


ReportWriter


Beginning Steps if you are entering students by hand.

1. Log into ReportWriter.
2. Click on File > New Student
3. Enter basic information for your students.
 - Pgm Placement - the program placement is General Education, Special Education, or Adult Education only.
 - Classrm Option - the classroom option tells an auditor what school this student would go to if s/he were not in this voluntary IS program.

The screenshot shows the ReportWriter 4.3.34 application window. The title bar reads "ReportWriter 4.3.34 cworks mkramers (expires 33.1 days)". The menu bar includes File, Edit, Tools, Info, Course, Assign, Eval, and Report. The main window is divided into several sections:

- Student Information:** Last Name: Perez, First Name: Rosie, Date of Birth: [empty], Street: 6894 Blackstone Street, City: Portola, State: CA, Zip: 96122, 1st Phone: 530-832-4049, 2nd Phone: 530-249-4038, E-Mail Address: Rosie@aol.com, Parent/Guardian: Jose and Rebecca Perez, Pgm Placement: Special Education, Classrm Option: Carmichael Middle School.
- Enrollment Info:** Student Number: [empty], Enrollment Date: 04/15/2008, Grade Level: 4, School Track: A, School Year: 2007 - 2008.
- Learning Periods:** A dropdown menu with "-- choose --", a "Set" button, and a "Calendar" button. Below are "From" and "To" fields, and "Add Learning Period" and "Remove Learning Period" buttons.
- Buttons:** Pre-Regist., Archive, Print, Notes, More Info, Migrate Now.
- Status Bar:** Status: Basic Information, Version: 10, File: Perez, Rosie.

4. Click on the  symbol in the upper left corner to take you back to the roster.

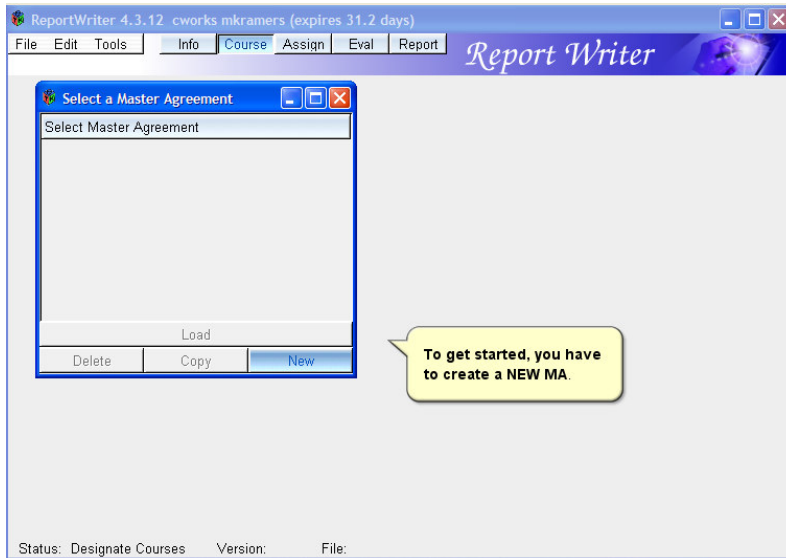
Repeat steps 2, 3 and 4 until all students are on your roster. Or click  to just save and continue with this student.

Master Agreements

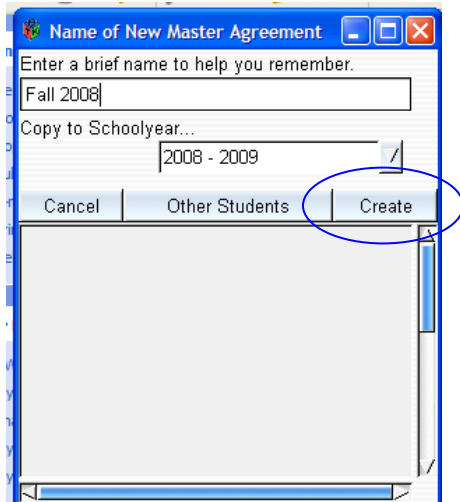
Now you can start the process of entering the courses the student will be taking while creating your master agreement. Each time you want to work with a student, choose the student from the roster. Student Information will appear on the screen. If your school does not use the School Pathways' Master Agreement, you are still required to complete these steps through #13.

1. Click on the **Course** tab

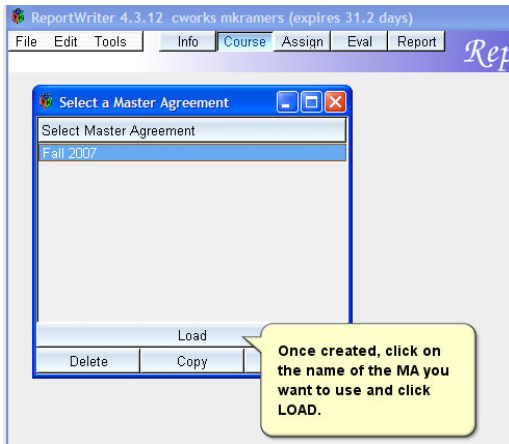
- You will be prompted to **Select a Master Agreement**. If you haven't created one yet, you will click on **New** and name the master agreement. A suggestion might be **Fall 2008**.



2. Then click CREATE.



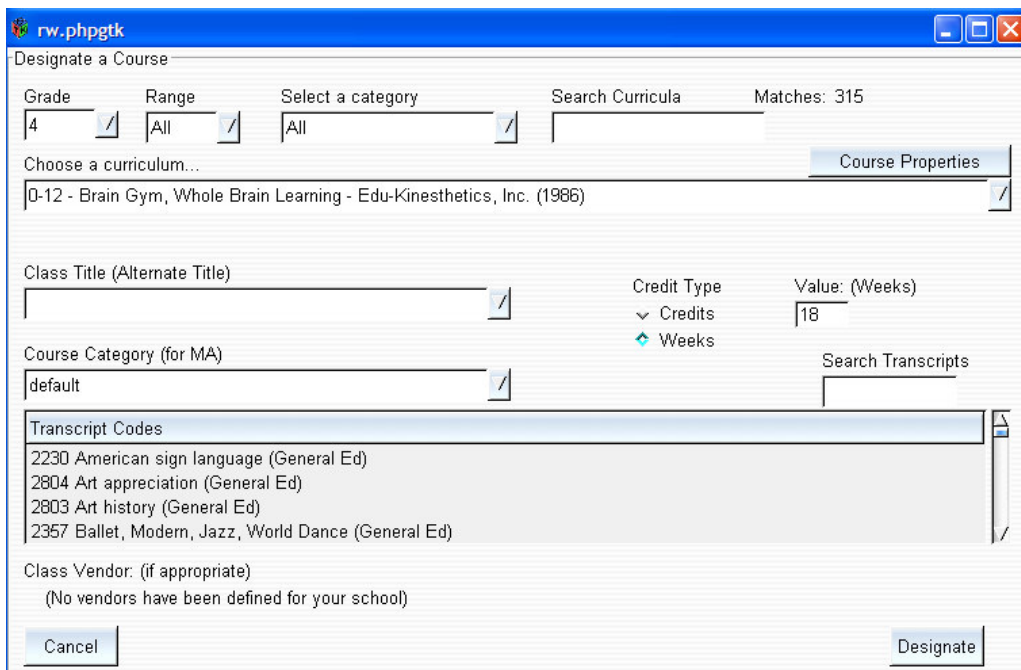
3. Click on the name of the new MA you just named and then click **Load** to start the process.



4. On the new page, click on **Add Curriculum** near the bottom of the page.
 - The **Grade** will be the one you automatically entered for the student in the student information page. (If you want a grade other than what appears in the field, you can select a different one or choose ALL to see all courses). Some courses only show up in specific grades. Example: U.S. Government only shows up in 12th grade).

5. Select a **Category** (unless you want all courses in all categories to show up which is over 2000 pieces of curriculum!).

6. Enter some words in the "Search Curricula" to narrow your search. You can pre-select courses by typing a key word or letters in the "Containing Phrases." If the book is called HS – Literature, Timeless Voices – Prentice Hall (2001), you can type in **Timeless** and all courses with this word in the title will show in the curriculum list. If you type in **Time** all curricula with this word will appear in the curriculum list. Spacing is very important. What you type in must match the title of the text *exactly!* If you type in Prentice Hall Timeless, nothing will show up!



7. Click on a Curriculum you wish to use with this student. You MUST pick a curriculum (click on drop-down arrow to see all curriculum that matches your search).

8. If you don't rename this curriculum it will appear with the selected book title on the report card. You can *rename* it. Whatever shows in the **Class Title (Alternate Title)** field will show on your Report Card. Typing in the new title in the **Class Title** field. Two examples of this:

- You've chosen HS – Algebra 1 – Saxon (1999) but you want the course to show up as Algebra 1.
- Using more than one texts in a **CLASS**.
Example: If you want to use two or more curricula for your English class. You might choose HS – Literature – McDougal Littell (2002) and give it the **Class Title** of *English 9* then you choose HS – Writer's Inc – Great Source (2001) and give it the same **Class Title** of *English 9* by choosing the same **Alternate Title** from the drop-down list. Both of these curricula will show up separately in the **ASSIGN** tab but in the report card and transcript, they will show up as English 9 and the grade will be averaged for one *English 9* grade.
- If your school is also using SP SIS, you will be required to choose a State Transcript Code. Your school may have forced Class Titles. If so, your Class Title choice may be limited.

The screenshot shows a software window titled "Designate a Course" with a search interface. It includes fields for "Grade" (HS/10), "Range" (All), "Select a category" (Language Arts), and "Containing phrase..." (Timeless Voices). Below these is a "Choose a curriculum..." dropdown menu showing "HS - Literature, Platinum, Timeless Voices - Prentice Hall (2005)". There are also fields for "Class Title (Alternate Title)", "Course Category (for MA)", and a list of "Transcript Codes" (2131 English 10, 2132 English 11, 2133 English 12, 2130 English 9). A yellow callout box highlights the transcript codes list with the instruction: "Find your text here. Then choose the transcript category below to the left." Buttons for "Cancel" and "Designate" are at the bottom.

9. If you are working with a high school student, the **Course Category** needs to be chosen. This will show on the Master Agreement. This is also the TRANSCRIPT category for the schools using SP SIS. *You can also type in a new category here.* Some schools create their own categories such as Life Skills. You can change the "category" for any course in this field.

10. **Credit Type** – either **Credits** or **Weeks** default depending on the grade level of the student (weeks would be chosen for elementary students who do not get "credits" for the work they complete).

- Enter the **Value (Credits)**. Value (credits) relates to number of credits a student will receive for completing the semester's worth of work – or - the number of weeks a student will be taking

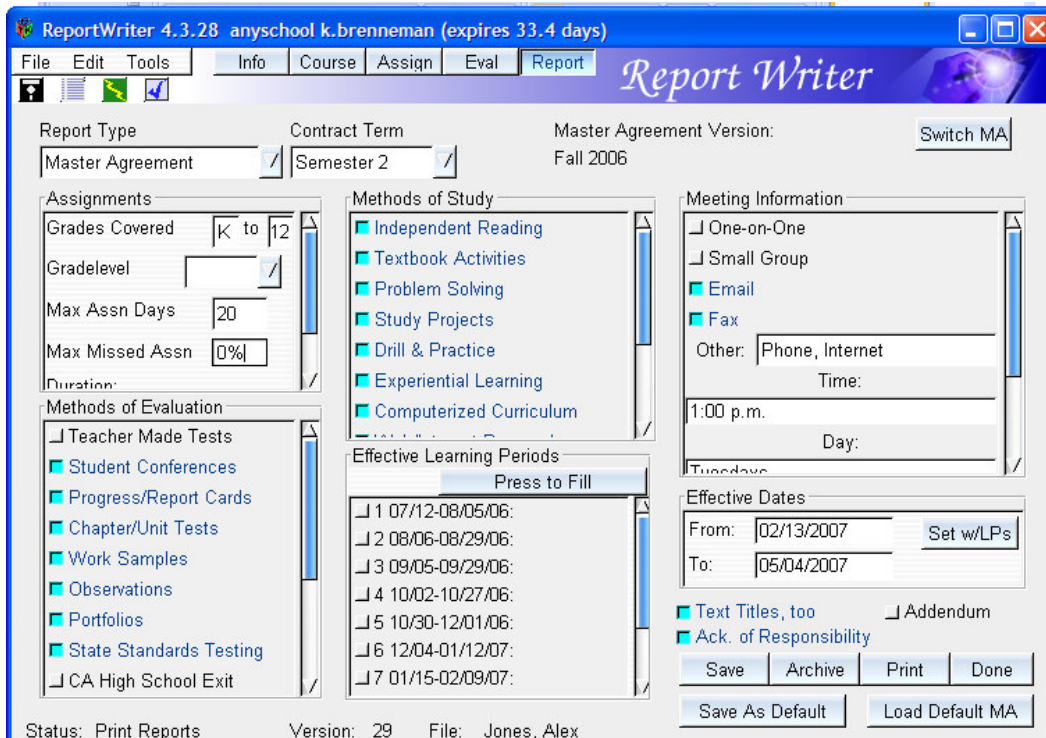
this course this semester. Standard number of weeks per semester is 18. Remember – this is what the student will be ATTEMPTING. They might not finish everything assigned. If you are adding two pieces of curriculum to, say English 10, you should enter the **same credits** for **each curriculum**.

11. If your school is not using SP SIS, you can choose if a course has special attributes. These will show up in the Master Agreement and in the comments for the course on the Report Card. You do not *need* to choose any of these. Example: you might choose **Modified** if the student is taking a course that is above or below grade level. Once you have assigned work, **YOU CANNOT REMOVE THE ATTRIBUTES FROM THE REPORT CARD!**

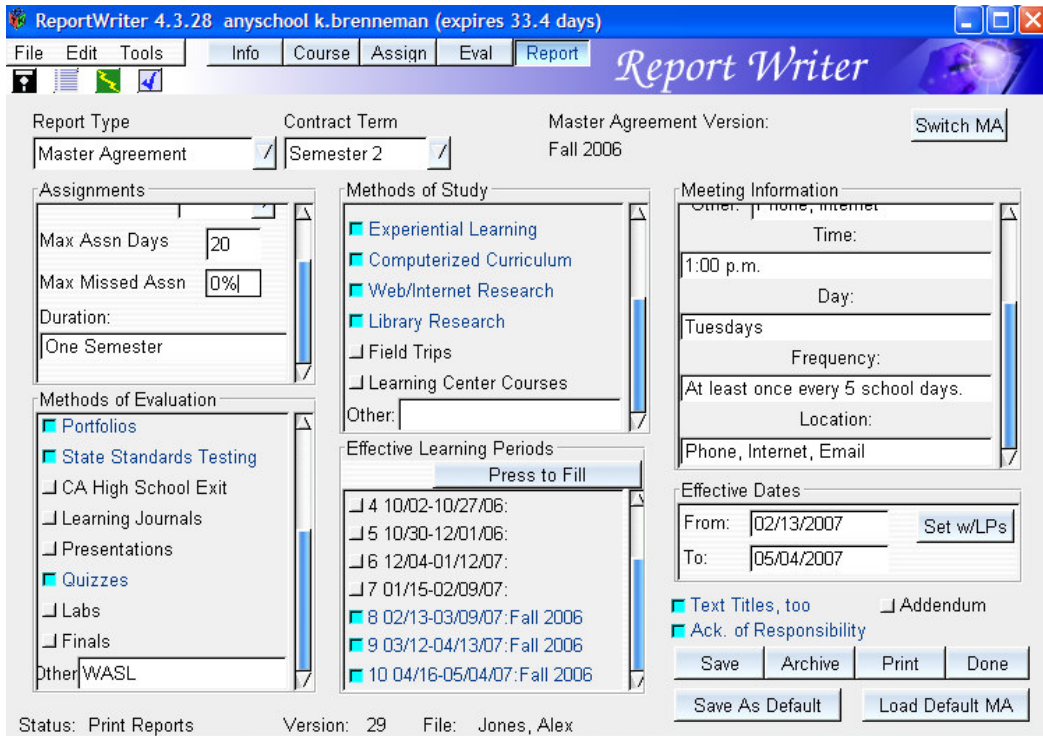
12. **SAVE** when you have completed adding courses. Click either OK or Cancel. OK will take you into the Master Agreement default page.

Master Agreement (default page)

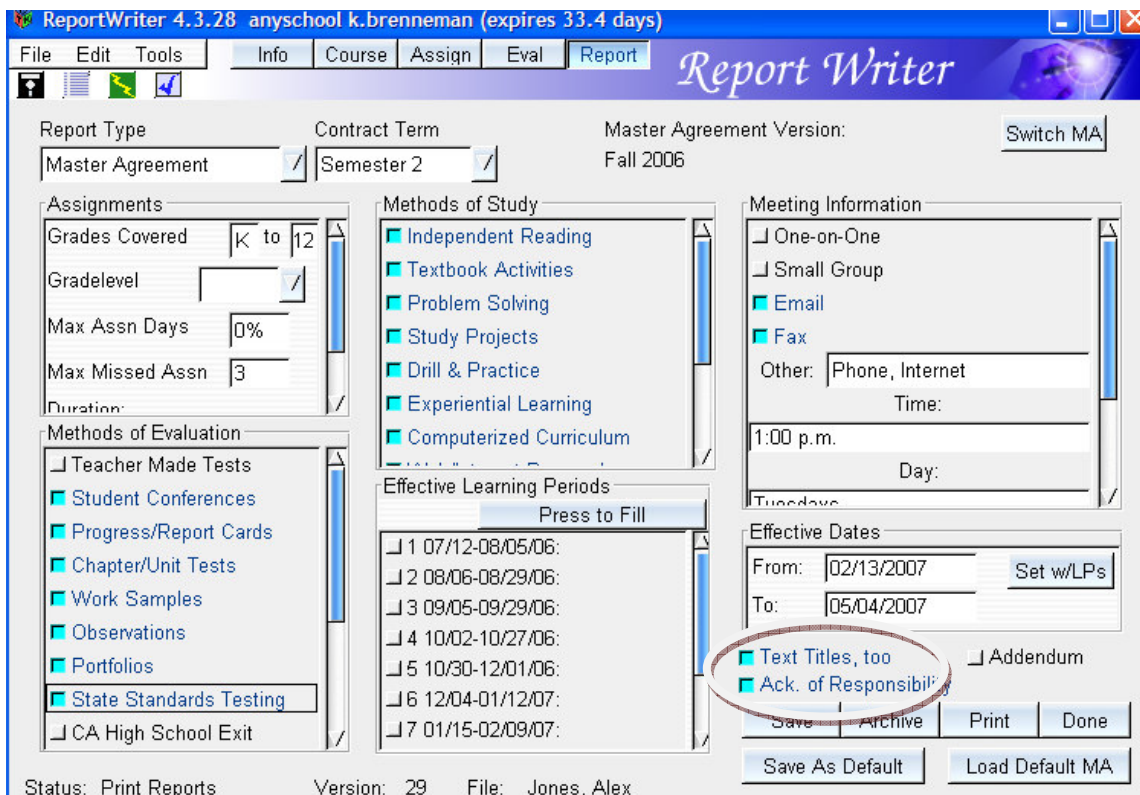
13. Fill in all defaults as required by your school




MA Default page - View 2



14. Click to PRINT the Master Agreement AND the Acknowledgement of Responsibilities (both buttons should show as turquoise) - these will come up as pdf's - 4 pages.



- Have parent/student sign before the first day of attendance.



YOUR LOGO HERE

Any School Master Agreement for Independent Study

Student: Alex Jones
Student Number: 4567089745
Address: 100 South Street
Location: Portola, CA 96122
1st Phone Number: (530) 832-5977
DOB: 07/07/1995
Beginning Date: 02/13/2007

Contract Term: Semester 2
Year: 2006 – 2007
2nd Phone Number:
Grade Level: 11
School for Classroom Option: Plumas Unified
Program Placement: General Education
End Date: 05/04/2007

It is understood that:

Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established district or charter school's governing board and are consistent with district or charter school standards as outlined in the district or charter school's subject/course descriptions. Assignment and Work Record Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "course value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Schedule	Category	Course Value
Physical Education 1-A Karate	Phys Ed.	0.5 Credits

Please call or email if you have any questions.

School Pathways - 866-200-6936
 customerservice@schoolpathways.com