

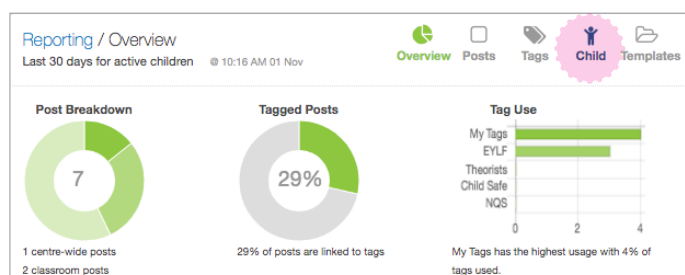
**Important note:** Set up on the web login via [kinderloop.com](https://kinderloop.com)

# Building & using custom reports

This info sheet gives you the basic requirements for educators.

**Important note:** Set up on the web login via [kinderloop.com](https://kinderloop.com)

Kinderloop's powerful reporting feature provides educators with the opportunity to create various reports on individual or groups of children. You can use Kinderloop's templates or build your own. Reports are useful for important documents like summative assessments, goal setting or transition to school statements.



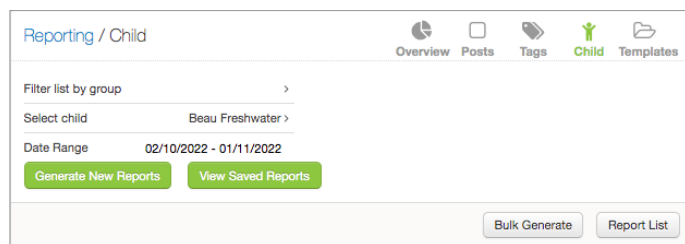
Create a report for a child, using one of our bespoke templates

1. Log onto your Kinderloop via the web go to settings > reports

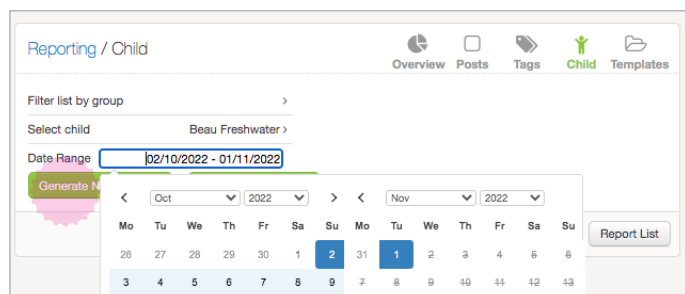
2. Select 'child' > 'create new report'



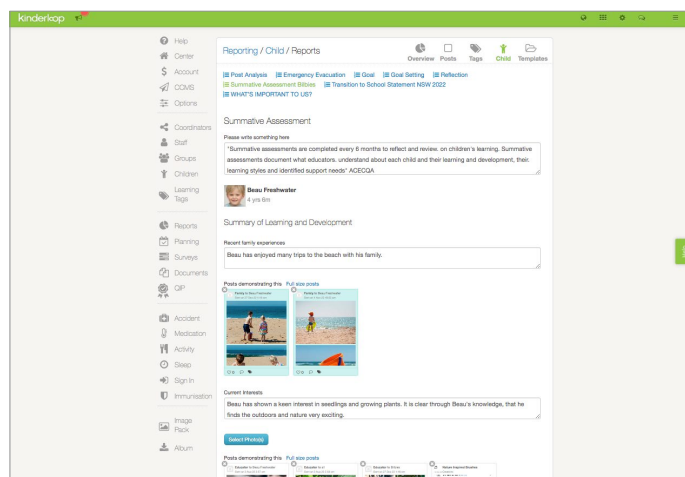
3. Here you can decide to who to create reports for; an 'individual child' or a 'group'



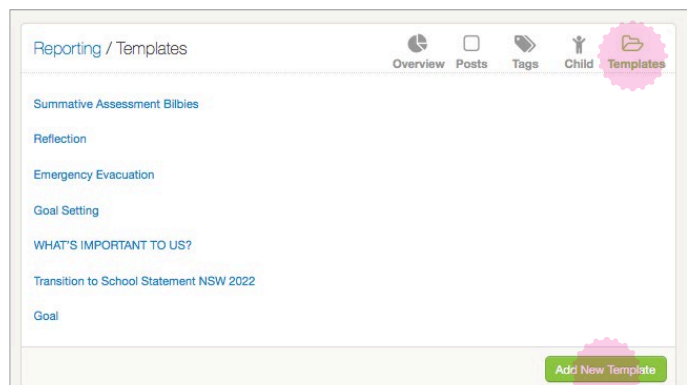
4. Select your date range then click 'generate new report' and select the report type you wish to create



5. Here you can fill out information about the child or group, ensure the posts you need are visible and then when you are ready, you can share with the linked child's family. They will receive an alert telling them there is a new report to view in their app or via the web login.

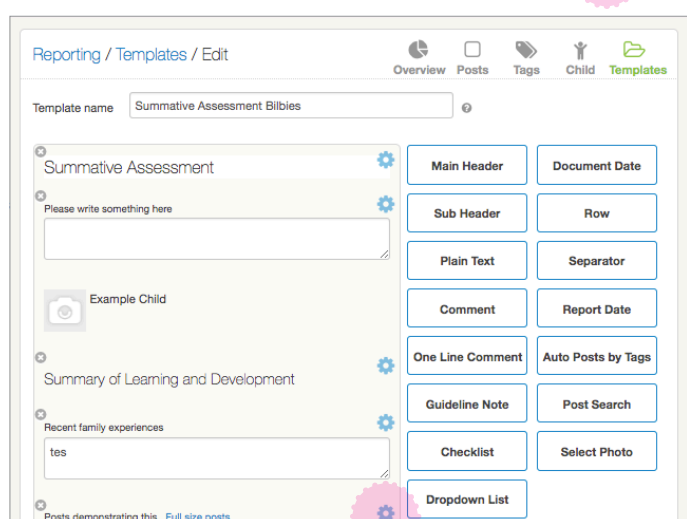


# Build your own report template



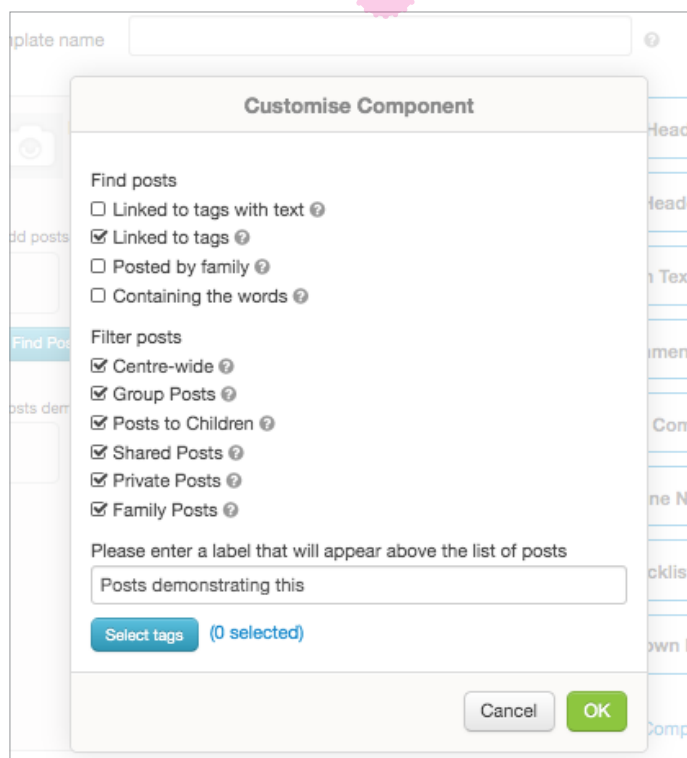
1. Log onto your Kinderloop via the web  
go to settings > reports

2. Select 'templates' > 'add a new template'



3. Get creative! Drag and drop the options on the right hand side into your template. Select options to create posts directly from the report, or let Kinderloop auto populate your posts using tags or key words. You can also switch on the ability for families to write their thoughts into the report.

4. The blue 'cog' icons allow you to adjust each element.



5. Once you have created your report template, follow the steps on page 1 to create a new report for a child or group using your new template!