

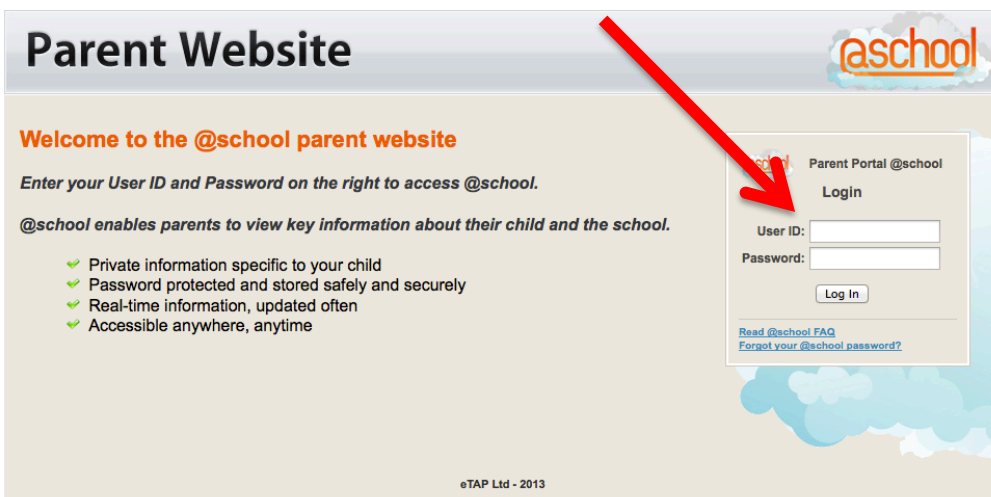
# How to access my Child's Learning Pathway Report

To access the reports you should have received passwords delivered from kmorris in your email inbox (sometimes these may be in your spam folder as they are auto generated). Please store these in a safe place. If you have any issues, first try logging in manually, not just using the link, as per instructions below. If this does not work, then please fill in the Reporting page request form, on our School website and your request will be processed by a staff member, usually within the week.

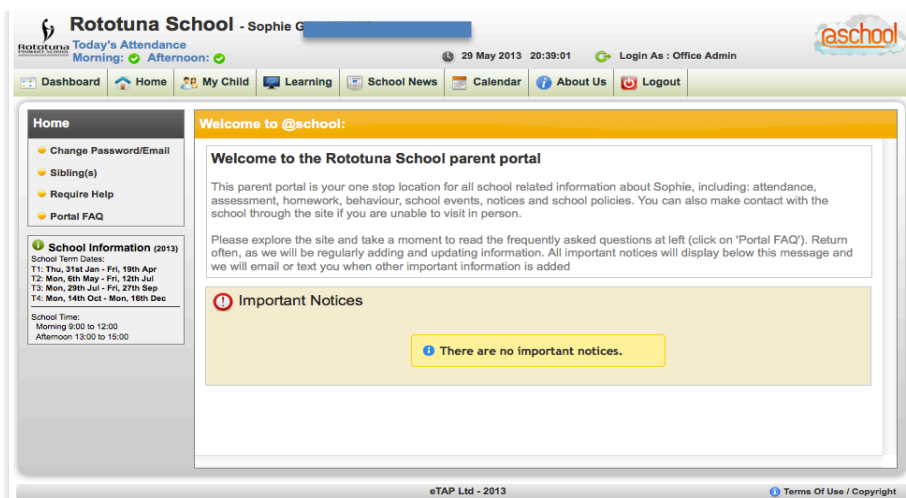
<https://goo.gl/SDfNyT> for the link. Or select under Important messages or the Reporting page on our school website.

When you open the email containing the password details, you can click on the automatic link and this should allow you access directly into the etap report home page.

If this is not successful, connect to this webpage... [www.atschool.co.nz](http://www.atschool.co.nz)  
Then manually type in the user id numbers and password and select log in.

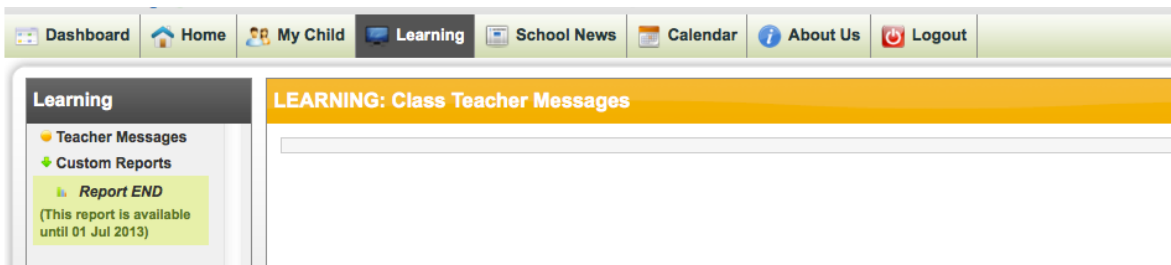


You should then be connected to a page that looks like this.



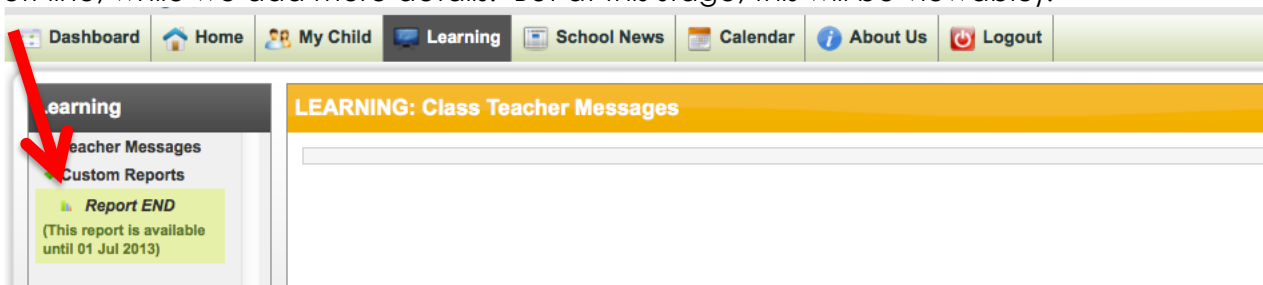
To view your child's report...  
Select the tab labelled "Learning" along the top of the page.





Once Selected you will see the words...Report End. Click on this section.  
Or you will see the option... Previous Reports. Click on this section and you will be able to select which report from a particular report that you wish to see.

(This will be viewable when the Reports are live- we sometimes need to take the reports off line, while we add more details. But at this stage, this will be viewable).



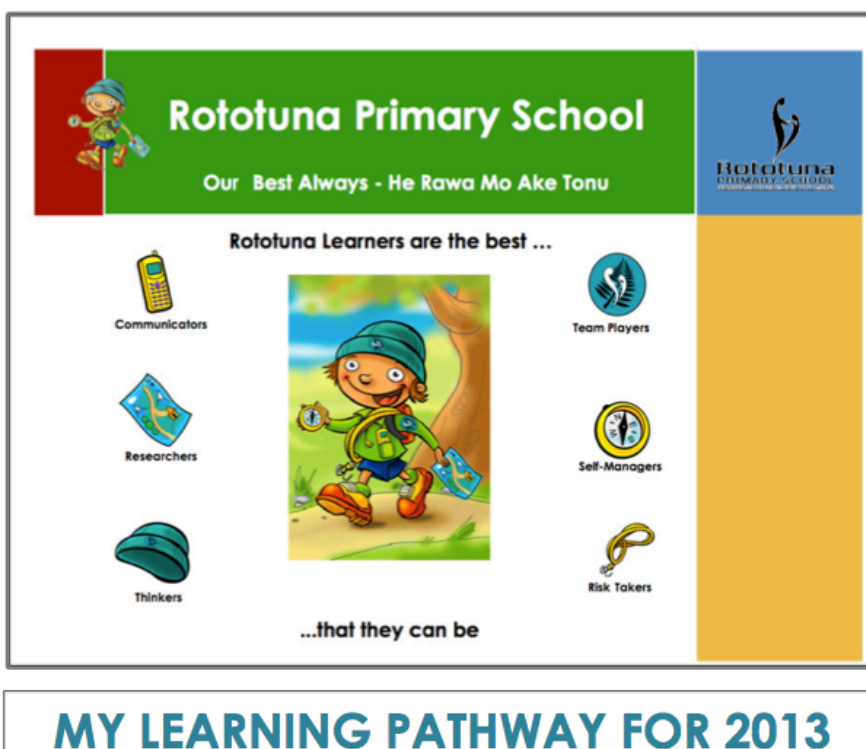
A new window should appear...select Generate Individual PDF 2013 to view the report and you can select the Parent Information Document to explain the parts of the report.

## Report End 2006-12-07

Generate Individual PDF 2013

Parent Information Document

This will now download the selected document to your computer for viewing.  
The start of the report looks like this...



Scroll down the document to view the pages of the report.