

ReportWriter

Getting started for the new school year.

Some of you are anxious to get started working on master agreements for the new school year. You may have some students in one or all of the following situations:

- 1. Students you worked with last year on ReportWriter, will be with you again for 2008/2009, and are currently on your ReportWriter roster.**
- 2. Students that are new to the school.**
- 3. Students who were on another teachers roster IN REPORTWRITER last year (2007/2008) but you are going to be supervising for the 2008/2009 school year.**

Each case has a little different procedure. Please check out the directions for each type.

- 1. Students you worked with last year on ReportWriter, will be with you again for 2008/2009, and are currently on your ReportWriter roster.**

Open a student's file and change the school year to 2008/2009 on the INFO page. Create master agreement and load courses. If you need more directions you can use one of the many manuals on our web site at www.schoolpathways.com. See the 'Directions' under HELPFUL LINKS.

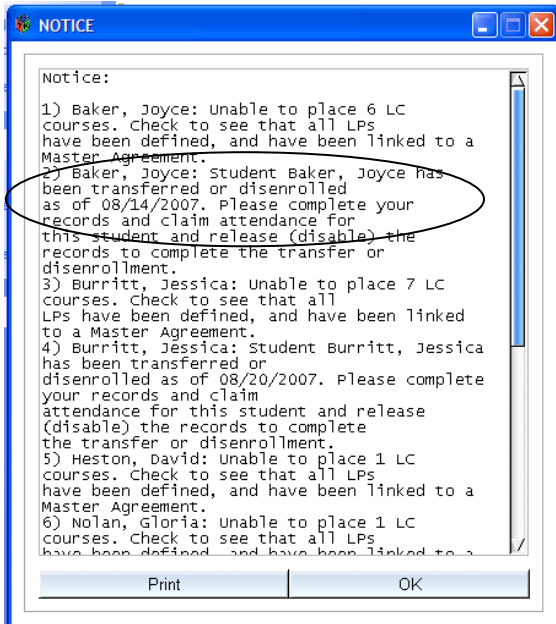
- 2. Students new to the school.**

You can start to work with these two students in one of two ways:

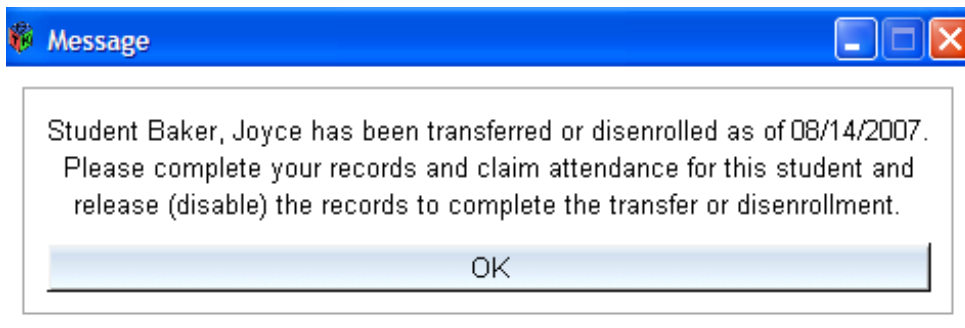
- A.** If the office has registered the student and given them an enrollment date, go to File and Import to see if the student has been sent to you yet. If the student(s) do not appear on this import list, move to **option B.**
- B.** Go to File and New Student in ReportWriter. Enter the basic information about the student. Make sure you are in the 2008/2009 school year. Click on the COURSE tab, name your new master agreement, load courses and create a master agreement. If you need more directions you can use one of the many manuals on our web site at www.schoolpathways.com. See the 'Directions' under HELPFUL LINKS. These students are not officially enrolled until the school gives them an enrollment date in SP SIS.

- 3. Students move from teacher to teacher. If you're losing a student to another teacher or you're gaining a student from another teacher for the 2008/2009 school year, follow these directions:**

If you worked with a student last year but will not be working with that student this year, **you will receive a message from the office through ReportWriter** that looks like this:



or in your RW when you open the student.

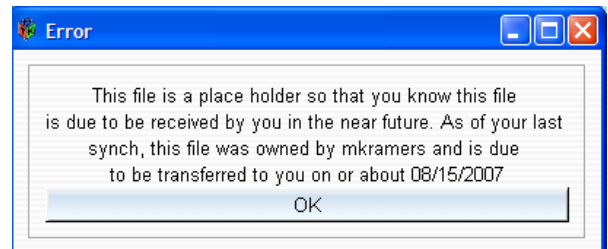
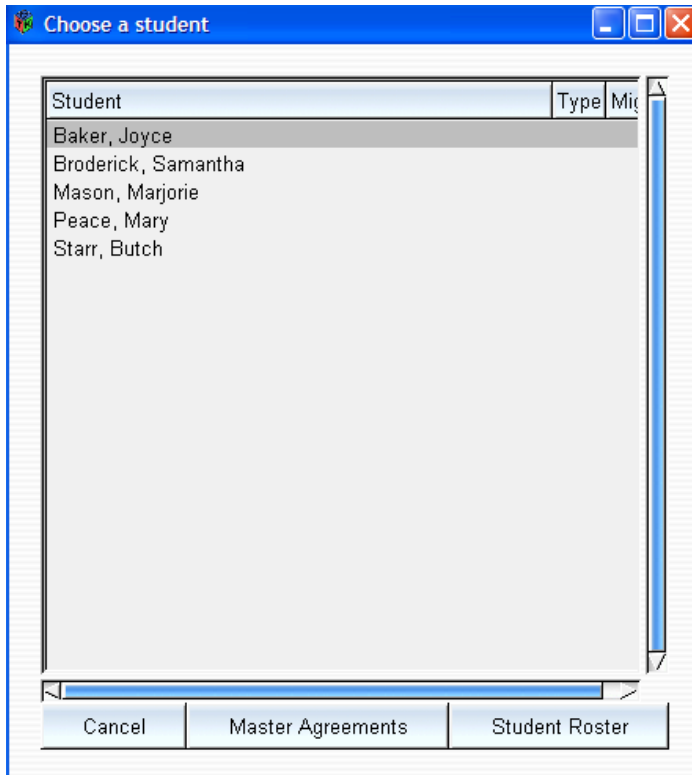


ONLY complete the disable/transfer process after a message comes to you from the main office after a synch. Follow these steps:

1. Complete a synch (skip courses).
2. Log into RW again. Click on a student's name that will be transferred from your ReportWriter roster screen.
3. Click on File>Disable/Transfer. You can do steps 2 and 3 for all students before moving onto step 4.
4. Synch RW to complete the process. You can skip the courses.

New supervising teachers:

The new receiving teacher will get the student on their RW roster but the student name will be highlighted in gray. When the teacher tries to open the new student file, they will get a message explaining who has the student and the approximate date the student can be expected to transfer over. Once the first teacher completes the disable/transfer, the gray stripe will disappear and the student will be available to the new teacher with all previous records intact.



Once the new teacher gets the student on his/her roster without the gray stripe (after the old supervising teachers disable/transfers him/her and a synch), they should check to see if the student is migrated. You can check this by clicking on the student's name. Look in the bottom right corner to see if the student is "migrated".