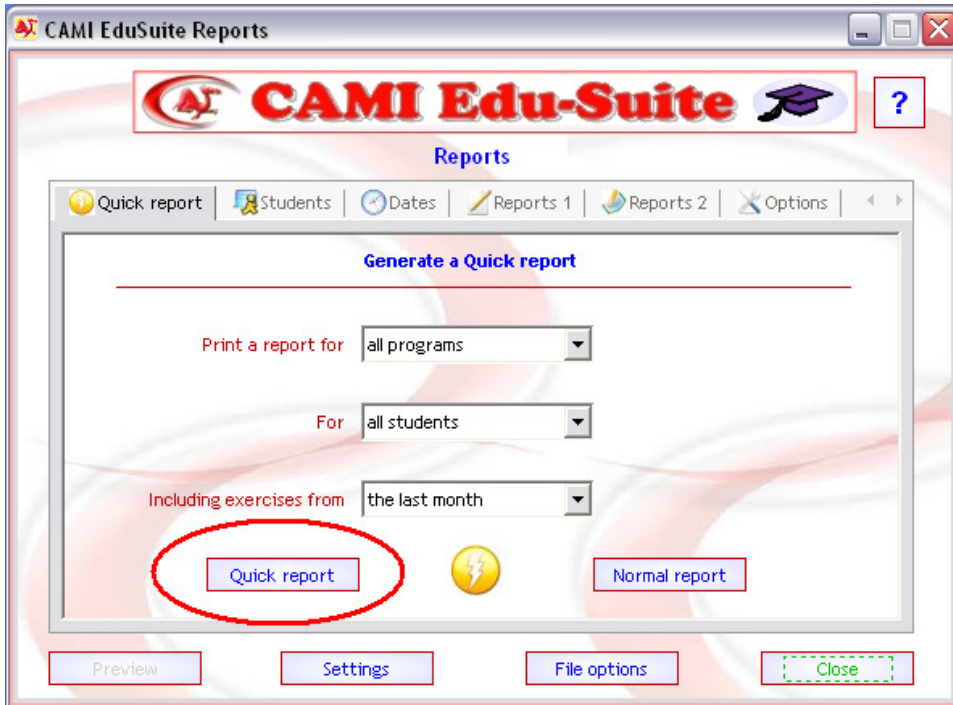


Sending reports using EduSuite Reports 2010

1. Click on the EduSuite Reports icon on your desktop.
2. When generating a quick report simply make sure the report is for **all programs**, **all students** and for **the last month**.



3. Once you have done this select the **Quick Report** button. From the preview screen you can select whether you would like to print, email or save the reports.

CAMI EduSuite Reports

CAMI Edu-Suite

Reports

Selected printer: RICOH Aficio 550 P1

Page setup

1 of 4 pages

CAMI Education
CAMI House
Johannesburg
(+27 11) 476-2020

Report date : Wednesday, 16 May 2007
Report period : Wednesday, 2 May 2007 - Wednesday, 16 May 2007
Report Scope : Student(s)1, 2

CAMI Reading and Language report

Name : Lisa Simpson Number : 1
Grade : 11 List Report

Date	Exercise	Cor	%	Time		
15/05/2007	Reading 2.2	0	0	00:00:53		
15/05/2007	Challenges 3.2	110	100	00:04:59		
15/05/2007	Grammar 1.6	1	33.3	00:00:18		
14/05/2007	Reading 2.3	-	-	00:00:51		
14/05/2007	Grammar 4.7	2	20	00:00:11		
14/05/2007	Grammar 4.8	0	0	00:02:37		
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep	506 wpm	18 years	00:00:57		
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep	6	100	00:00:19		
11/05/2007	Reading 1.2.9: Baa Baa Black Sheep	393 wpm	18 years	00:00:58		
11/05/2007	Reading 1.2.8: Baa Baa Black Sheep	393 wpm	18 years	00:00:58		
11/05/2007	Reading 1.2.7: Baa Baa Black Sheep	393 wpm	18 years	00:00:58		
11/05/2007	Reading 1.2.6: Baa Baa Black Sheep	393 wpm	18 years	00:00:10		
11/05/2007	Reading 1.2.6: Baa Baa Black Sheep	393 wpm	18 years	00:00:10		
11/05/2007	Reading 1.2.5: Baa Baa Black Sheep	4	100	00:00:58		
11/05/2007	Reading 1.2.4: Baa Baa Black Sheep	6	100	00:00:14		
11/05/2007	Reading 1.2.3: Baa Baa Black Sheep	10	100	00:00:34		
11/05/2007	Reading 1.2.2: Baa Baa Black Sheep	10	100	00:00:27		
11/05/2007	Reading 1.2.1: Baa Baa Black Sheep	11	91.7	00:01:48		
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep	393 wpm	18 years	00:00:59		
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep	6	6	100	110.7	00:00:28

Date	Exercise	Outcome	Criteria	Level	Assessment
15/05/2007	Reading 2.2		General performance	1	Inadequate
15/05/2007	Challenges 3.2		General performance	6	Excellent
15/05/2007	Grammar 1.6		General performance	2	Elementary
14/05/2007	Reading 2.3		General performance	1	Inadequate
14/05/2007	Grammar 4.7		General performance	1	Inadequate
14/05/2007	Grammar 4.8		General performance	1	Inadequate
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep		General performance	1	Inadequate
11/05/2007	Reading 1.1.1: Baa Baa Black Sheep		General performance	6	Excellent
11/05/2007	Reading 1.2.9: Baa Baa Black Sheep		General performance	1	Inadequate
11/05/2007	Reading 1.2.8: Baa Baa Black Sheep		General performance	1	Inadequate
11/05/2007	Reading 1.2.7: Baa Baa Black Sheep		General performance	1	Inadequate
11/05/2007	Reading 1.2.6: Baa Baa Black Sheep		General performance	1	Inadequate

CAMI EduSuite Reports 16-May07 Page 1

E-mail

Save

Print

Close

- a. To email the reports select the **E-mail** button, enter your email address in the **From:** field and click on the send button. You can add a message by typing in the **Message:** box.

CAMI Mailer

Mail to : tutor@learnmaths.com.au

From : yourname@yourdomain.com

Attached : C:\DOCUME~1\Steve\LOCAL5~1\Temp\CA0A

Message : Hi

Send

Close

- b. If you are going to Print the report select the **Print** button and choose your printer.
- c. In order to first save the report and then email it please follow the below instructions.

1. Click on the **Save** icon and select “Save as ‘Adobe PDF (.pdf) file”.

2. In The save box navigate to the location where you want to save the file by clicking on the down arrow in the **Save as** field and selecting the location. By default it is set to My Documents. If you are saving to a USB flash drive select the flash drive in the list of drives.

3. Once you have selected the location save the report by using the days date as a reference. E.g report 200907. OR 20 Sep 07.

4. If saving to a Flash Drive you will need to then plug the USB flash drive into another computer and attach it to an email to be sent to tutor@learnmaths.com.au.