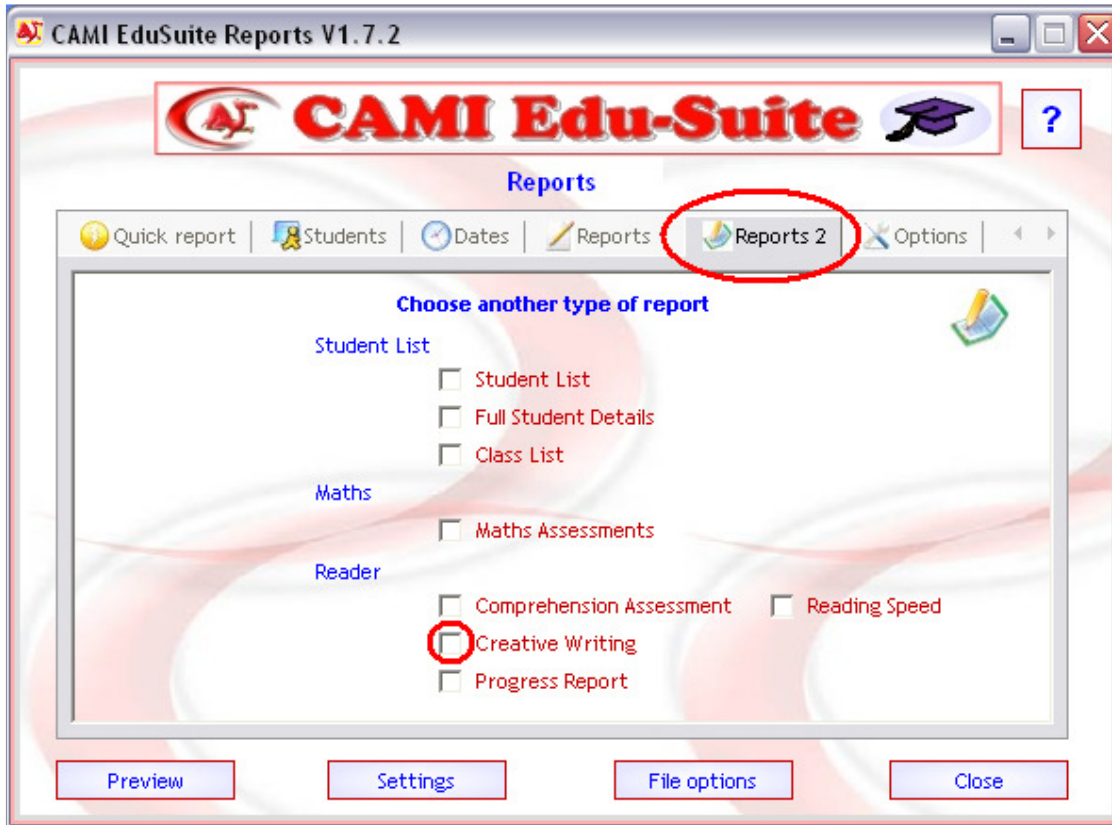
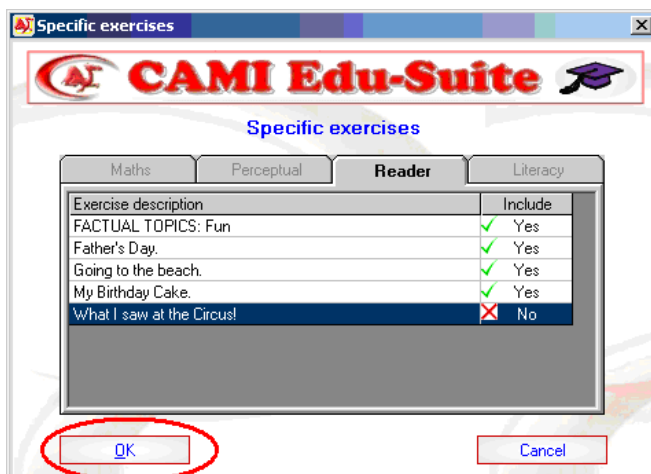


# Sending Creative Writing reports

1. Click on the Edu-Suite Reports icon on your desktop.
2. Click on the 'Reports 2' tab and then tick the 'Creative Writing' box.
3. In the Reader section click on the **Creative Writing** tick box and choose **Select**.



4. A new box will appear with the stories that have been completed during that reporting period. You can select a story by clicking on it. All selected stories will have a tick and say **Yes** in the **Include** column.
- 5.



6. Once you have chosen the stories that you want to include click on **Ok**. The stories you have selected will now be included in the report.

You can now continue to generate the report to include all other work completed during that reporting period and then click on preview to review and email the report.