

How do I add our school logo to front page of reports?

You can choose which reports contain a logo on the cover page, each time you create a report.

Adding a logo to a report is a two stage process:

- Firstly, you will need to [define a logo](#), which means you will select the image file you want to use.
- And secondly, when [creating a report](#) ensure you tick the 'Include Logo in Report' check box within the Report Setting box. This check box will only appear when you are creating selected reports as it is not appropriate to have a cover page on all report types.