

Administrator Help Home



At School Pathways, we are well aware of the wide variety of hats School Administrators wear. Listed below are 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

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

Special Programs and Accommodations	2018/03/05 17:54
Student Grade Level Advancement	2018/03/13 18:21
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

Transcripts, Course Catalogs Testing and Report Cards

A-G Requirement Tracking	2019/03/07 23:47	CAASPP Student Score Reports (SSRs) Manual	2019/04/01 21:40
Calculating Cal Grant GPAs	2019/04/26 20:46	Entering Standardized Test Scores	2017/01/25 18:55
CMS - ADMIN Report Cards	2018/01/17 21:18	NWEA 6-Month Testing Tracker	2018/02/06 19:27
CMS - Report Cards	2017/10/18 18:53	NWEA/School Pathways Integration	2018/11/07 19:44
Copying the Course Catalog	2019/04/03 19:03	PFT Submissions Manual 2018-2019	2019/02/12 18:04
Course Catalog: Master Course List	2019/11/06 17:24	Test Registration System - Administration - CAASPP	2018/01/19 21:52
Course Modifiers	2020/04/28 16:00	Test Registration System - Instructors	2018/03/05 18:55
Creating a Course Catalog	2020/04/28 16:48	Test Scores- Entering Standardized Test Scores	2018/06/04 21:05
CTE Pathways: Establishing and Tracking CTE Pathways in the SIS	2020/09/02 16:04	TOMS Student Profile	2019/05/16 15:41
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

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

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Video: Fall 1 Review	2019/10/30 15:40
Video: Fall 2 Review	2020/02/12 23:08

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