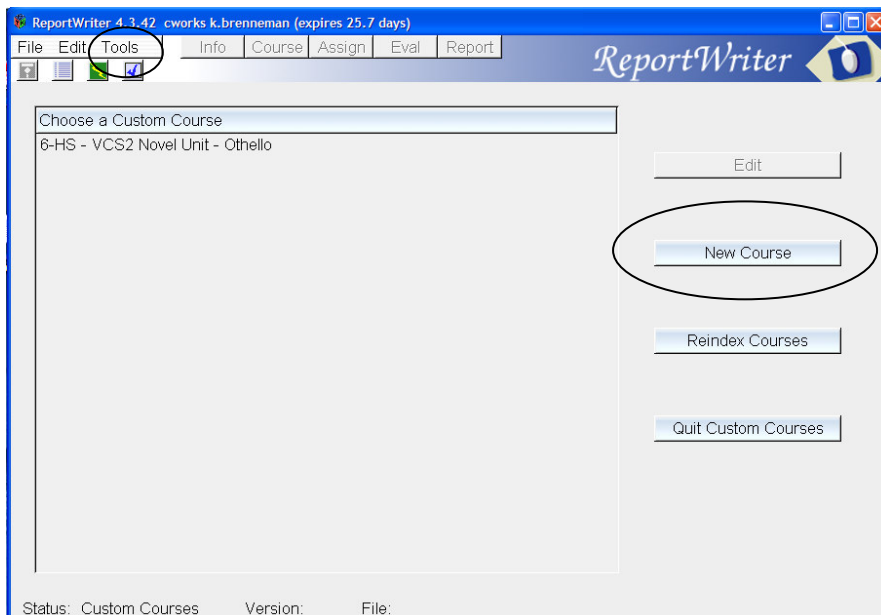


ReportWriter

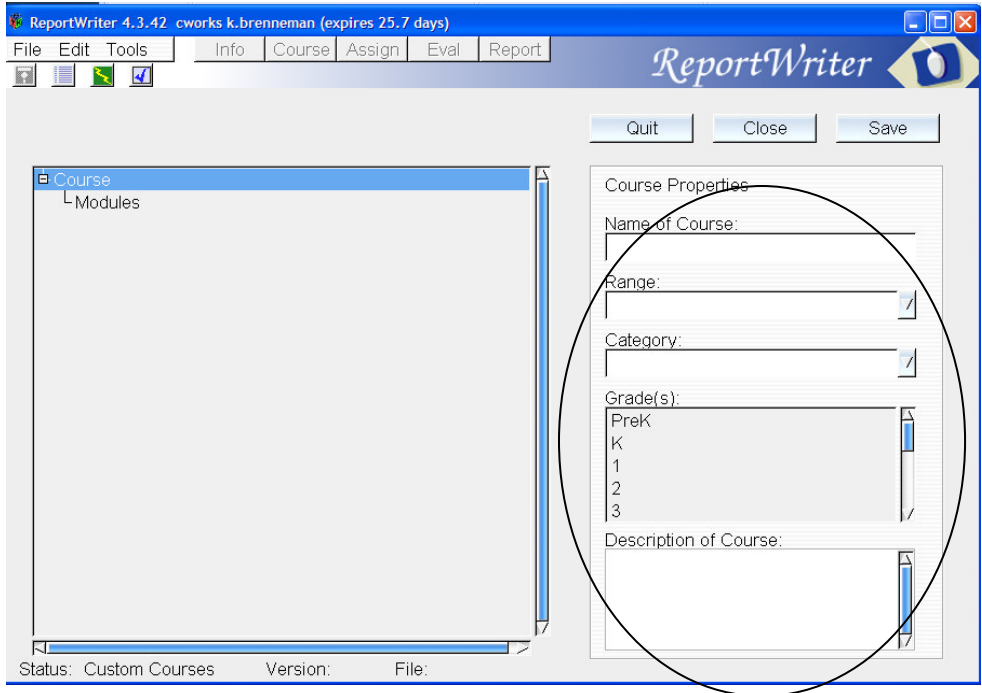
Creating a Custom Course

Custom courses should only be created if a few modules will be developed. If you need to add a full course, create it in a Word document and send it to School Pathways to enter into the system for you (you will still be able to control the course). It will be much easier to create and edit in a Word document. The following example will show two modules as samples.

1. Close out of any student you are working on in ReportWriter. Click on Tools>Custom Course.
2. Click on NEW COURSE.

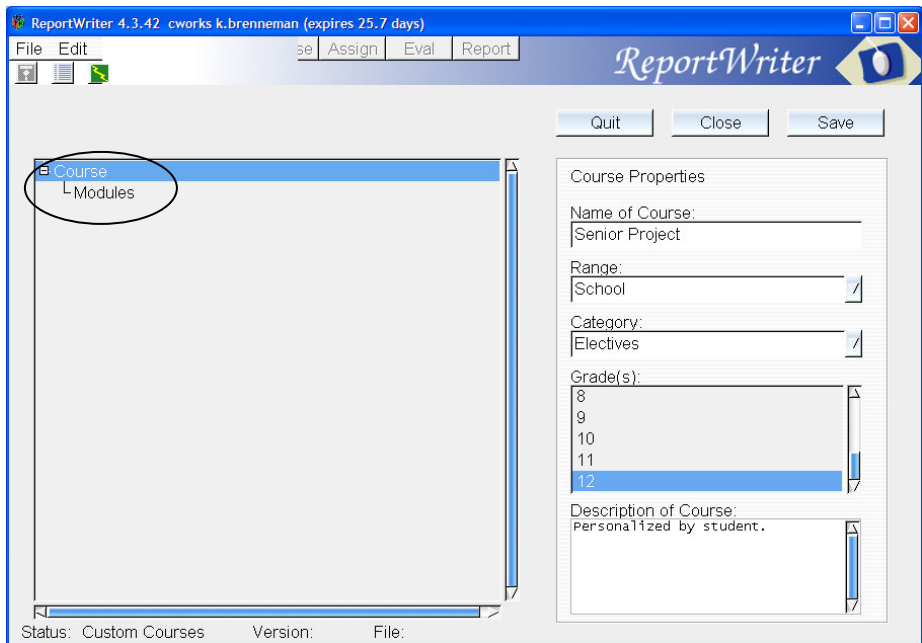


3. Enter the basics on the course

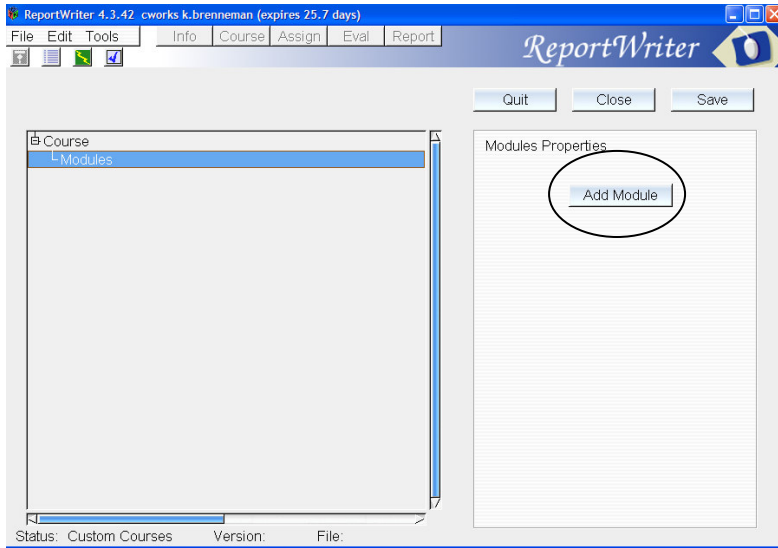


- A. Name the course
- B. Select a Range - Personal (only you will see this course) or School (all at your school will be able to use the course).
- C. Category - what category such as Language Arts, Mathematics, Electives . . .
- D. What grade levels will this course show for.
- E. Enter any descriptors you wish. This is optional.

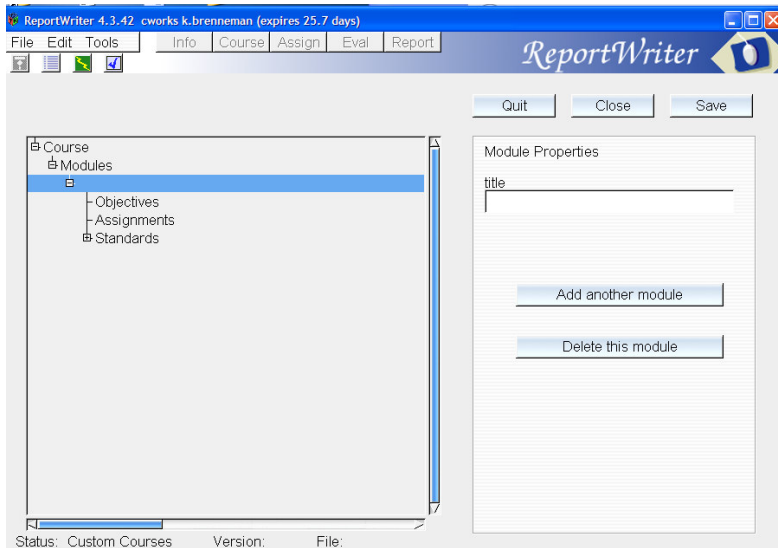
4. Click on Modules on the left of the page.



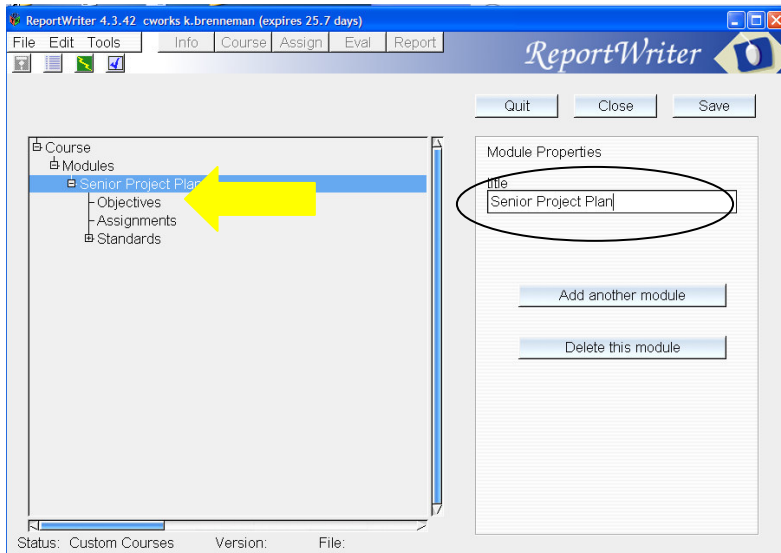
5. Click on ADD MODULE to the right.



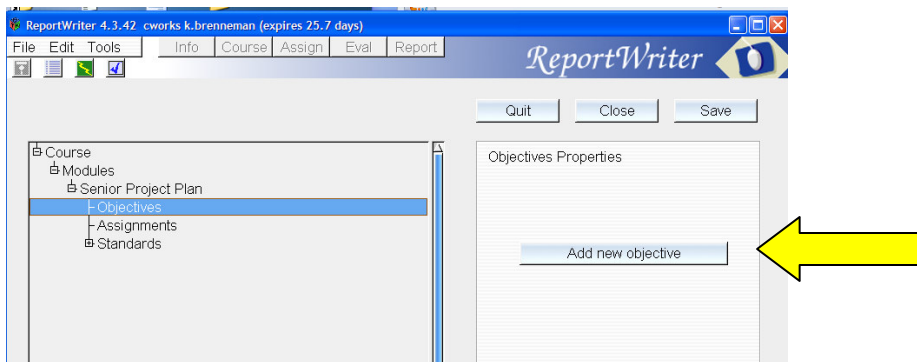
6. Name the first module.



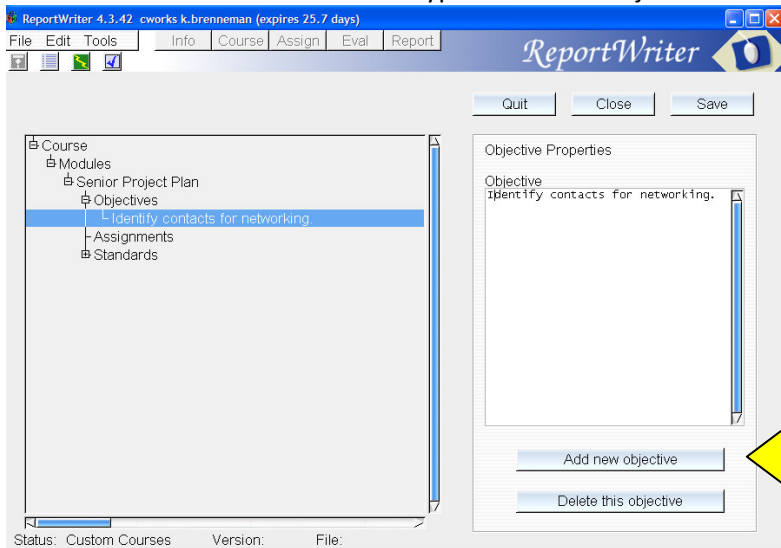
7. Then click on **Objectives**



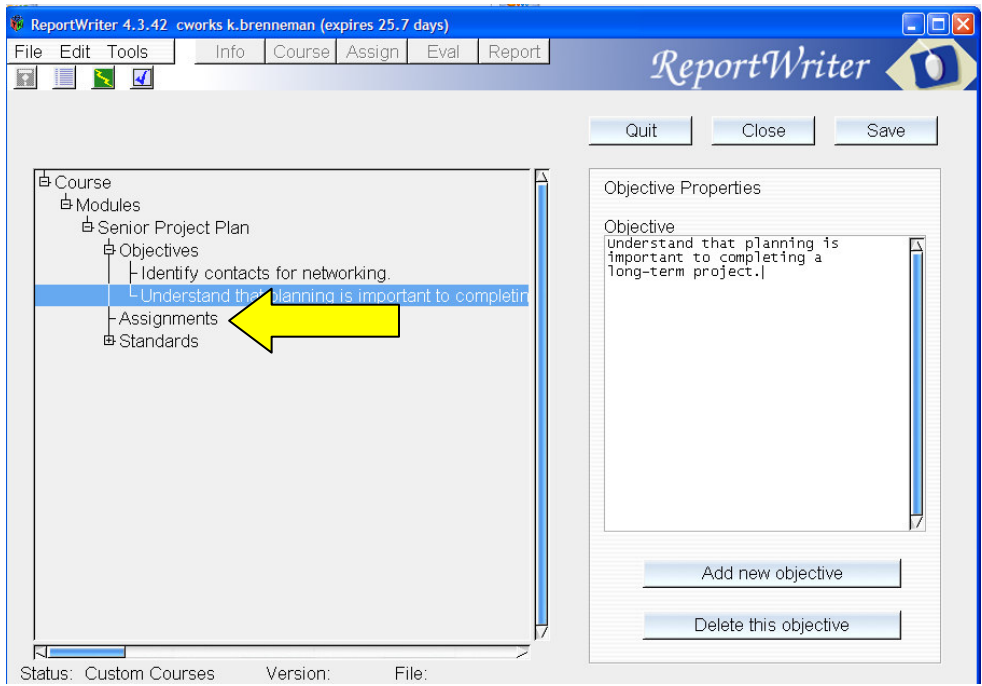
8. Add an objective - add them one at a time.



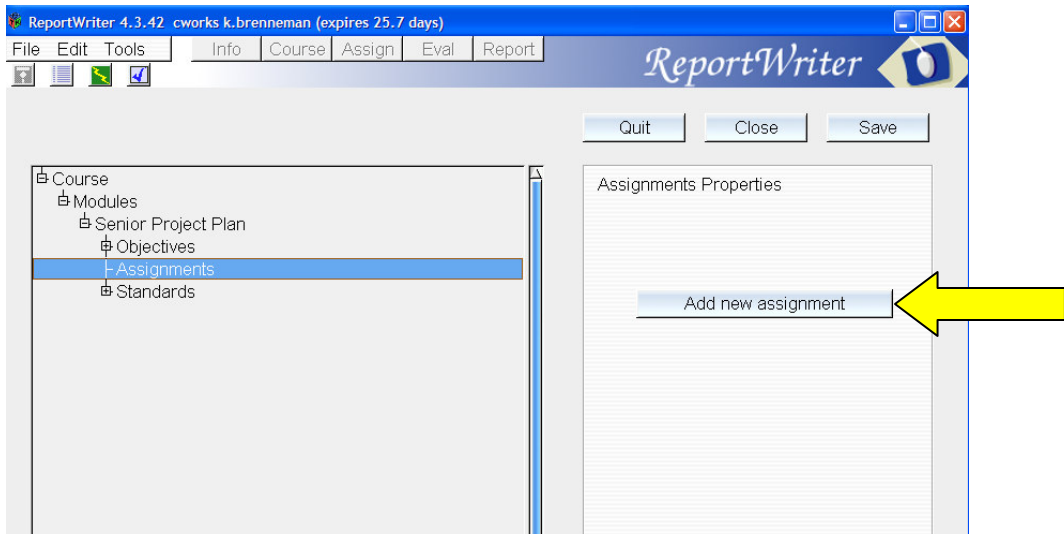
9. Click ADD NEW OBJECTIVE and type in another objective.



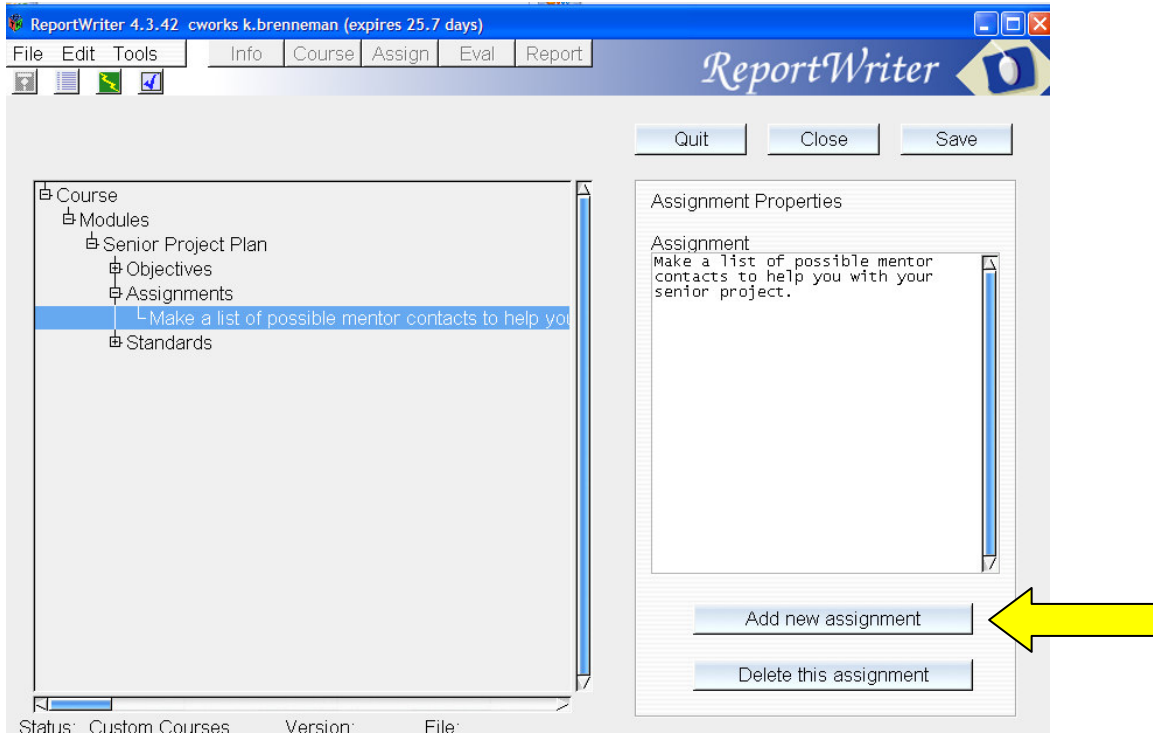
10. If this is the last objective, click on ASSIGNMENTS.



11. Then click on ADD NEW ASSIGNMENT



Type in your assignment then click on ADD NEW ASSIGNMENT for your next assignment.

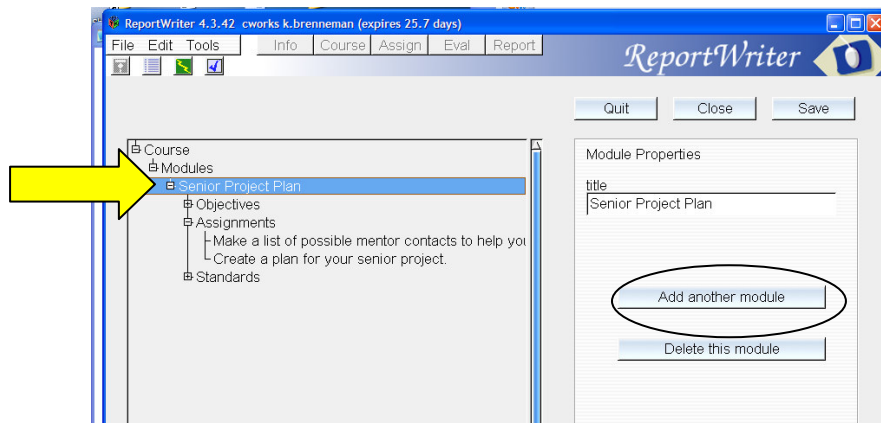


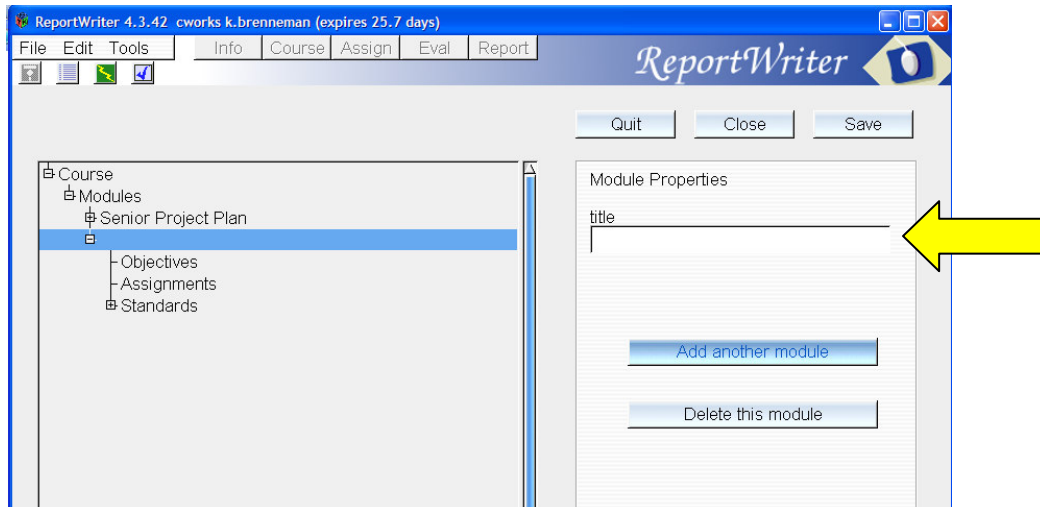
When you have completed your assignments for this module, you can add standards in the same fashion.

To delete an objective or assignment, click on the item to be deleted and then click the 'DELETE this . . .' button.

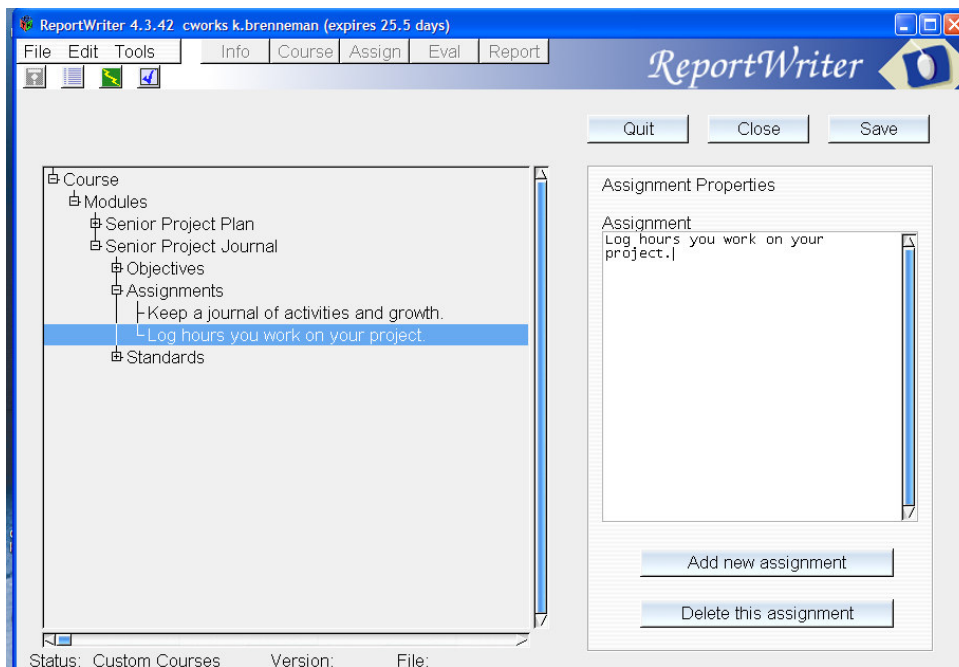
Adding a new Module:

1. Click on the name of the module you just completed. In this example, you'd click on "Senior Project Plan." (To add module 3, highlight the name of module 2.)
2. Click on ADD NEW MODULE.
3. Start creating your new module by naming it, then click on Add New Objective/Add new Assignment to complete the 2nd module.





A sample of a second module:



When you have finished your course, click on SAVE. You will see your course listed. Click QUIT. To USE your course you MUST SYNCH and do not skip the courses! You are the only person who can edit this course. Your course will now be available for you to use in the Course Tab.

DELETE a Custom Course

To delete your course, click on the name of the course and click EDIT. Go to FILE>Disable/Transfer. Complete a full synch. The course will be removed from your computer.

Call for help on this or any other part of ReportWriter! 866-200-6936.