# Administrator Help Home

At School Pathways, we are well aware of the wide variety of hats School Administrators wear. Below are listed a wide variety of help articles, helpfully categorized so that you can find the right information for whatever your job-of-the-day may be.

## Student Records and Enrollment

| | |
|---|---|
| 9th Grade Entry Year: Capturing Information from CALPADS | 2017/04/05 17:38 |
| Archiving Enrollment Records | 2017/01/24 20:34 |
| Contact Manager | 2019/04/01 22:01 |
| Counselor Tab: Updated, Remodeled, Robust | 2019/08/05 15:40 |
| Cume File | 2018/03/05 19:10 |
| Deleting Student Records | 2018/01/19 23:47 |
| Dis-enroll a student from SpSIS | 2017/01/24 22:10 |
| Discipline, Incidents, and Referrals | 2018/01/24 21:58 |
| Embedded Letters | 2018/01/24 22:44 |
| Enrolling in Special Programs | 2017/01/27 00:33 |
| Enrollment Rollovers and Matriculations | 2018/03/12 18:21 |
| How to Upload an IEP File into Student Notes | 2017/01/25 18:40 |
| Inter-District Transfers | 2017/01/24 22:20 |
| Loader | 2018/01/25 00:06 |
| Pre-Enrollment of Students | 2018/02/27 19:04 |
| Registering New Students | 2018/02/27 19:17 |
| Special Program Enrollments | 2017/01/25 18:03 |
| Special Programs and Accommodations | 2018/03/05 17:54 |
| Student Grade Level Advancement | 2018/03/13 18:21 |

## Staff Records and Employment

| | |
|---|---|
| Creating New Staff – School Level | 2018/09/07 23:52 |
| Credential Authorization Data & Local Assignment Options | 2021/03/22 19:22 |
| District - Propagating Staff Records to Schools | 2018/01/24 22:40 |
| Ending Staff Employment | 2018/01/24 23:06 |
| Local Assignment Options | 2019/05/21 18:21 |
| Staff: Support Staff Oversight Setup | 2018/03/05 18:52 |
| Tags | 2018/01/16 17:19 |

## Transcripts, Course Catalogs and Report Cards

| | |
|---|---|
| A-G Requirement Tracking | 2019/03/07 23:47 |
| Calculating Cal Grant GPAs | 2019/04/26 20:46 |
| CMS - ADMIN Report Cards | 2018/01/17 21:18 |
| CMS - Report Cards | 2017/10/18 18:53 |
| Copying the Course Catalog | 2019/04/03 19:03 |
| Course Catalog: Master Course List | 2019/11/06 17:24 |
| Course Modifiers | 2020/04/28 16:00 |
| Creating a Course Catalog | 2020/04/28 16:48 |
| CTE Pathways: Establishing and Tracking CTE Pathways in the SIS | 2020/09/02 16:04 |
| Customization of Report Cards, Progress Reports, and Rubrics | 2020/06/05 21:38 |
| Dual Enrollment Courses for Academic and CTE Courses | 2020/03/11 22:10 |
| Progress Reports | 2018/01/19 20:00 |
| Report Cards | 2018/01/17 19:40 |
| Report Cards: Mass Print and Mass Import | 2018/01/25 00:15 |
| School Setup | 2018/02/28 17:33 |
| Transcript Settings | 2018/03/12 17:55 |
| Transcripts- Setting Requirement Waivers | 2017/01/25 18:39 |
| Transcripts-Importing Report Card Information | 2017/10/18 18:50 |

## Testing

| | |
|---|---|
| CAASPP Student Score Reports (SSRs) Manual | 2019/04/01 21:40 |
| Entering Standardized Test Scores | 2017/01/25 18:55 |
| NWEA 6-Month Testing Tracker | 2018/02/06 19:27 |
| NWEA/School Pathways Integration | 2018/11/07 19:44 |
| PFT Submissions Manual 2018-2019 | 2019/02/12 18:04 |
| Test Registration System - Administration - CAASPP | 2018/01/19 21:52 |
| Test Registration System - Instructors | 2018/03/05 18:55 |
| Test Scores-Entering Standardized Test Scores | 2018/06/04 21:05 |
| TOMS Student Profile | 2019/05/16 15:41 |

| Summer School Enrollment | 2018/03/05 18:15 |
|---|---|
| Tags | 2018/01/16 17:19 |
| Transcript Settings | 2018/03/12 17:55 |
| Trigger Email Setup for EL & SPED | 2017/05/09 15:57 |
| Work Permits | 2018/10/24 22:29 |

# All Administrator Essentials

These manuals cover a wide range of essential functions in School Pathways Student Information System.

| 9th Grade Entry Year: Capturing Information from CALPADS | 2017/04/05 17:38 |
|---|---|
| Accessing Passwords for Parents and Students | 2017/04/07 15:43 |
| Accessing the SIS | 2017/01/24 21:27 |
| Attendance Codes and Claim Override | 2019/04/04 22:09 |
| Collections and Batch Changes | 2017/01/24 21:34 |
| Course Catalog: Master Course List | 2019/11/06 17:24 |
| Course Modifiers | 2020/04/28 16:00 |
| Create-A-Report | 2021/03/22 19:21 |
| Creating New Staff – School Level | 2018/09/07 23:52 |
| Credential Authorization Data & Local Assignment Options | 2021/03/22 19:22 |
| Cume File | 2018/03/05 19:10 |
| Customization of Report Cards, Progress Reports, and Rubrics | 2020/06/05 21:38 |
| Customizing User Logins | 2018/01/19 23:44 |
| Deleting Student Records | 2018/01/19 23:47 |
| Dis-enroll a student from SpSIS | 2017/01/24 22:10 |
| Discipline, Incidents, and Referrals | 2018/01/24 21:58 |
| End of Year SIS Processes | 2022/03/17 17:07 |
| End-of-Year Checklist for Classroom-Based Schools | 2021/05/26 19:50 |
| Ending Staff Employment | 2018/01/24 23:06 |
| Enrollment Rollovers and Matriculations | 2018/03/12 18:21 |
| Passing Your Audit | 2018/02/23 19:24 |
| Pre-Enrollment of Students | 2018/02/27 19:04 |
| Registering New Students | 2018/02/27 19:17 |
| Resolving Attendance Anomalies | 2017/03/29 22:54 |
| School Setup | 2018/02/28 17:33 |
| Security Settings | 2018/03/05 17:44 |
| Setting School Calendars | 2018/01/19 22:59 |
| Special Program Enrollments | 2017/01/25 18:03 |
| Special Programs and Accommodations | 2018/03/05 17:54 |
| Staff: Support Staff Oversight Setup | 2018/03/05 18:52 |
| Student Dashboard | 2018/03/05 18:14 |
| Student Grade Level Advancement | 2018/03/13 18:21 |

| Tags | 2018/01/16 17:19 |
| Transcript Settings | 2018/03/12 17:55 |
| Transcripts-Importing Report Card Information | 2017/10/18 18:50 |
| Updating Passwords- For Admin Users | 2017/04/07 15:44 |
| Video: EOY Review | 2020/05/20 22:56 |
| Video: Fall 1 Review | 2019/10/30 15:40 |
| Video: Fall 2 Review | 2020/02/12 23:08 |

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