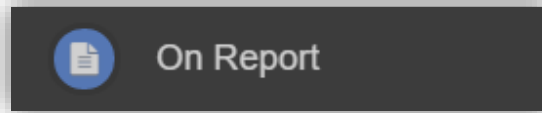
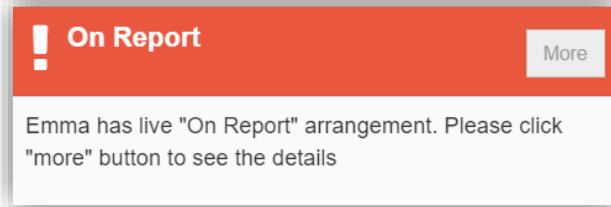


## On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **On Report** information is displayed on the **On Report Widget**.



Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

The screenshot shows the "On Report" page. At the top left is a document icon and the text "On Report". At the top right is the breadcrumb "YOU ARE HERE: Dashboard > On Report". Below this is a summary bar: "Live On Report from 10/02/2020 to 28/02/2020 (15 days) - Reason: Behaviour". Underneath are two sections: "Additional Comment" with the text "Needs to think of others" and "Conclusive Comment". Below these is a table with the following data:

Date	Period	Class	Subject	Teacher	Teacher Comment	Behaviour Rating	Signed By
17/02/2020	AM	10A		Ms C A.PrefLastName	Good work	★★★★☆	Mrs J Janice