, use the "Choose file" option under "Step 2" to locate your saved template. Once selected, press the blue "Upload" button and your report set will be built (this can take a while).

Once ReportWriter has finished building your report set, it will take you to the ReportWriter Editor where you can begin writing reports.



Writing reports



The menu provides options to save (download) report sets and export reports in Word and PDF formats for proofreading and transferring to other application.

The selected student's name, group and any relevant notes appear at the top of the report writing area.

New comments can be added to the Comment Bank by clicking the "Add comment" button.

Students' reports can be viewed by clicking their name within the sidebar. The currently selected student is shown in green, whilst any completed reports are shown in a lighter shade of green.

The selected student's data values are shown for ease of reference and can be included within the report by clicking on each one.

The screenshot shows the 'ReportWriter Editor' interface. On the left is a sidebar with a list of student names. 'Jakoby Roman' is highlighted in green. The main area is titled 'Jakoby Roman (10A)' and contains three sections: 'Report text', 'Compiled report', and a 'Comment Bank' on the right. The 'Report text' section has a text area with placeholder text. The 'Compiled report' section shows a preview of the report with the student's name and data values. The 'Comment Bank' on the right has a table of comments with 'Use', 'Edit', and 'Delete' buttons.

Label	Value
Y10 EoY	93
Topic test av	96
CWG	9
Attendance %	97
Missing homework	0
Progress	4

**Report text**

[Exam Performance] [SubjectKnowledgeTarget] Overall, Jakoby has put in a terrific effort throughout the year and has an demonstrated exemplary attitude towards his learning in this subject. Well done!

**Compiled report**

Jakoby achieved a score of 93% in his end-of-year exam, with an average topic-test result of 96% throughout the year. Taken together, Jakoby is currently working at a 9 grade. As he prepares for their pivotal final year of GCSEs, Jakoby should ensure that he is regularly reading around the topics that we study in lessons in order to build his wider subject knowledge. Overall, Jakoby has put in a terrific effort throughout the year and has an demonstrated exemplary attitude towards his learning in this subject. Well done!

526 characters

**Comment Bank**

Comment	Use	Edit	Delete
[name] achieved a score of [Y10 EoY]% in [hht] end-of-year exam, with an average topic-test result of [Topic test av]% throughout the year. Taken together, [name] is currently working at a [CWG] grade.	Use	Edit	Delete
As [hst] prepares for year of GCSEs, [nra] that [hst] is regular topics that we study in lessons in order to build [hht] wider subject knowledge.	Use	Edit	Delete
[name]'s exam performance that greater attention need the detail in each question identify the most appropriate to include in [hht] review of [hht] and	Use	Edit	Delete

The "Compiled report" box shows the report with all comments and data values included.

Reports are written by typing within the "Report text" box. Comment and data value labels can be included within [square brackets] which will be dynamically replaced in the compiled report.

Comment Bank comments can be added to a report by clicking the "Use" button or by typing the comment's label within [square brackets] in the report text.

# Including data values within reports

To write a student's report, simply select their name from the left-hand sidebar and write their report in the "Report text" box.

To include an items of the student's report data within the report you either enter it manually or else you can simply click on the data item within the report editor. This will automatically append the value to the end of the report text.

Data values can also be added at any location within the report text by writing the relevant data label within [square brackets], for example writing "Carrie achieved a result of [Y10 EoY]% in her end-of-year exams" will result in a compiled report that reads "*Carrie achieved a result of 81% in her end-of-year exams*".

The screenshot shows a web interface for editing a student report. On the left, a sidebar lists student data for Carrie Blount (10B). The data is organized into two columns: 'Label' and 'Value'. The 'Y10 EoY' and 'CWG' items are highlighted with red boxes. Red arrows point from these boxes to the 'Report text' input field on the right. The 'Report text' field contains the text: "Carrie scored [Y10 EoY]% in her end-of-year exam, helping her achieve a current working grade of [CWG].". Below this field, the 'Compiled report' section shows the resulting text: "Carrie scored 81% in her end-of-year exam, helping her achieve a current working grade of 8." A character count of 92 characters is displayed, and a 'Mark as complete' button is at the bottom right.

Label	Value
Y10 EoY	81
Topic test av	88
CWG	8
Attendance %	99
Missing homework	3
Progress	4

Report text

Carrie scored [Y10 EoY]% in her end-of-year exam, helping her achieve a current working grade of [CWG].

Compiled report

Carrie scored 81% in her end-of-year exam, helping her achieve a current working grade of 8.

92 characters

Mark as complete

# Adding a comment to the Comment Bank

One of the most important features of ReportWriter is the ability to write your own set of reusable comments that include dynamic student data.

To add a comment, simply press the "Add comment" button at the top of the Comment Bank.

In the "Add comment" screen, provide a label to identify the comment, an optional category for the comment (e.g. "Exams", "Targets", etc) and the comment text itself.

So that comments can be reused between students, use the data label buttons beneath the "Comment text" box to append dynamic student data to the comment, including the student's name and gender-specific pronouns along with any data labels that were included in the report set.

The screenshot shows the 'Add comment' interface. At the top, a blue bar indicates 'You have unsaved changes'. Below this is a red-bordered box containing the 'Add comment' button. A red arrow points from this button to the 'Add comment' form below. The form has a title 'EXAMS' and a subtitle 'Exam Performance'. It contains three main sections: 'Comment label' with a text input field containing 'Organisation Target', 'Category' with a dropdown menu showing 'Targets', and 'Comment text' with a large text area containing a sample comment: '[name] has been present for [Attendance %] % of lessons this term and has [Missing homework] outstanding home work assignments. it is essential that [name] takes greater responsibility of [hht] progress in this subject and ensures that all work is completed and submitted on time.' Below the text area is a section titled 'Add data labels' with several buttons: 'name', 'his/her/their', 'he/she/they', 'Y10 EoY', 'Topic test av', 'CWG', 'Attendance %', 'Missing homework', and 'Progress'. Red boxes highlight the 'name' button, the 'his/her/their' button, and the 'Attendance %' button. Red arrows point from these buttons to the corresponding placeholders in the 'Comment text' area: '[name]', '[Attendance %]', and '[hht]'. A green 'Save changes' button is located at the bottom right of the form.

# Using a comment within a report

Including a comment within a report is as simple as clicking the "Use" button beneath the comment.

Comments can also be included by typing their label within [square brackets].

Once a comment has been included the "Compiled report" will automatically update to show the fully-rendered report, including all dynamic student data.

Comments can be edited by clicking on the "Edit" button beneath the report. All reports that use that comment will be automatically updated to reflect the changes to the comment.

The screenshot displays a report editor interface. On the left, the 'Report text' field contains a comment: `[Exam Performance] [SubjectKnowledgeTarget]` Overall, Jakob has put in a terrific effort throughout the year and has demonstrated exemplary attitude towards his learning in this subject. Well done! Below this, the 'Compiled report' field shows the rendered text: Jakob achieved a result of 93% in his end-of-year exam. Together with his topic-test average (96%), they are currently working at a 9 grade. As he prepares for their pivotal final year of GCSEs, Jakob should ensure that he is regularly reading around the topics that we study in lessons in order to build his wider subject knowledge. Overall, Jakob has put in a terrific effort throughout the year and has demonstrated exemplary attitude towards his learning in this subject. Well done! A green 'Mark as incomplete' button is at the bottom right of the compiled report section.

On the right, there are two panels: 'EXAMS' and 'TARGETS'. The 'EXAMS' panel shows a comment for 'Exam Performance' with a 'Use' button highlighted by a red box. The 'TARGETS' panel shows a comment for 'SubjectKnowledgeTarget' with a 'Use' button also highlighted by a red box. Red arrows point from these 'Use' buttons to the corresponding comment in the 'Report text' field. At the top right, there is an 'Add comment' button. Below the 'EXAMS' and 'TARGETS' panels, there is a section for 'AnalysingQuestionsTarget'.

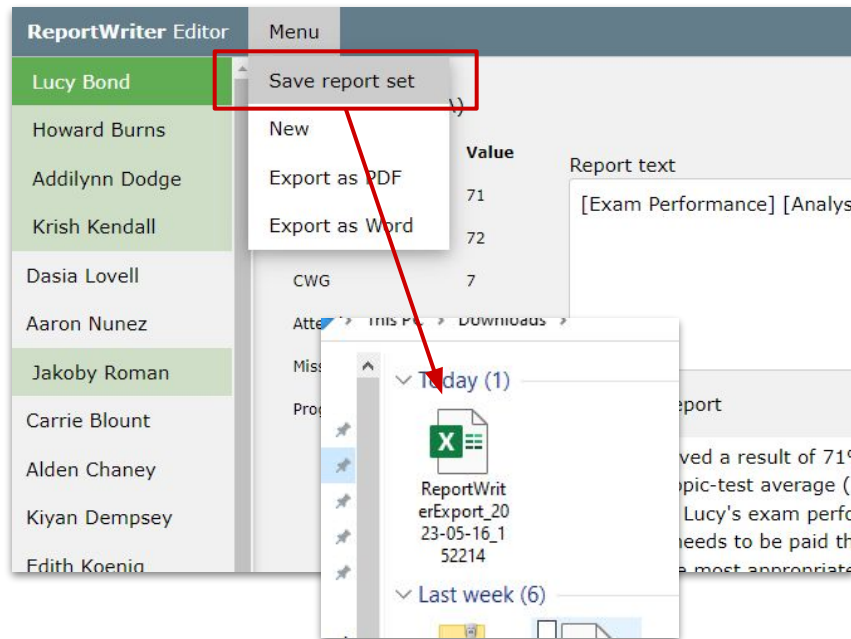
# Saving a report set

Because ReportWriter does not store any data on its servers, it is necessary to regularly save your report sets.

By selecting "Save report set" from the menu, ReportWriter will generate and download a ReportWriter Excel spreadsheet containing all of report and comments bank data for the active report set.

To continue working on this report set at a later date, simply choose this download when selecting a report set to upload from the ReportWriter home screen.

*Note, your web browser will retain report set data between saves, but could be lost if you reset any of your browser data.*



Extra features

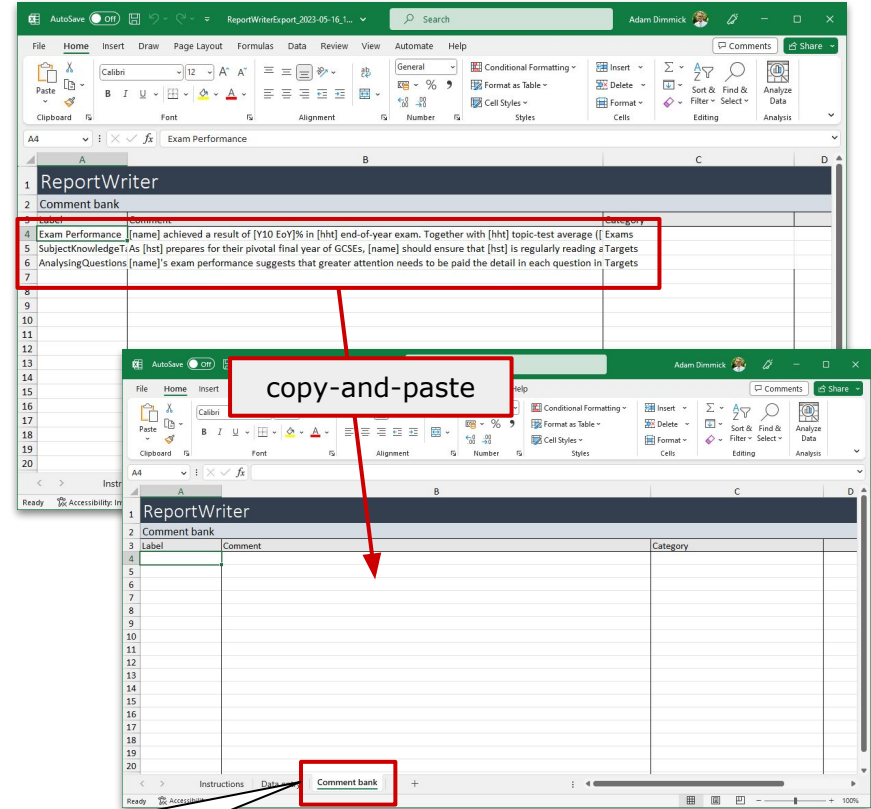
# Reusing a comment bank

Reusing a comment bank from a previous report set is easy.

Simply open a previously-saved report set in Excel and select the "Comment bank" tab.

From here, you can select all of the comments (including the label, comment text and category for each) and then copy-and-paste them into the Comment bank tab of another report set, including a blank ReportWriter template spreadsheet.

When that second spreadsheet is uploaded, all of the copy-and-pasted comments will be available for use.



Make sure the "Comment bank" tab is selected

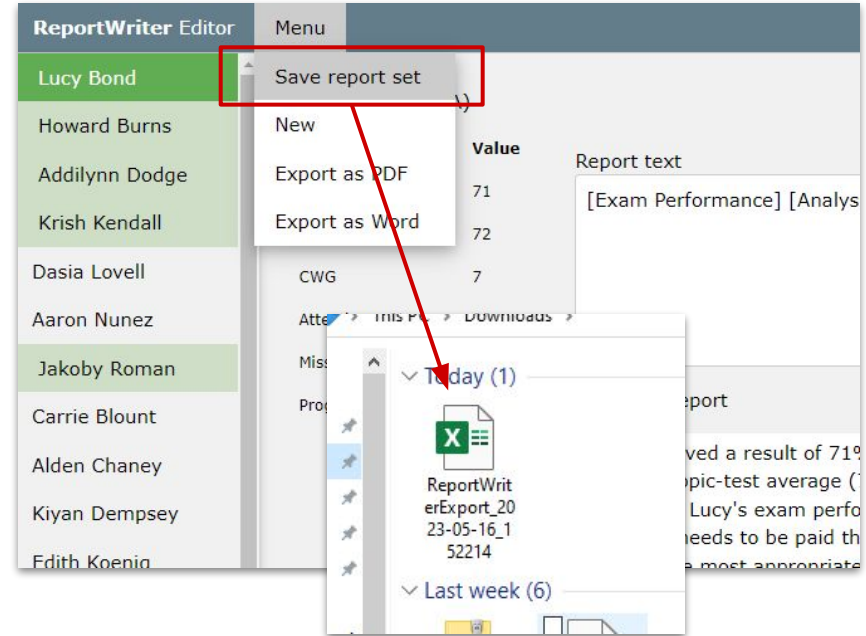
# Exporting a report set as PDF and Word documents

To make it easier to proofread and move compiled reports from ReportWriter to another assessment / management information system, report sets can be exported as PDF and Word documents.

Each document will include the compiled report, with all comments and data values in place.

Please note that it is **not** possible to modify the report text, say in Word, and reupload it to ReportWriter for further modification. This is purely a one-directional export.

*By comparison, changes can be made to report sets that are saved as Excel spreadsheets and reuploaded for continued use within ReportWriter.*



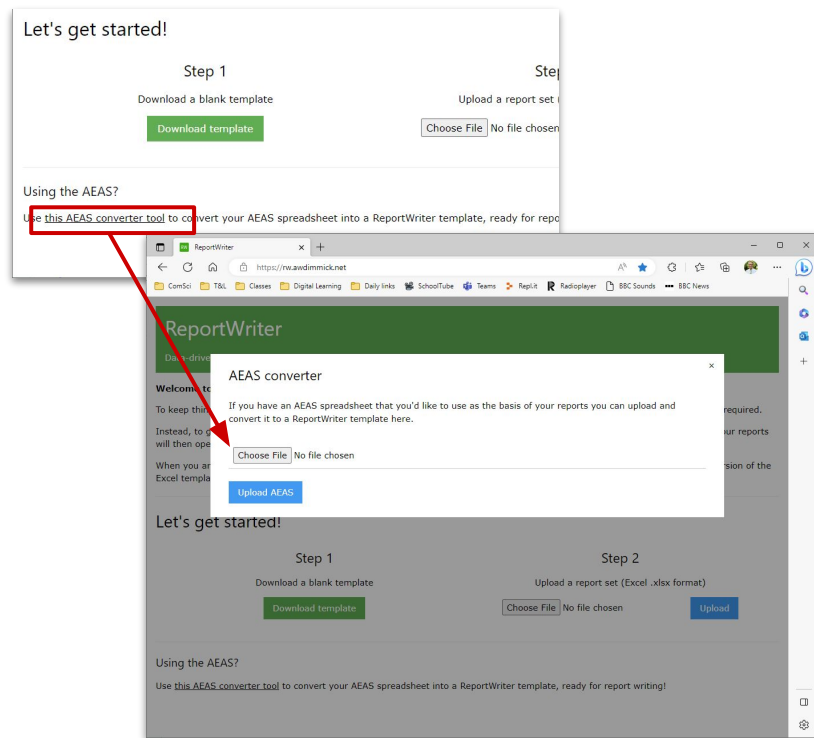


# Converting an AEAS for use in ReportWriter

If you have produced an [AEAS spreadsheet](#) to analyse students exam performance, you can easily convert the spreadsheet into a ReportWriter template in order to write a report set based on the AEAS data.

The generated report set will use the students' names and groups found in the Data Entry Sheet of the AEAS and will contain averages for each Assessment Perspective as Perspective Data values within the report set.

To convert an AEAS spreadsheet to a ReportWriter template, simply click the link under the "Using the AEAS?" heading on the ReportWriter homepage and upload your AEAS document when prompted.



# That's it!

I hope that you enjoy using ReportWriter and that you find it makes the process of writing meaningful, data-driven reports a little easier and more efficient.

Please do feel free to offer any feedback or suggestions by emailing me at [adimmick@reading-school.co.uk](mailto:adimmick@reading-school.co.uk) or if you find an issue/bug (there will be many) then you can [log it here](#).

Adam.