



SRS : Primary Quick Start Guide

Parents & Pupils

Copyright & Disclaimer

All rights reserved.

To the extent allowed by UK law SRS : Primary is provided 'as is' without warranty of any kind, either express or implied, including without limitation any warranty for information, services or products provided through or in connection with SRS : Primary and any implied warranties of merchantability, fitness for a particular purpose, expectation of privacy, or non-infringement.

By using SRS : Primary you agree that the Compubits Group and all its member companies and associates, without limitation, will not be liable for any direct, indirect or consequential loss arising from the use of SRS : Primary.

By using SRS : Primary you agree that the terms and conditions of use for SRS : Primary shall be governed by and construed in accordance with the laws of the United Kingdom.

Compubits is a registered trademark of Compubits Limited. All other trademarks, company and product names mentioned in this publication remain the property of their respective owners.

All pictures and illustrations are intended for illustrative purposes only and should not be taken as product representations. Compubits retains the right to alter products, specifications and prices at any time and without notice.

Compubits Group address:
Unit 27, Balfour Business Centre, Southall, UB2 5BD
compubits.com

© Compubits Limited 2010

Welcome

This Quick Guide is to help Parents and Pupils using SRS : Primary for the first time.

SRS : Primary is a secure web-based software application for reporting in primary schools. It is accessed over the internet.

The basic parameters of the system (such as pupil names, classes, term dates and who can access SRS : Primary) are set up by the school ICT Coordinator who should be your first call if you experience any difficulties.

To log in you will need to enter your User Name, Password and Role. User Names and Passwords are assigned by the school (usually the ICT Coordinator) and your Role will be either Parent or Pupil.

First type the web address provided by your school ICT Coordinator into your web browser. The web address will usually take the form: www.yourschoolname.schoolreports.eu. You may want to bookmark this page.

Once you have entered the web address, you will be presented with the log in and SRS screens:



Figure 1: The Log in and SRS Screens

The 'Comments' page will then open for the current term:

The screenshot shows the 'Comments' page for 'SRS : Primary'. The page includes a navigation menu on the left with options like Home, ATS, and User Profile. The main content area displays a table of student comments for the 2009/10 academic year, Summer term. The table has columns for Student Name, Year Group, Class, Report, and Comments. Below the table is a 'Save' button. The page is annotated with callout boxes: 'View Report Icon' points to a bar chart icon in the table; 'User Profile Button' points to the 'User Profile' link in the left sidebar; 'Log out when finished' points to the 'Logout' link in the top right; 'View other term reports if you wish' points to the 'Term' dropdown menu; 'Type your comments' points to the 'Comments' column in the table; and 'Click to save comments to the report' points to the 'Save' button at the bottom.

Student Name	Year Group	Class	Report	Comments
Michael-3 Evans-3	Year 1	CD		I satisfied with his result.
James Brown	Year 1	CD		I satisfied with his result.
Paul Jones	Year 1	CD		I satisfied with his result.
Brenda Jones	Year 2	A		I satisfied with his result.

Figure 2: The Comments Page

To add your comments, type in the relevant 'Comments' box, click 'Save' and, when you are ready, sign out.

If you have more than one child at the same school, all your children's details will appear on the same 'Comments' page.

If you are a pupil, yours will be the only entry on the 'Comments' page.

To view the full school report, click the 'View Report' icon in the middle of the screen. The report opens in a new window.

To view reports for different years and terms, select from the drop down menus at the top of the screen.

Parents and pupils cannot edit school reports.

To view your user profile (the information kept on SRS : Primary about you), click the 'User Profile' button.

To navigate back 'Comments' from the 'User Profile' screen, click the ARS button on the bottom of the left hand side menu.