



SRS

Quick Start Guide

Parents & Pupils

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Please note that SRS is a software product under continual development and upgrade – screen shots are included as illustrations of functionality and may not reflect your actual screen experience.

Welcome

This Quick Guide is to help Parents and Pupils using any of the SRS products for the first time.

All SRS products are secure web-based software applications for tracking and reporting pupil performance in schools. They are accessed over the internet.

The basic set-up of the system (such as pupil names, classes, term dates and who can access the system) is managed 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 login and SRS screens:

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

The screenshot shows the 'Comments' page in the SRS system. The page title is 'SRS : Primary'. The user is logged in as 'Noah Worth'. The page displays a table of student comments for the academic year 2009/10, Summer term. The table has columns for Student Name, Year Group, Class, Report, and Comments. The comments are: Michael-3 Evans-3 (Year 1, CD), James Brown (Year 1, CD), Paul Jones (Year 1, CD), and Brenda Jones (Year 2, A). Each comment is 'I satisfied with his result.' There is a 'Save' button at the bottom of the page. Callout boxes point to various elements: 'View Report Icon' (a magnifying glass icon), 'User Profile Button' (a person icon), 'Log out when finished' (a 'Logout' link), 'View other term reports if you wish' (a dropdown menu for 'Term'), 'Type your comments' (a text input field), and 'Click to save comments to the report' (the 'Save' button).

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.

To add your comments, type in the relevant 'Comments' box, click 'Save' and, when you are ready, log out. If you do not click 'Save, your comments will not be saved.

If you are a parent with 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. You will not be able to edit school reports.

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

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

To navigate back to the 'Comments' page, click 'ARS' in the left hand menu, then select 'Comments'. All the other functionality in SRS will be disabled.

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