



ReportWriter Updates - February 2009

Hi everyone,

It's been awhile and wanted to update you on some of the changes to ReportWriter. Hope the second part of your school year is starting smoothly. Please don't hesitate to let us know if we can help you with your use of ReportWriter.

If you are new to ReportWriter, or just need a refresher, you can always view our manuals on our web site. We've tried to make them easy to follow - lots of pictures - and we broke them down into manageable topics. If you see something missing, let us know. If you need a specific manual, others probably will need it too!

We've updated our web site! www.schoolpathways.com. We hope you find things easy to use. The tabs at the top can get you to all areas but if you need help navigating, please don't hesitate to give us a call or send us an email.

Our best,

The School Pathways Team
866-200-6936

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1. Synchronizing ReportWriter

We continue to have new users of ReportWriter who have questions about synchronizing. Synchronizing ReportWriter sends your RW data to the School Pathways' servers. If you are using our SIS, it will also send you updated student information and assignments from Learning Centers. You are required to synchronize (synch) at least once a month during the last week of the month. You can synch as often as you'd like though. There is an expiration date at the top of your RW program that tells you how many days until you **MUST** complete a synch. If you ever miss completing a synch during that last week of the month, and you try to log in and get the synch message, just click on the 'do the synch' button to update your program.

If you are using ReportWriter on more than one computer, it is imperative that you synch computer A **BEFORE** you change computers. It is also **IMPERATIVE** that you synchronize computer B **BEFORE** you work on it. This is also true once you *finish* working on computer B. Synch B then synch A. If this is confusing to you, please give us a call. We'd be happy to work with you on it.

2. Getting pop-ups while synchronizing ReportWriter

If you get student names popping up with a message that "LC courses could not be placed" while synching, you can end this by doing the following:

1. Log into RW
2. At the bottom of the roster screen, click on the "Save & Upload All Active Students" button. A synch will be completed to update all students.

3. Using Pass/Fail

If your school allows the use of Pass/Fail as a grade, this has to be set up in the SIS or through School Pathways so the P does not average into the GPA as a C. Please let us know of your wish to use these grades and we'll work with your school to adjust your RW settings.

4. Combining classes with Learning Center classes - and why!

If you are an independent study teacher and your students are taking classes at a center from a highly qualified teacher, you still need to report on those classes. Often, you are giving assignments for part of the class and the HQ teacher is giving some assignments. These classes need to be combined in ReportWriter. Once combined, the Learning Center instructor can see what you've been assigning and the grades **you** have given. They are in charge of giving the final grade (per CDE ed. code) but your input has been given. For a manual on the function click on [RW - Combining RW Classes with LC Classes](#)

5. Using the icons to SAVE CLICKS!

This has been reported on before but in our course of helping people, we see that many people do not know about them.

These buttons are available and may save you tons of clicks!



Save. Save a student file without clicking on File>Save Student



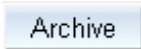
Save and Switch Students. When working in a student file, click this icon to save the file and go back to your student roster.



Starts a synch. If you're working in a student file, it will save and close the student file.



New Attendance Feature. Allows you to take attendance in a new easier way in ReportWriter. Click on the link for complete directions. [ReportWriter - Batch Claim Attendance](#)

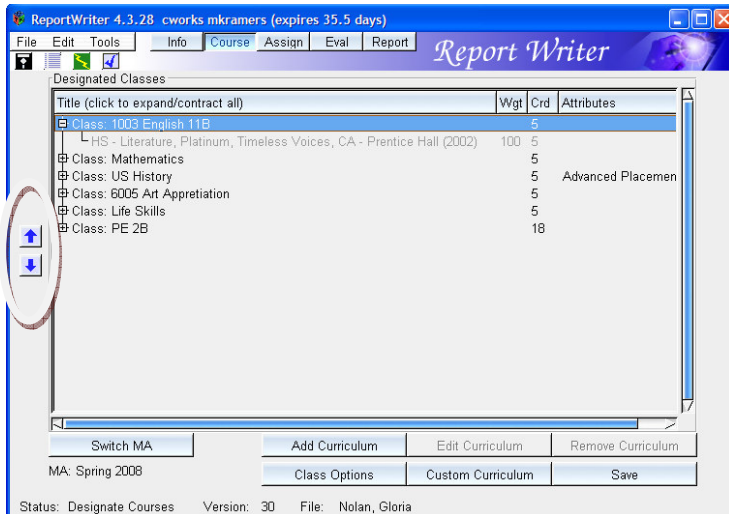


Saves records to online files for storage instead of printing and storing physically. As we get more information or approvals, we'll keep you posted! Once the document has been archived, the button changes to.



6. Ordering classes on the master agreement and learning records

ReportWriter will now keep classes in the order you entered them - or re-ordered them! If you entered one out of order, click on the CLASS title and click on the blue up or down arrow to re-order the class list. This will allow you to order your classes on the master agreement, assignment and work record, and report cards all in the same order!



7. Changing the name of a class on the report card.

If you need to change the name of a class on the report card, you can edit it easily right in the report card area. Click on the box to the left of the class name you want to edit. Click the EDIT button at the bottom of the page, type in your new class name and click SET.

For more details on the editable functions of report cards, see our manual at [RW - Report Cards](#).

8. Grading by Points

You can now grade by points in ReportWriter. If you have an assignment that is worth 25 points and a student earned 21/25 on the assignment, you can enter 21 in the first column of the EVAL column and 25 in the second column. To get a complete description of how to grade by points, view our grading manual from the web, section 2. [RW - Grading](#)

9. Credit Divisor

Many schools like to show the amount of credit a student earns as s/he completes work. You can now do that in ReportWriter. If your school would like you to use the credit divisor feature, have them give us a call to have it enabled. You can view the manual that describes the process. [RW - Grading](#) Jump to section 4.

10. Creating a Custom Course - updated.

We have updated the custom course process to make it a bit easier! You can now add all objectives in one window and one assignment in one window. For a complete update, view our [RW - Create a Custom Course](#) manual.

11. Ne books available on ReportWriter

- 0 - California Math - Houghton Mifflin (2009)
- 1 - California Math - Houghton Mifflin (2009)
- 1 - California Science - Scott Foresman (2008)
- 1 - Spectrum Spelling - Frank Schaffer Publications (2007)
- 1 - Wordly Wise 3000, Book 1 - EPS (2007)
- 2 - CA Standards-Based English-Language Arts Coach - Educational Design (2002)
- 2 - California Math - Houghton Mifflin (2009)
- 2 - SRA Open Court Reading, Level 2, CA - SRA McGraw Hill (2002)
- 2 - Spectrum Spelling - Frank Schaffer Publications (2007)
- 2 - Wordly Wise 3000, book 2 - EPS (2007)
- 3 - CA Standards-Based English-Language Arts Coach - Educational Design (2002)
- 3 - CA Standards-Based Mathematics Coach - Educational Design (2001)
- 3 - California Math - Houghton Mifflin (2009)
- 3 - Math, a Complete Course, Level 3 - Chalk Dust Co. - Math Matters (2004)
- 3 - Spectrum Spelling - Frank Schaffer Publications (2007)
- 3 - SRA Open Court Reading, CA - SRA McGraw Hill (2002)
- 3 - Wordly Wise 3000, Book 3 - EPS (2007)
- 4 - CA Standards-Based English-Language Arts Coach - Educational Design (2002)
- 4 - CA Standards-Based Mathematics Coach - Educational Design (2001)
- 4 - California Math - Houghton Mifflin (2008)
- 4 - Math, a Complete Course, Level 4 - Chalk Dust Co. - Math Matters (2004)
- 4 - Oak Meadow - Oak Meadow Inc (2005)
- 4 - Physical and Earth Science 4 - Compass Learning Odyssey (2007)
- 4 - Spectrum Spelling - Frank Schaffer Publications (2007)
- 4 - SRA Open Court Reading, Level 4, CA - SRA McGraw Hill (2002)
- 4 - Wordly Wise 3000, book 4 - EPS (2007)
- 4-7 - California Math Triumphs, Volume 1 - Macmillan McGraw Hill Glencoe (2008)
- 4-7 - California Math Triumphs, Volume 2 - Macmillan McGraw Hill Glencoe (2008)
- 4-7 - California Math Triumphs, Volume 4 - Macmillan McGraw Hill Glencoe (2008)
- 4-7 - California Math Triumphs, Volume 5 - Macmillan McGraw Hill Glencoe (2008)
- 4-7 - California Math Triumphs, Volume 6 - Macmillan McGraw Hill Glencoe (2008)

5 - CA Standards-Based Mathematics Coach - Educational Design (2002)

5 - California Math - Houghton Mifflin (2009)

5 - Math, a Complete course, Level 5 - Chalk Dust-Math Matters (2004)

5 - Spectrum Spelling - Frank Schaffer Publications (2007)

5 - SRA Open Court Reading, CA - SRA McGraw Hill (2002)

5 - Wordly Wise 3000, Book 5 - EPS (2007)

6 - Art Appreciation 6 - Aventa Learning (2008)

6 - Basic Math, 2nd Ed. - Chalk Dust Co. Houghton Mifflin (2003)

6 - CA Standards-Based English-Language Arts Coach - Educational Design (2002)

6 - Focus on California Earth Science - Pearson Scott Foresman (2008)

6-HS - Easy Grammar Plus - Easy Grammar Systems (2007)

6 - CA Standards-Based Mathematics Coach - Educational Design (2002)

6 - Health 6 - Aventa Learning (2008)

6 - Language Arts 6 - Aventa Learning (2008)

6 - Mathematics, Course 1, Numbers to Algebra, CA - Holt (2008)

6 - Music Appreciation - Aventa Learning (2008)

6 - Science 6 - Aventa Learning (2008)

6 - Spectrum Spelling - Frank Schaffer Publications (2007)

6 - Wordly Wise 3000, Book 6 - EPS (2007)

7 - Art Appreciation 7 - Aventa Learning (2008)

7 - CA Standards-Based Mathematics Coach - Educational Design (2001)

7 - Health 7 - Aventa Learning (2008)

7 - Language Arts 7 - Aventa Learning (2008)

7 - Music Appreciation - Aventa Learning (2008)

7 - Physical Education 7 - Aventa Learning (2008)

7 - Science 7 - Aventa Learning (2008)

7 - Science, Focus on Life Science, CA - McDougal Littell (2007)

7 - Social Studies 7 - Aventa Learning (2008)

7 - Wordly Wise 3000, Book 7 - EPS (2007)

7-HS - Mathematics, Course 2, Pre-Algebra, CA - Holt (2008)

7-HS - Pre-Algebra A - Aventa Learning (2008)

7-HS - Pre-Algebra B - Aventa Learning (2008)

7-HS - Prealgebra, Third Edition - Pearson Addison Wesley (2006)

7-HS - Refresher Math A - Aventa Learning (2008)

7-HS - Refresher Math B - Aventa Learning (2008)

7-HS - Pre-Algebra, 3rd E. - Chalk Dust Co. Houghton Mifflin (2005)

7-HS - Resources for Better Schools, Physical Education, Vol. 1 - Advantage Press (2001)

7-HS - Resources for Better Schools, Physical Education, Vol. 2 - Advantage Press (2001)

7-HS - Resources for Better Schools, Physical Education, Vol. 3 - Advantage Press (2007)

7-HS - Resources for Better Schools, Sports Champions - Advantage Press (2005)

8 - Art Appreciation 8 - Aventa Learning (2008)

8 - CA Standards-Based English-Language Arts Coach - Educational Design (2002)

8 - Health 8 - Aventa Learning (2008)

8 - Language Arts 8 - Aventa Learning (2008)

8 - Math 8 - Aventa Learning (2008)

8 - Music Appreciation 8 - Aventa Learning (2008)

8 - Physical Education 8 - Aventa Learning (2008)

8 - Science 8 - Aventa Learning (2008)

8 - Science, Focus on Physical Sciences, CA - McDougal Littell (2007)

8 - Social Studies 8 - Aventa Learning (2008)

8 - Wordly Wise 3000, Book 8 - EPS (2007)

8-HS - Algebra 1, 8th Ed. - Pearson Addison Wesley (2006)

8-HS - Algebra 1, Concepts and Skills - McDougal Littell (2004)

8-HS - Algebra, 2nd Ed. - Chalk Dust Co.-Houghton Mifflin (2000)

8-HS - CA Standards-Based Mathematics Coach, Algebra 1 - Educational Design (2002)

8-HS - Saxon Algebra 1 - Houghton Mifflin Harcourt (2009)

8-HS - Saxon Algebra 2 - Houghton Mifflin Harcourt (2009)

HS - A History of the United States, American Voices - Scott Foresman (1995)

HS - Algebra 2, 8th Ed. - Pearson Addison Wesley (2006)

HS - Algebra 2, Applications, Equations, Graphs - McDougal Littell (2004)

HS - American History A - Aventa Learning (2008)

HS - American History B - Aventa Learning (2008)

HS - AP Chemistry A - Aventa Learning (2008)

HS - AP Chemistry B - Aventa Learning (2008)

HS - AP U.S. History - Aventa Learning (2008)

HS - Career Exploration - Aventa Learning (2008)

HS - Digital Photography - Aventa Learning (2008)

HS - Earth Science - Holt (2006)

HS - Employability Skills - Aventa Learning (2008)

HS - ESL for Spanish Speakers A - Aventa Learning (2008)

HS - ESL for Spanish Speakers B - Aventa Learning (2008)

HS - Geometry, 2nd Ed. - Chalk Dust Co. Houghton Mifflin (2007)

HS - Geometry, Applying, Reasoning, Measuring - McDougal Littell (2004)

HS - Guide to Good Food - Goodheart Willcox Co (1996)

HS - Guide to Good Food - Goodheart-Wilcox (2008)

HS - Intro to World Languages A - Aventa Learning (2008)

HS - Intro to World Languages B - Aventa Learning (2008)

HS - Journalism - Aventa Learning (2008)

HS - Literature, The Reader's Choice, American Literature - Glencoe (2007)

HS - Literature, The Reader's Choice, British Literature - Glencoe (2007)

HS - Literature, The Reader's Choice, Course 5 - Glencoe (2007)

HS - Literature, The Reader's Choice, Course 4 - Glencoe (2007)

HS - Music Appreciation - Aventa Learning (2008)

HS - Physics, Principles and Problems - Glencoe (2002)

HS - Pre-Calculus - Aventa Learning (2008)

HS - Precalculus, 6th Ed. - Houghton Mifflin (2004)

HS - Psychology, Principles in Practice - Holt (2003)

HS - Web Design - Aventa Learning (2008)

HS - Wests American Government, Second Ed. - West (1999)

HS - World Cultures, a Global Mosaic - Prentice Hall (1995)

HS - World Geography and Cultures - Pearson AGS Globe (2008)

HS - World History A - Aventa Learning (2008)

HS - World History B - Aventa Learning (2008)

HS - World Language Survey - Aventa Learning (2008)

