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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		Staff		Transcripts,		Testing	
Records	and	Record	s and	Course		CAASPP	
Enrollm	ent	Employ	ment	Catalogs Report C		Student Score Reports (SSRs) Manual	2019/04/01 21:40
9th Grade Entry Year: Capturing Information from CALPADS	2017/04/05 17:38	Creating New Staff - School Level	2018/09/07 23:52	A-G Requirement Tracking	2019/03/07	Entering Standardized Test Scores	2017/01/25 18:55
Archiving Enrollment Records	20:34	Credential Authorization Data & Local	2021/03/22 19:22	Calculating Cal Grant GPAs CMS - ADMIN Report	20:46 2018/01/17	Month Testing Tracker	2018/02/06 19:27
Contact Manager	2019/04/01 22:01	Assignment Options	15.22	CMS - Report Cards	21:18 2017/10/18 18:53	NWEA/School Pathways	2018/11/07 19:44
Counselor Tab: Updated, Remodeled, Robust	2019/08/05 15:40	District - Propagating Staff Records to Schools	2018/01/24 22:40	Copying the Course Catalog Course Catalog: Master Course List	2019/04/03 19:03 2019/11/06 17:24	Integration PFT Submissions Manual	2019/02/12
Cume File	2018/03/05 19:10	Ending Staff	2018/01/24	Course Modifiers	2020/04/28 16:00	2018-2019	10.04
Deleting Student Records	2018/01/19 23:47	Employment Local	23:06	Creating a Course Catalog CTE Pathways:	2020/04/28 16:48	Test Registration System - Administration - CAASPP	2018/01/19 21:52
Dis-enroll a student from SpSIS	2017/01/24 22:10	Assignment Options	18:21	Establishing and Tracking CTE Pathways in the SIS	2020/09/02 16:04		
Discipline, Incidents, and Referrals	21:58	Staff: Support Staff Oversight Setup	2018/03/05 18:52	Customization of Report Cards, Progress Reports, and Rubrics	2020/06/05 21:38	Test Registration System - Instructors	2018/03/05 18:55
Embedded Letters Enrolling in	2018/01/24 22:44 2017/01/27	Tags	2018/01/16 17:19	Dual Enrollment Courses for Academic and CTE Courses	2020/03/11 22:10	Test Scores- Entering	2018/06/04
Special Programs	00:33			Progress Reports	2018/01/19 20:00	rest stores	21:05
Enrollment Rollovers and Matriculations	2018/03/12 18:21			Report Cards	2018/01/17 19:40	TOMS Student Profile	2019/05/16 15:41
How to Upload an IEP File into	2017/01/25 18:40			Report Cards: Mass Print and Mass Import	2018/01/25 00:15		
Student Notes Inter-District	2017/01/24			School Setup	2018/02/28 17:33 2018/03/12		
Transfers Loader	22:20 2018/01/25 00:06			Transcript Settings Transcripts- Setting	17:55 2017/01/25		
Pre-Enrollment of Students	2018/02/27 19:04			Requirement Waivers Transcripts Importing	18:39		
Registering New Students	2018/02/27			Transcripts-Importing Report Card Information	2017/10/18 18:50		
Special Program Enrollments	2017/01/25						
Special Programs and Accommodations	2018/03/05 17:54						
Student Grade Level Advancement	2018/03/13 18:21						

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Summer School	2018/03/05
Enrollment	18:15
Tags	2018/01/16
Tags	17:19
Transcript	2018/03/12
Settings	17:55
Trigger Email	2017/05/09
Setup for EL &	15:57
SPED	15.57
Work Permits	2018/10/24
work Permits	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
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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
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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
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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
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Setting School Calendars	2018/01/19 22:59
Special Program Enrollments	2017/01/25 18:03
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Staff: Support Staff Oversight Setup	2018/03/05 18:52
Student Dashboard	2018/03/05 18:14
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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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