



## - Embedded Letters -

\* School Pathways SIS continues to grow! As we add to the product the manual will change and the changes will be posted on the Internet. This manual can be found on our web site, [www.schoolpathways.com](http://www.schoolpathways.com) under the PRODUCTS link.

*To use School Pathways SIS most efficiently, it's best to set your browser to Firefox instead of Internet Explorer. To download Firefox go to [www.getfirefox.com](http://www.getfirefox.com). It's a very quick and simple download and it won't affect your current browser use. For help setting this up, give us a call @ 866.200.6936.*

**Embedded Files are specific to each individual student. They can be found at the bottom of the following pages: Student Dashboard; Student Enrollment History; Staff Association History; Transcript; Student Enrollment Info; Test Score Center (View History); Learning Centers View Registrations; Attendance History; Discipline; Medical/Immunizations/Emergency Card; Accommodations; Cum File.**

### **ADDING EMBEDDED LETTERS:**

- 1) Go to a student's page that you need to embed a letter in to.
- 2) Click on the green arrow next to "Create New Letter":

Welcome to ReportW...

SIS - Student Information - School Pat...

Learning Center Classes				
	Math Year 2	10.00	0.00	10.00
	Phys Ed.	20.00	0.00	20.00
	Physical Science	10.00	0.00	10.00
	Technology	10.00	0.00	10.00
	US History	10.00	0.00	10.00
	Visual/Perf Arts	10.00	0.00	10.00
	World History	10.00	0.00	10.00
	Electives	60.00	0.00	60.00
	TOTALS:	240.00	0.00	240.00

View Registrations

Print Unofficial Transcript

Embedded Files (1)

+ Add Manage

DesertLanding.jpg

Global Student Notes

Login: anyone School: anyschool 5/15/2008 - 3:15:03 pm Page: /ef/student\_info.php

Embedded Letters

Be a good kid. Print

Create new letter Manage

3) Enter in the name of the letter under "Name of this embedded letter". Enter in the information needed in "Body of Letter" (you can use the Date Fields, Student Fields, and Assigned Staff Fields to the right of the Body to insert pre-filled information):

**Edit Existing Embedded Letter**

Compose the letter using the the edit boxes below. To add fields that will automatically be populated with data, click on any fields to the right to insert them into your letter. You may then cut and paste these fields around to wherever you would like them to appear.

Name of this embedded letter	Last Revised	Date Fields
TestLetter	by anyone at 1:47pm 05/15/2008	Current Day Current Month Current Date Current Year

Body of Letter

{letterbody\_html}

{date\_currentmonth} {date\_currentdate}, {date\_currentyear}

Dear {students\_firstname} {students\_lastname},

Your teacher, Ms. {staff\_lastname}, has requested that you turn in your work immediately.

Sincerely,

SP Staff

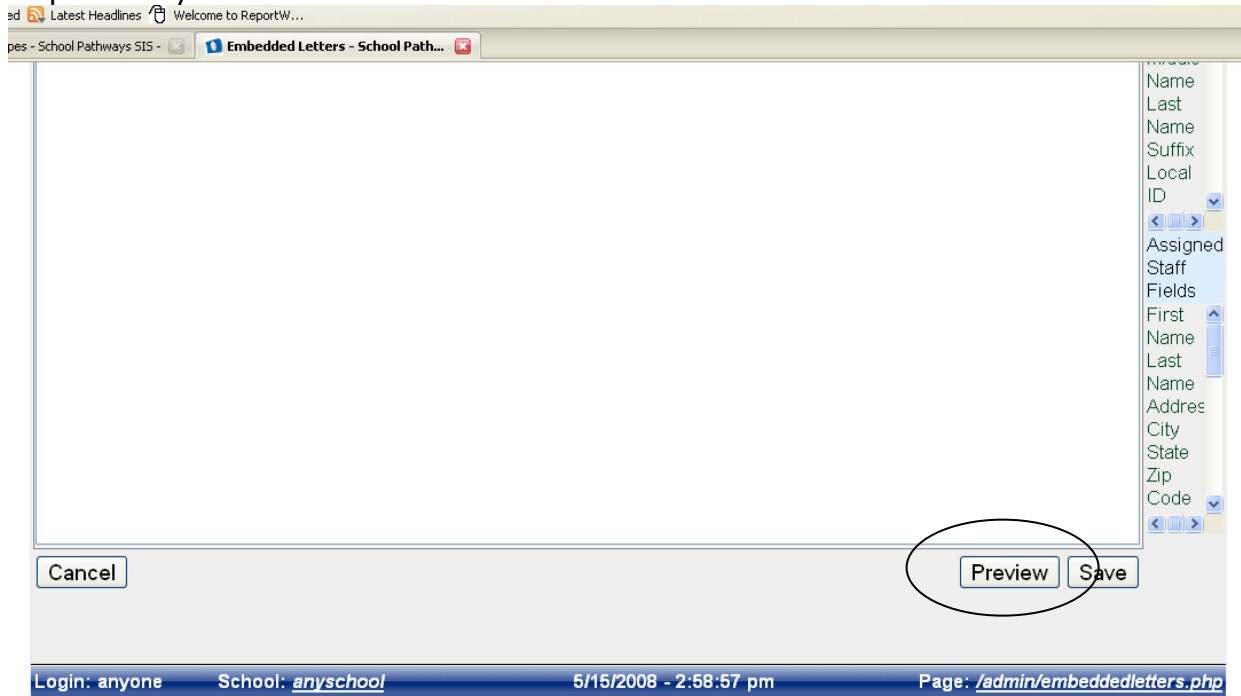
Student Fields

- First Name
- Middle Name
- Last Name
- Suffix
- Local ID
- State Student ID
- Parents
- Address Street 1
- Address Street 2
- City
- State
- Zip

Assigned Staff Fields

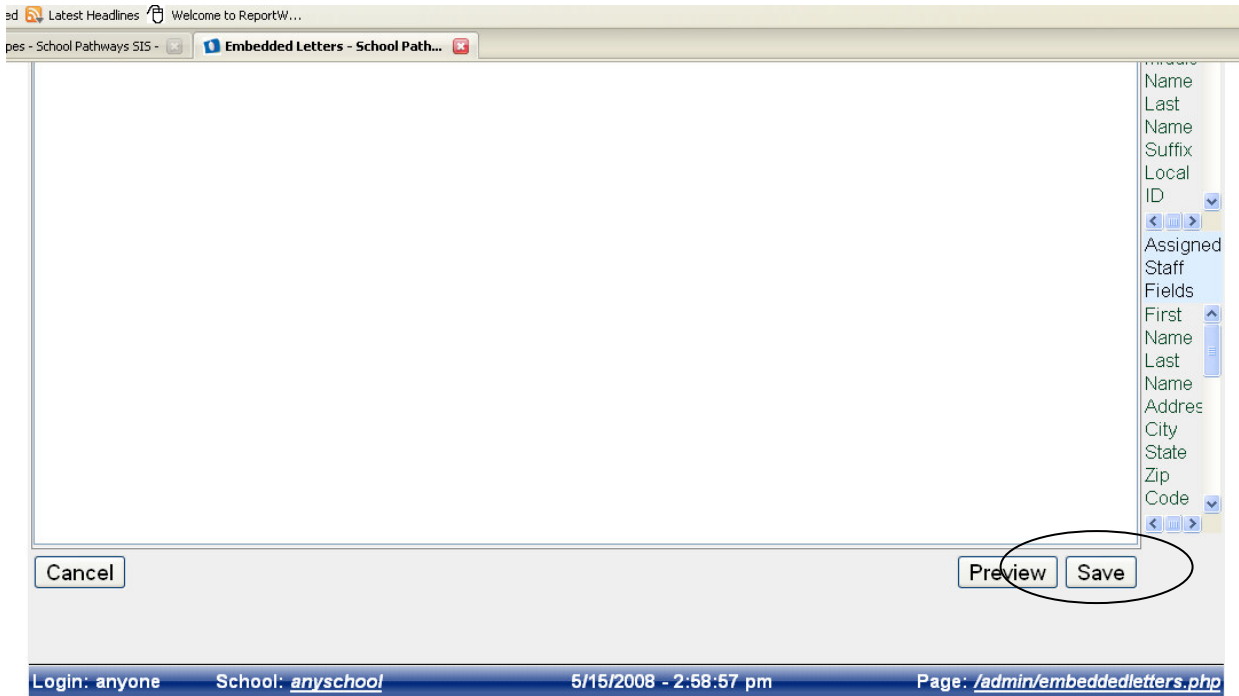
- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Home Phone
- Cell Phone
- Work Email
- Home Email

4) Click on the "Preview" button in the lower right-hand corner of the page to preview your letter:

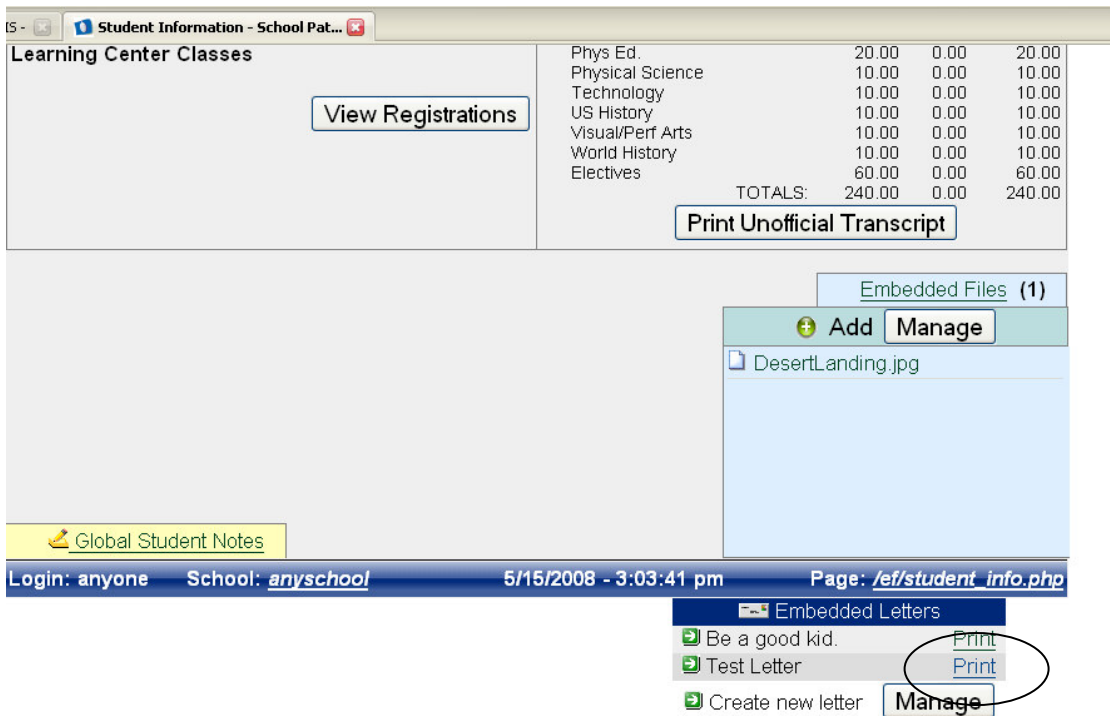


Click on "Close this window/Return to Editing" to exit out of the preview page.

5) Once you are finished with your letter, click on "Save" to embed your letter into the chosen page:



6) When you go back to the page with the embedded letter, you will see it listed under "Embedded Letters" in the lower right-hand corner of the screen. Click on "Print":



This will bring up an Adobe containing the information of your letter and the school's logo:



May 15, 2008

Dear John Student,

Your teacher, Ms. Brenneman, has requested that you turn in your work immediately.

Sincerely,

SP Staff

## **MANAGING EMBEDDED LETTERS:**

1) Go to the page with the embedded letter. Click on the green arrow next to the letter you need to edit, and make any changes needed:

st Headlines Welcome to ReportW...

SIS - Student Information - School Pat...

**Learning Center Classes**

[View Registrations](#)

Phys Ed.	20.00	0.00	20.00
Physical Science	10.00	0.00	10.00
Technology	10.00	0.00	10.00
US History	10.00	0.00	10.00
Visual/Perf Arts	10.00	0.00	10.00
World History	10.00	0.00	10.00
Electives	60.00	0.00	60.00
<b>TOTALS:</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b>

[Print Unofficial Transcript](#)

**Embedded Files (1)**

[+ Add](#) [Manage](#)

DesertLanding.jpg

[Global Student Notes](#)

Login: anyone School: anyschool 5/15/2008 - 3:05:58 pm Page: /ef/student\_info.php

**Embedded Letters**

[Be a good kid.](#) [Print](#)

[Test Letter](#) [Print](#)

[Create new letter](#) [Manage](#)

**OR**

2) To see a list of ALL embedded letters within the school so you may choose which one you want to edit, click on "Manage":

SIS - Student Information - School Pat...

**Learning Center Classes**

[View Registrations](#)

Phys Ed.	20.00	0.00	20.00
Physical Science	10.00	0.00	10.00
Technology	10.00	0.00	10.00
US History	10.00	0.00	10.00
Visual/Perf Arts	10.00	0.00	10.00
World History	10.00	0.00	10.00
Electives	60.00	0.00	60.00
<b>TOTALS:</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b>

[Print Unofficial Transcript](#)

**Embedded Files (1)**

[+ Add](#) [Manage](#)

DesertLanding.jpg

[Global Student Notes](#)


Login: anyone School: anyschool 5/15/2008 - 3:05:58 pm Page: /ef/student\_info.php

**Embedded Letters**

[Be a good kid.](#) [Print](#)

[Test Letter](#) [Print](#)

[Create new letter](#) [Manage](#)



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[Home](#) | [Site Home](#) | [Administration](#) | [Learning Center](#) | [My Pages](#) | [Staff Info](#) | [Parents](#) | [Help](#) | [Logout](#)

[Find Student](#) | [A-Summer School : Instructor Home](#)

### Embedded Letters

**All Embedded Letters**

You are viewing a list of all embedded letters. To edit a letter, click on the green arrow next to the letter to be edited. To delete letters, select check the box to the left of the letter(s) to be deleted, type CONFIRM below the Delete button, and press Delete.

Select	Name of Letter	Embedded In	Last revised by
<input type="checkbox"/>	 New Assignment	/admin/registration/set_ef.php	anyone at 2:19pm 05/14/2008
<input type="checkbox"/>	 Be a good kid.	/ef/student_info.php	anyone at 2:15pm 05/14/2008
<input type="checkbox"/>	 Test Letter	/ef/student_info.php	anyone at 3:02pm 05/15/2008

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Login: anyone School: [anyschool](#) 5/15/2008 - 3:10:38 pm Page: [/admin/embeddedletters.php](#)

Click on the green arrow next to the letter you wish to edit. Make changes as needed.

### DELETING EMBEDDED LETTERS:

- 1) Click on the "Manage" button for embedded letters:

Welcome to ReportW...

SIS - Student Information - School Pat...

**Learning Center Classes**

[View Registrations](#)

Phys Ed.	20.00	0.00	20.00
Physical Science	10.00	0.00	10.00
Technology	10.00	0.00	10.00
US History	10.00	0.00	10.00
Visual/Perf Arts	10.00	0.00	10.00
World History	10.00	0.00	10.00
Electives	60.00	0.00	60.00
<b>TOTALS:</b>	<b>240.00</b>	<b>0.00</b>	<b>240.00</b>

[Print Unofficial Transcript](#)

**Embedded Files (1)**

[Add](#) [Manage](#)

DesertLanding.jpg

[Global Student Notes](#)

Login: anyone School: [anyschool](#) 5/15/2008 - 3:05:58 pm Page: [/ef/student\\_info.php](#)

**Embedded Letters**

- Be a good kid. [Print](#)
- Test Letter [Print](#)
- Create new letter [Manage](#)

2) Choose the box to the left of the letter you wish to delete:

Welcome to ReportW...

SIS - Embedded Letters - School Path...

*SchoolPathways SIS*

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

Find Student A-Summer School: Instructor Home

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Select	Name of Letter	Embedded In	Last revised by
<input type="checkbox"/>	New Assignment	/admin/registration/set_ef.php	anyone at 2:19pm 05/14/2008
<input type="checkbox"/>	Be a good kid.	/ef/student_info.php	anyone at 2:15pm 05/14/2008
<input type="checkbox"/>	Test Letter	/ef/student_info.php	anyone at 3:02pm 05/15/2008

[Delete](#) [Done](#)

Login: anyone School: [anyschool](#) 5/15/2008 - 3:10:38 pm Page: [/admin/embeddedletters.php](#)

3) Type CONFIRM into the box at the bottom of the page, then click on "Delete":

SS - welcome to Reportw...

SIS - Embedded Letters - School Path...

*SchoolPathways SIS*

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

Find Student A-Summer School : Instructor Home

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Select	Name of Letter	Embedded In	Last revised by
<input type="checkbox"/>	New Assignment	/admin/registration/set_ef.php	anyone at 2:19pm 05/14/2008
<input type="checkbox"/>	Be a good kid.	/ef/student_info.php	anyone at 2:15pm 05/14/2008
<input checked="" type="checkbox"/>	Test Letter	/ef/student_info.php	anyone at 3:02pm 05/15/2008

Delete Done

CONFIRM

CONFIRM

Login: anyone School: anyschool 5/15/2008 - 3:13:44 pm Page: /admin/embeddedletters.php

#### 4) The letter has been deleted:

ways SIS - Embedded Letters - School Path...

*SchoolPathways SIS*

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

Find Student A-Summer School : Instructor Home

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Select	Name of Letter	Embedded In	Last revised by
<input type="checkbox"/>	New Assignment	/admin/registration/set_ef.php	anyone at 2:19pm 05/14/2008
<input type="checkbox"/>	Be a good kid.	/ef/student_info.php	anyone at 2:15pm 05/14/2008

Delete Done

[ ]

Login: anyone School: anyschool 5/15/2008 - 3:14:13 pm Page: /admin/embeddedletters.php