

ReportWriter

Create a new Master Agreement for a student:

You have the ability to create as many master agreements as you choose for a student throughout the year. This feature allows for changes without losing your original.

To create a new Master Agreement: Go to the student's **Course** tab. Click **New** to name the new Master Agreement (*Ex: Fall #2*) and then **Create** it. Give your new master agreement a new name (Fall #2). Your old courses will appear. Make sure you choose the **Effective Learning Periods** this new Master Agreement reflects.

To copy a MA from one semester to another: Go to the student's **Course** tab. *Highlight* the MA you want to copy by clicking on it. Click **Copy**. It will ask you what you want to name it - Spring 2007. Click **Create**. All classes with the books being used for those classes will be copied. If you want to add or remove any classes or books, you can do it at this point. Make sure you choose the **Effective Learning Periods** this new Master Agreement reflects.

To copy a MA from one student to another: Open the student who has the MA you want to copy. Click on **Course** tab. *Highlight* the MA you want to copy by click on it. Click **Copy**. Enter a name for the MA - such as Spring 2007. Click "**Other Students**". Click on the student or students you want to copy this MA to. If you are copying to more than one student, hold down the **Ctrl** key on your keyboard while clicking on student names. Click **Create**. Make sure you choose the **Effective Learning Periods** this new Master Agreement reflects.