**Creating a report to determine which Aspect is contained in an Assessment Template/Marksheet.**

Firstly, you may wish to determine which aspect you are looking for. To do this, open the student record and click on the “Assessment” shortcut on the right-hand side:



This will show a summary of all of the student’s assessment results (check the date range and also tick the box “Display All”)



Then, go to: Reports/Design

Click on “Create a new report”



Scroll down to “Assessment Manager” and click on the + symbol. Choose “Aspect”

Then click on Next.

Under “**Select fields to be included in the report”:**

Select:

Aspect Name

Related – Templates

Click on the + next to Templates and select Template name



Then click Next

Under **Define Filter**

Click on New and select Aspect name

Set the Condition to “equals” and enter the name of the aspect eg “GA KS5 Target English Lang”

Tick the box **Prompt at runtime**



Then click on Ok.

You are now ready to preview the results – click on “Preview”



