Canterbury English's Student Reports
Teacher's guide

Last update: August 14th, 2009

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This is a small guide where you will learn how to consult and manage your student reports.

1. Access to student reports

First of all, you have to login into your account of the Canterbury Intranet system.
The link is as follows: http://www.canterburyenglish.com/profesores.

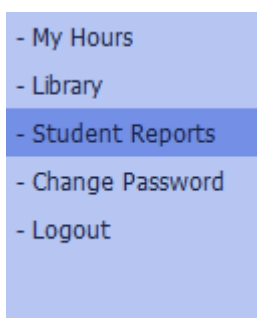Once logged in, you have to select the "Student Reports" option of the left menu.

Fig. 1

This will bring you to the main page of student reports.

2. Main page of student reports

On this page you can view all the reports you have created to date and their corresponding information.

Fig. 2

You will notice that every student report has a status. There are three types of status:

1. Sent. It means that the student report has been captured and is waiting for the administrator's review. You can edit the student report clicking on the "Edit the report here" link.

2. Accepted. It means that the administrator has reviewed the student report and has approved the information on it. You can view the final student report clicking on the "See the report here" link.

3. Wrong. It means that the administrator has reviewed the student report and has found some error on it (This error could be seen clicking on the status link). You have to correct the student report clicking on the "Edit the report here" link.

Also on this page, you can add a new student report and go to the student report's search page clicking on the corresponding buttons.

3. Add new student report

To add a new student report you have to click on the "Add new student report" button of the main page of student reports (Fig. 2). This will redirect you to a new page.

On this page you have to type the required information and then click on the "Save changes" button in order to save the new student report (Fig. 3).

Also you can cancel and return to the main page of student reports clicking on the "Back to reports" button.

Fig. 3

4. Update student report

To update the student report information you have to click on the corresponding "Edit the report here" link of the main page of student reports (Fig. 2).

This will redirect you to the edit student report's page, where you can update the information typing the new one and clicking on the "Save changes" button (Fig. 4).

Also you can cancel and return to the main page of student reports clicking on the "Back to reports" button.

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Fig. 4

5. Delete student report

To delete the student report information you have to click on the corresponding "Edit the report here" link of the main page of student reports (Fig. 2).

This will redirect you to the edit student report's page, where you can delete the student report clicking on the "Delete student report" button (Fig. 4). To perform this action, you will need to confirm the change (Fig. 5).
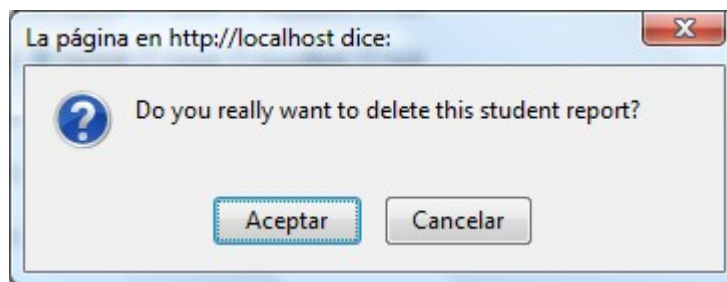
Fig. 5

Otherwise, you can cancel and return to the main page of student reports clicking on the "Back to reports" button.

6. Search for a student report

To do this, you have to click on the "Back to search" button of the main page of student reports (Fig. 2). This will redirect you to a new page.

Once on this page, you have to check the check boxes of the options you want, type and select the corresponding criteria, and finally, you have to click on the "Search" button:

Fig. 6

The results will appear below the search form:

Fig. 7

If a student report is accepted, you can click on its corresponding "See the report here" link in order to view the complete information in its final version.