



# Printing Instructions for Caregivers

# Information about printing

Parents/ Caregivers have the ability to print from HERO at any time.

The **Learner Profile** is our formal reporting page

- Achievement goals are updated regularly throughout the year
- Progress and achievement graphs are available to parents at the end of term 2 and term 4.
- We advise parents to print the end of year Learner Profile page when notified at the end of each year, particularly for ākonga in Year 7 and 8. Secondary Schools require this report for enrolment.

NB: At this stage caregivers can only print in the current year. Hero are working on having previous reporting available at all times.

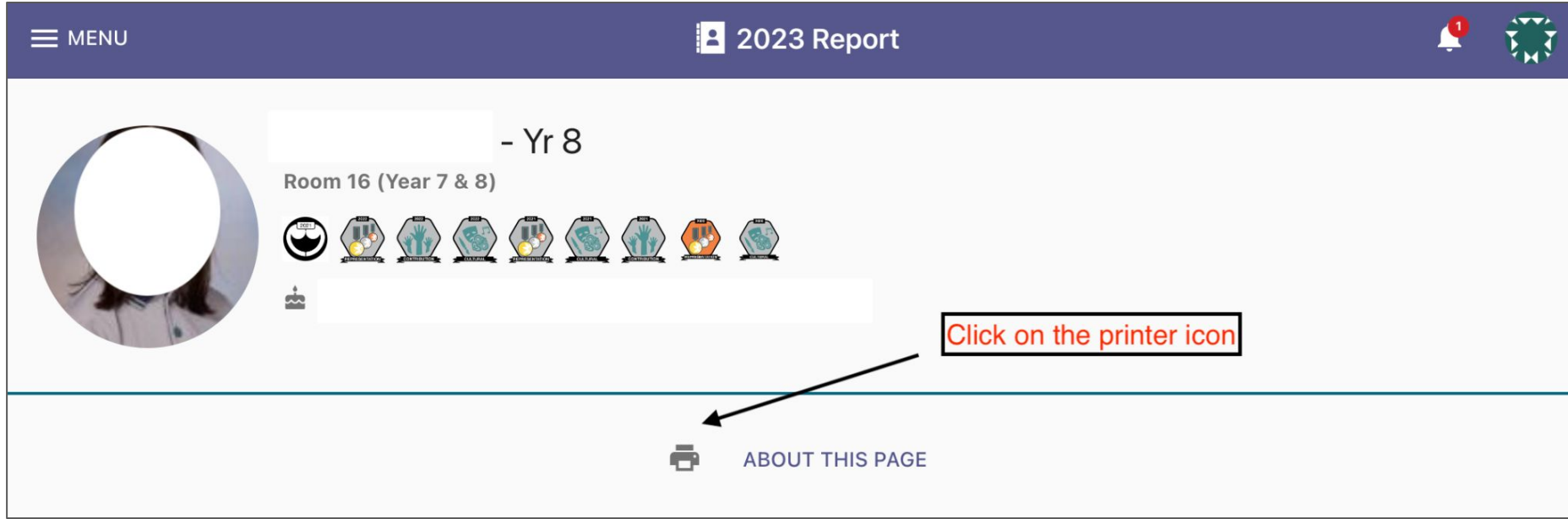
NB: If a report is required, and is no longer available, please contact Florin ([florin@kts.school.nz](mailto:florin@kts.school.nz)) who can send you the required pdf

1. Select the report you want to print from the menu on the left

The screenshot displays the Hero platform interface. On the left is a navigation menu with the following items: Home, Community Feed, Kohia Terrace School, 2023 Report (highlighted with a red box and an arrow pointing to it), My 2023 Class, and Reading Pathway / Pānui. The main content area features a header with the Hero logo, a '2023 Report' title, and notification icons. Below the header is a profile section for a user named '- Yr 8' from 'Room 16 (Year 7 & 8)', which includes a profile picture, a row of subject icons, and a birthday icon. At the bottom of the main content area, there is a printer icon and the text 'ABOUT THIS PAGE'.

Click on the report you would like to save and/or print.

2. Click on the printer icon (see below)



The screenshot shows a user profile page with a dark blue header. On the left is a circular profile picture. To its right, the text reads '- Yr 8' and 'Room 16 (Year 7 & 8)'. Below this is a row of nine hexagonal icons representing different subjects. At the bottom of the page, there is a horizontal line. Below this line, on the left, is a printer icon. To its right is the text 'ABOUT THIS PAGE'. A red-bordered box containing the text 'Click on the printer icon' has an arrow pointing to the printer icon.

MENU

2023 Report

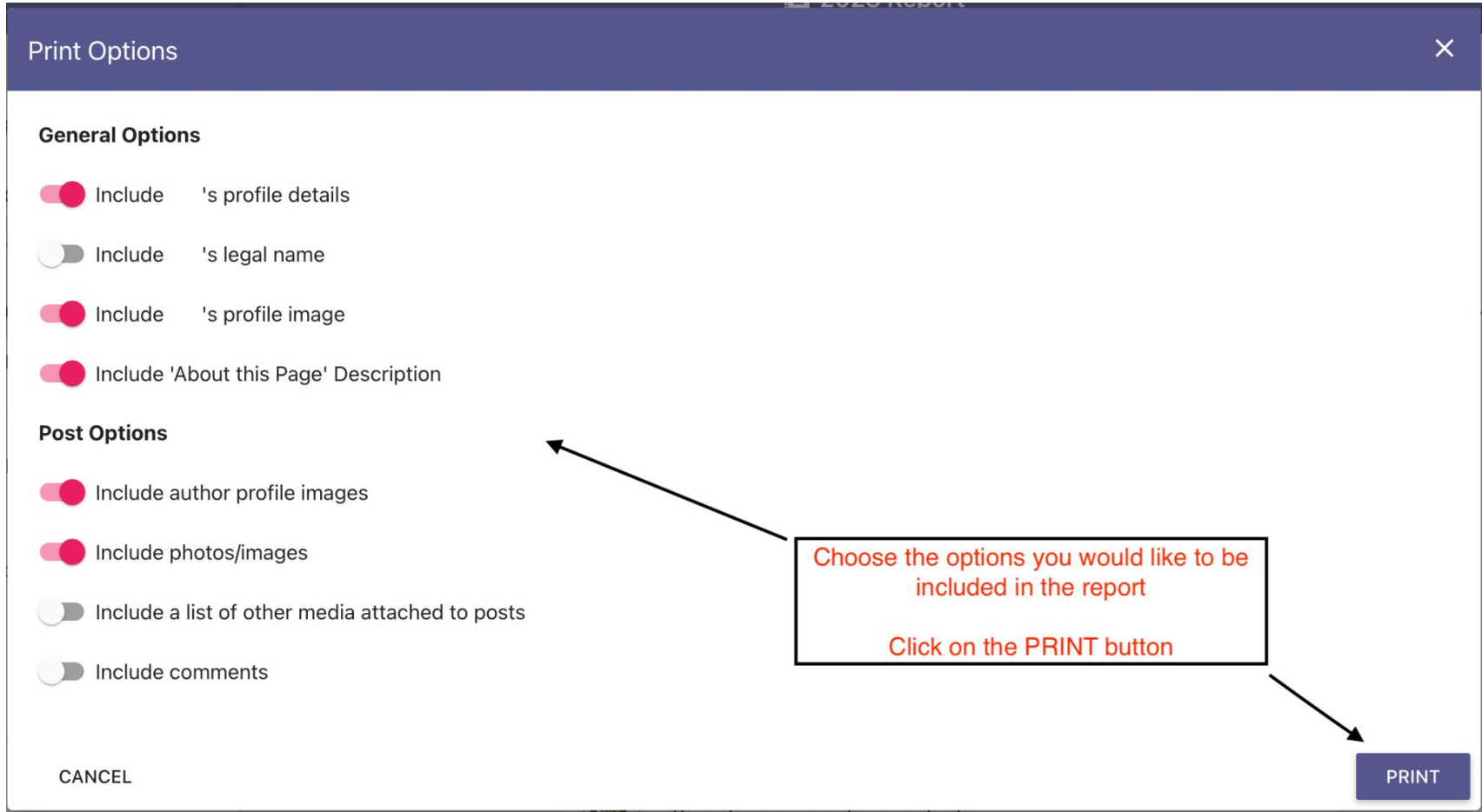
- Yr 8

Room 16 (Year 7 & 8)

Click on the printer icon

ABOUT THIS PAGE

### 3. Choose the options you want to have included and then 'print'



The image shows a 'Print Options' dialog box with a dark blue header and a white body. The dialog is titled 'Print Options' and has a close button (X) in the top right corner. It is divided into two sections: 'General Options' and 'Post Options'. Each section contains several toggle switches with labels. A callout box with a black border and red text is positioned to the right of the dialog. An arrow points from the callout box to the 'General Options' section, and another arrow points from the callout box to the 'PRINT' button at the bottom right of the dialog. The 'PRINT' button is a dark blue rectangle with white text. The 'CANCEL' button is a light gray rectangle with black text at the bottom left.

**Print Options** [X]

**General Options**

- Include 's profile details
- Include 's legal name
- Include 's profile image
- Include 'About this Page' Description

**Post Options**

- Include author profile images
- Include photos/images
- Include a list of other media attached to posts
- Include comments



CANCEL

PRINT

Choose the options you would like to be included in the report

Click on the PRINT button

## 4. You can either print to your home printer or save as a pdf

 <p>Kohia Terrace School</p> <hr/>  <p>- Yr 8 Pohutukawa   Room 16 (Year 7 &amp; 8)   Sheppard <b>2023 Report</b></p> <p>This report identifies the curriculum level your child is working on and graphs their progress against what they should be achieving for the year level. A general comment is included at the end of the school year, or when leaving the school.</p>	<p>Print <span style="border: 1px solid black; padding: 2px;">Save as a PDF</span> 6 pages</p> <p>Destination <span style="border: 1px solid gray; padding: 2px;">Save as PDF ▼</span></p> <p>Pages <span style="border: 1px solid gray; padding: 2px;">All ▼</span></p>
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