

Summation Summary Screen - NEW!

This new feature is designed to provide a report "overseer" or proofreader user the ability to view and edit selected Summation Report content for a group of students in a list format. It focuses on Summation comment fields.

The feature utilises familiar template setups and can be built flexibly to suit individual school needs.

Solution Overview

We've introduced a new screen option inside the Summation List screen - the Summation Summary Tab.

This tab allows viewing and editing of the included Summation Comment fields you have enabled in the new Summation Summary HTML template.

It is specifically designed to support repeated editing of comments, one student at a time, without inconvenient page changes. Just scroll down to the next student and continue. It has Save and Abort (go back to the original text) buttons for each record. It is easy to see where you are up to in the review process.

The screenshot shows the Edumate Admin interface. At the top, there is a navigation bar with a search field, a contact icon, and the user name 'Edumate Admin'. Below this is a section titled 'Write Summation Reports' with a 'PRINT' button. The main content area has filters for 'Academic Year' (2026), 'Report Period' (SGT Report Period), and 'Group' (Form, Year 10). A red arrow points to the 'Summary' tab in the navigation bar, with the text 'New tab: Summary' next to it. The main content area displays a list of students with their summation reports. The first student is 'ANGIOLELLI, Shanell'. Her report includes a 'Tutor Teacher Comment' field with placeholder text, a 'Spell Check' button showing '555', and a 'Comment Bank' button. Below this is a 'Form Co-ordinator Comment' field with placeholder text, a 'Spell Check' button showing '809', and a 'Comment Bank' button. The second student is 'BAYLEY, Nikita', with a 'Tutor Teacher Comment' field, a 'Spell Check' button showing '555', and a 'Comment Bank' button. Each student's report also has 'Save' and 'Abort' buttons.

Configuring your Summation Summary tab

1. Go to Manage Report Periods and select the Report Period you want. Go to the Report Templates tab. Summation Summary uses an HTML template to generate, which you will build to your requirements, just like the other HTML Templates.

HTML Templates

[Course Reports List](#)

[Course Reports Detail](#)

[Summation Reports Detail](#)

[Summation Summary](#) 

2. Add the new name link variable to your HTML template for the Summation Summary tab...

{{STUDENT_NAME_LINK_SUMMARY}} variable creates a name link to the student's Summation Report Detail page. This is a different variable from the name variable used in the Course Reports List screen, as it links to the student's Summation page.

HTML Example:

```
<table width="90%" border="2" cellspacing="2" cellpadding="3">
<tr>
<td class="mainBodyHeading">{{STUDENT_NAME_LINK_SUMMARY}}</td>
</tr>
```

3. Next, decide which Summation comment variables you want to surface for review. Choose from:

{{TUTOR_COMMENT_INPUT}}

{{FORM_COORD_COMMENT_INPUT}}

{{HEAD_OF_SCHOOL_COMMENT_INPUT}}

{{HEADMASTER_COMMENT_INPUT}}

{{IB_COMMENT_INPUT}}

{{SERVICE_COMMENT_INPUT}}

{{ROLES_COMMENT_INPUT}}

{{MANUAL_AWARDS_COMMENT_INPUT}}

{{MANUAL_EVENTS_COMMENT_INPUT}}

{{HEAD_OF_HOUSE_COMMENT_INPUT}}

HTML Example: (Tutor comment and Form Co-ordinator comment included here)

```
<table width="90%" border="2" cellspacing="2" cellpadding="3">
<tr>
<td class="mainBodyHeading">{{STUDENT_NAME_LINK_SUMMARY}}</td>
</tr>
<tr><td>Tutor Teacher Comment<br/>{{TUTOR_COMMENT_INPUT}}</td></tr>
<tr><td>Form Co-ordinator
Comment<br/>{{FORM_COORD_COMMENT_INPUT}}</td></tr>
</table>
```

List	Summary			
ANGIOLELLI, Shanell				
ANGIOLELLI, Shanell				
Tutor Teacher Comment				
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.				
Spell Check	555	Comment Bank	Save	Abort
Form Co-ordinator Comment				
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris.				
Spell Check	809	Comment Bank	Save	Abort

I don't want to use this feature...

Simply don't build anything inside the Summation Summary HTML template. When there is no valid template saved, the Summation Summary tab will not appear in the Report Period.

Using Summation Summary tab

We've built this screen to make review and editing of a long list of Summation comments easy and reliable for users.

Select the Academic Year and Report Period.

Choose your list from CLASS, FORM or TUTOR Group.

Click the Summary tab.

Depending on your permissions level, you can view or edit the comments configured. What has been entered already will be displayed.

Tips for users:

- To view and "check off" a comment as read and accepted (no changes), click SAVE for the comment. This will make no changes, but the Save button will go from orange to grey - this is done.
- To make changes, edit in the box provided and click SAVE. This will save your changes. The Save button will go grey - you are done with this comment.
- If you make changes, then change your mind, you can click ABORT at any time before you click Save and the original comment will return to the display.
- To find comments you haven't finished with yet, look for ORANGE SAVE boxes in the list.