



Using ReportWriter for Summer School

To use ReportWriter for Summer School you **MUST** set your master agreement in B Track!

1. Go to the student's INFO page in ReportWriter
2. Change the TRACK to Track B

3. Click the SAVE icon



4. Go to the course tab as usual to create your master agreement.

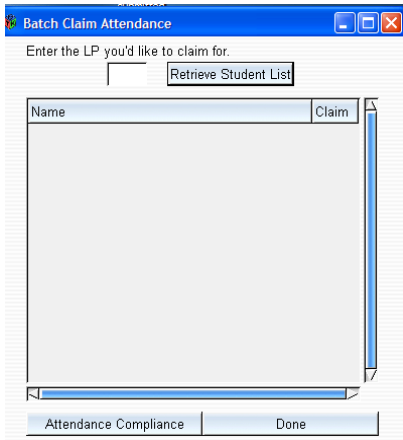
You will be using ReportWriter to take summer school hourly attendance! You will take hourly attendance at the end of learning period 1 (July 3rd) and at the end of learning period 2 (July 24th). To take attendance in ReportWriter, do the following:

Attendance in ReportWriter

Always take attendance for all students in one Learning Period **and PRINT before starting at on the next learning period!!**

1. Click on the Attendance icon on the top left of RW





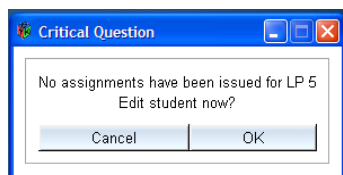
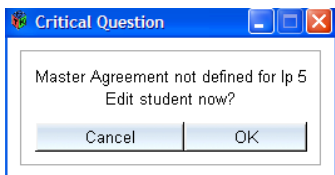
2. Enter the Learning Period (attendance period) you'd like to report on into the open box field (for LP 1 enter a 1) and click



The box will populate with your student list.

3. You can take attendance immediately for students listed in black. Student listed in red need attention first.

4. To fix a student in red, click on the student's name in the *Batch Claim Attendance* box. A 'critical question' message will pop up telling you what the problem is. Typical questions are "Master Agreement not defined for LP5. Edit student now? Or No assignments have been issued for LP5. Edit student now?"



You can choose to cancel this message and do nothing or choose to edit the student and fix the issue. If you click OK - you will be taken to that student's records to update. Once updated, the student's name will turn black in the *Batch Claim Attendance* window.

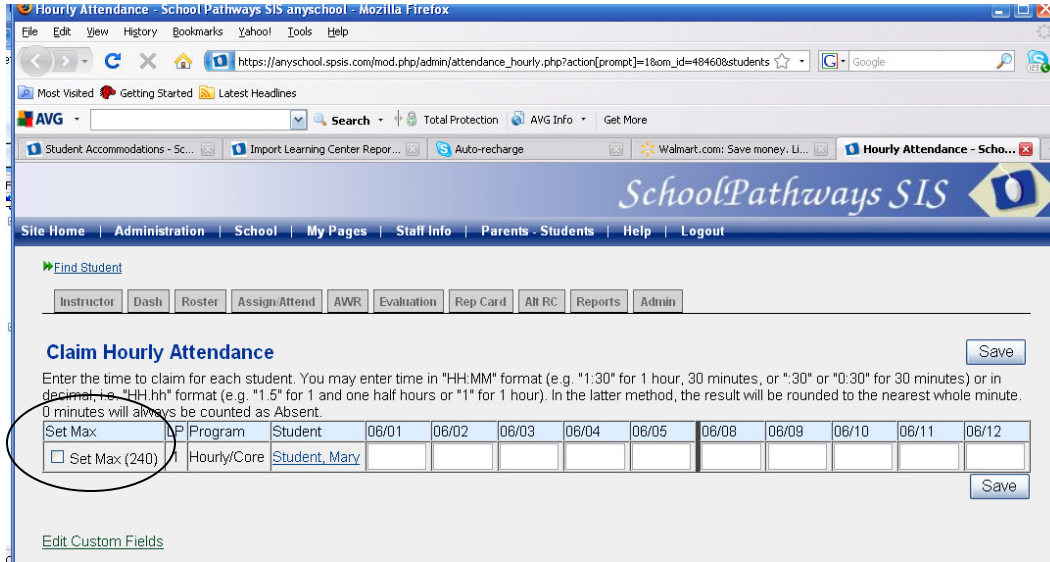
It might tell you that you have 'No Assignments' entered yet for the students. If the student did no work this learning period, ignore the red student. Just click Cancel on the critical question.

5. To take attendance for a student, you must be connected to the Internet.

6. Click on a student's name in the *Attendance* window. It will connect you to SpSIS to claim attendance for this student. (IF THE 'UPDATE' Messages pops

up before the Internet windows appears - **IGNORE IT UNTIL AFTER YOU'VE SAVED YOUR ATTENDANCE CLAIM!!**).

When the Internet window pops up, enter the number of hours you are claiming for each day. Or you can set the maximum number of hours for each day by clicking on the SET MAX check box.



7. Save attendance. You will get an accounting of what you just saved. **Wait to print your final attendance claim until ALL students you are responsible for are claimed in this manner.**

School Pathways SIS

Home | Site Home | Administration | Learning Centers | My Pages | Staff Info | Parents | Help | Logout

Independent Study Attendance

New Attendance Report

You are currently building a new attendance report which has not been printed before. You can continue adding students to this attendance report until you print it off.

- If you print it off, you can only correct and reprint attendance records for students already in the report. (shown below)
- If you do NOT print this off, you may add more students and/or learning periods to this attendance report and print them all together.

Below is a list of attendance claims currently contained within this report.

Student	LP	Attended Hours	Attended Days	Total Days
6849483058 Broderick, Samantha	3	Not Applicable	19	19
Burritt, Jessica	3	Not Applicable	15	15
Totals:		0.00	34	34
			Students Reported	2
			StudentLPs of Attendance Reported	2

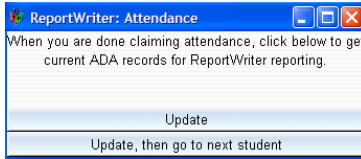
ONLY PRINT WHEN YOU ARE DONE REPORTING ATTENDANCE FOR ALL STUDENTS ON THIS REPORT. Once you have printed this report, it cannot be changed without an authorization code from the central office.

I know that once I print this, I cannot change any attendance claims on this report unless I get permission from the central office.

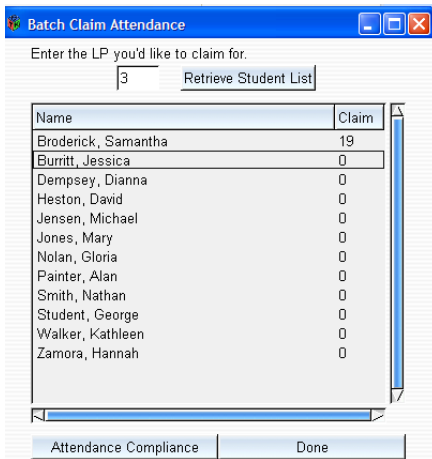
====> [Click here to print this attendance report](#) <====

** Close the Internet window using the red X in the upper right corner of the web page.

8. Click **"Update, then go to the next student"**.



You will be taken back to the *Batch Claim Attendance* box and the program will move you to the next student on the list by circling it in black. The number of hours will NOT show on this box. (This number only shows the claim for regular daily attendance.)



9. When you have completed claiming for the last student on your list, **DO NOT CLOSE THE PAGE** but print your claim. *DO NOT PRINT YOUR ATTENDANCE CLAIM UNTIL ALL STUDENTS ON YOUR ROSTER SHOW AS BEING CLAIMED. DO NOT COMBINE AN LP 1 CLAIM WITH AN LP 2 CLAIM. ONLY ONE LP SHOULD SHOW ON A PRINTOUT.*

10. When attendance is completed for all students, the full student roster will show on the Attendance Report. Entering any student's EVAL Tab through ReportWriter, clicking on the REPORT ATTENDANCE button, and clicking SAVE can also show this roster.

me | Administration | School | My Pages | Staff Info | Parents - Students | Help | Logout

Number of Students	0
Number of Schooldays	0
Maximum Possible Attendance	0 minutes
Actual Attendance	0 minutes
Average Attendance Rate	0.00%
Average Daily Attendance	0

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Below is a list of attendance claims currently contained within this report.

Student	Program	LP	Hours
Wilson, Gregory	Hourly/Core	1	40:00
Total Hours:			40:00
Total Students:			1

ONLY PRINT WHEN YOU ARE DONE REPORTING ATTENDANCE FOR ALL STUDENTS ON THIS REPORT. Once you have printed this report, it cannot be changed without an authorization code from the central office.

====> [Click here to print this attendance report.](#) <====

anyschool.

Teachers will get the actual attendance printout by clicking on the words “Click here to print this attendance report,” as seen on the above page - close-up below.

====> [Click here to print this attendance report.](#) <====

11. The actual attendance sheet shows each student’s attendance hours for each day of the LP. This must be printed, signed, dated, and turned into the office. The Form and Tracking number in the upper right corner of this page is used to post verification that a signed and dated copy has been received in the office.

School Attendance Report

Form # 53ee

Tracking # 914

Schooyear: 2008 - 2009

Process Begun On: 06/15/2009

Teacher: Brenneman, Kathleen

2345786755 : Student, Mary Attended 10 of 10 (40 hours) Learning Period: 1

06/1	06/2	06/3	06/4	06/5	06/8	06/9	06/10	06/11	06/12
X	X	X	X	X	X	X	X	X	X
4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs

: Walker, Jenny Attended 10 of 10 (40 hours) Learning Period: 1

06/1	06/2	06/3	06/4	06/5	06/8	06/9	06/10	06/11	06/12
X	X	X	X	X	X	X	X	X	X
4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs

: Walker, Sarah Attended 10 of 10 (40 hours) Learning Period: 1

06/1	06/2	06/3	06/4	06/5	06/8	06/9	06/10	06/11	06/12
X	X	X	X	X	X	X	X	X	X
4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs

: Wilson, Gregory Attended 10 of 10 (40 hours) Learning Period: 1

06/1	06/2	06/3	06/4	06/5	06/8	06/9	06/10	06/11	06/12
X	X	X	X	X	X	X	X	X	X
4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs

The above is true and correct.

Teacher Signature: _____

Date: _____

12. Close the *Batch Claim Attendance* box by clicking DONE.