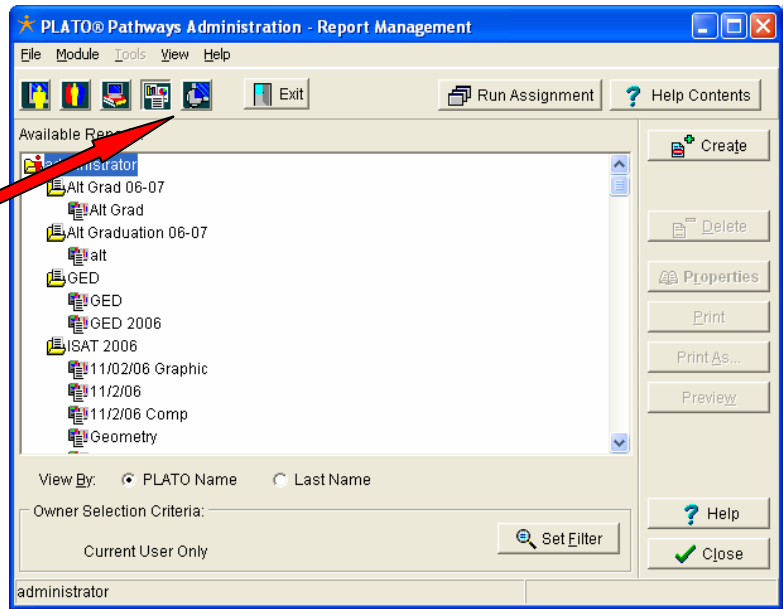


End of Year Clean Up for Pathways

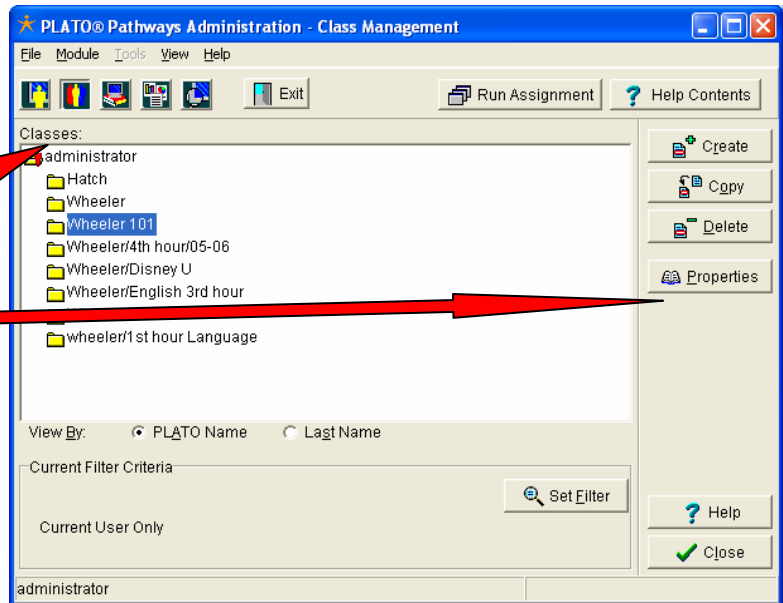
Step: #1 Final Report

- a. Go to reports
- b. Run a current Comprehensive or graphic report on each student
- c. Put report in student Cumulative folder



Step: #2 Click on Class Management

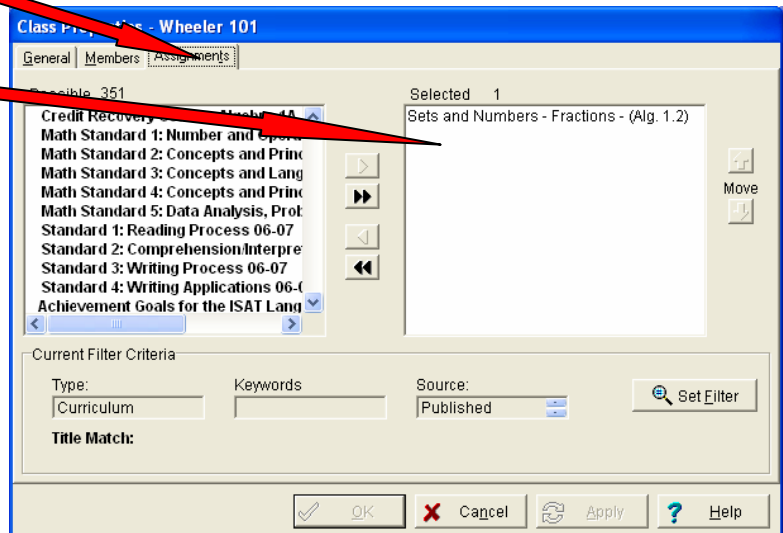
- a. Choose your class
- b. Go to properties



Step: #3 Class Assignment Removal

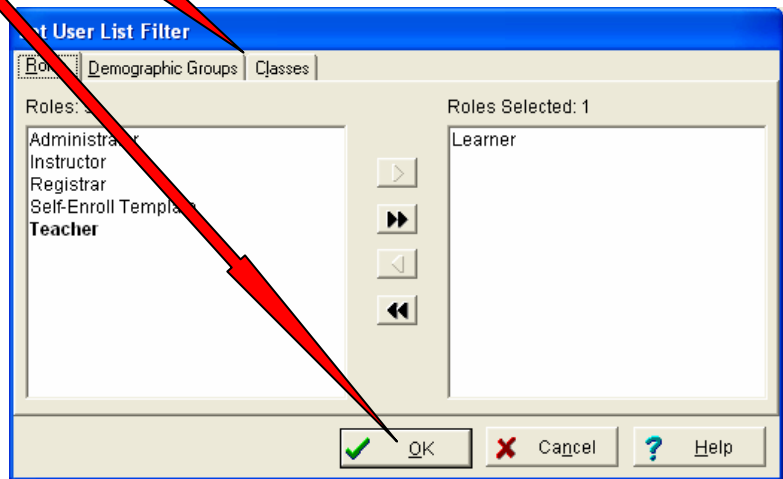
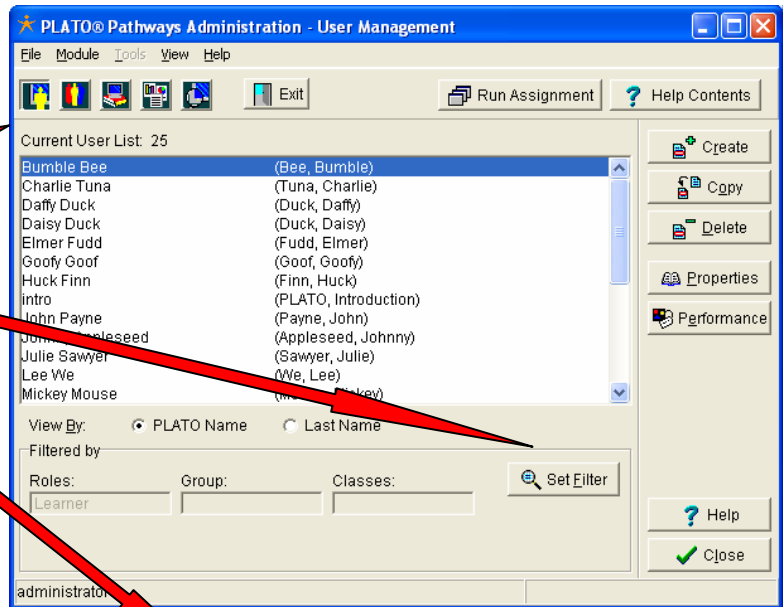
Choose Assignments

- a. Choose assignments
- b. Move assignments to the left side



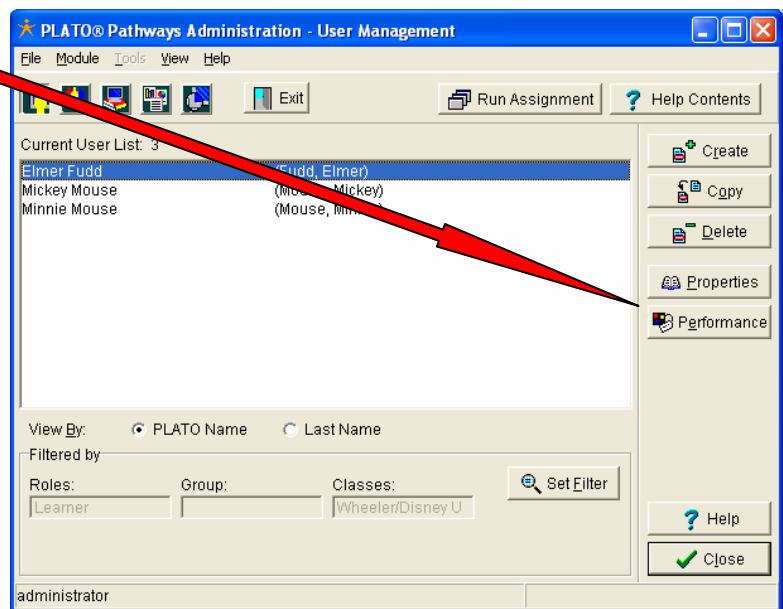
Step: #4 Choosing individual students

- a. Choose User Management
- b. Set Filter
- c. Choose your class
- d. Click OK



Step: #5 Removing individual Assignments

- a. Choose a student
- b. Click on properties



Step: #6 Removing individual Assignments continued

- a. Click on Enrollment
- b. Click on Individual Assignment

User Name : Bumble Bee

General | System | Demographic | Enrollment | Attendance

Name
Login name: Bumble Bee
First name: Bumble
Middle name:
Last name: Bee
Nickname:

Password
 Required Clear Change

Role
Learner Change

Photograph
Load picture

OK Cancel Apply Help

User Name : Bumble Bee

General | System | Demographic | Enrollment | Attendance

Classes | Individual Assignment

Possible Choices: 8
Wheeler
Hatch
Wheeler1
Wheeler/English 3rd hour
Wheeler/Disney U
wheeler/1st hour Language
Wheeler/4th hour/05-06
Wheeler 101

Classes Assigned: 0

Current Class Owner: administrator Set Filter

OK Cancel Apply Help

Step: #7 Removing individual Assignments continued

- a. Highlight the assignment and move it over to the left side

User Name : Bumble Bee

General | System | Demographic | Enrollment | Attendance

Classes | Individual Assignment

Possible 351
Credit Recovery Course: Algebra 1
Math Standard 1: Number and Operations
Math Standard 2: Concepts and Properties
Math Standard 3: Concepts and Properties
Math Standard 4: Concepts and Properties
Math Standard 5: Data Analysis, Probability
Standard 1: Reading Process 06-0
Standard 2: Comprehension/Interpretation
Standard 3: Writing Process 06-0

Selected 1
Writing Process A

Move

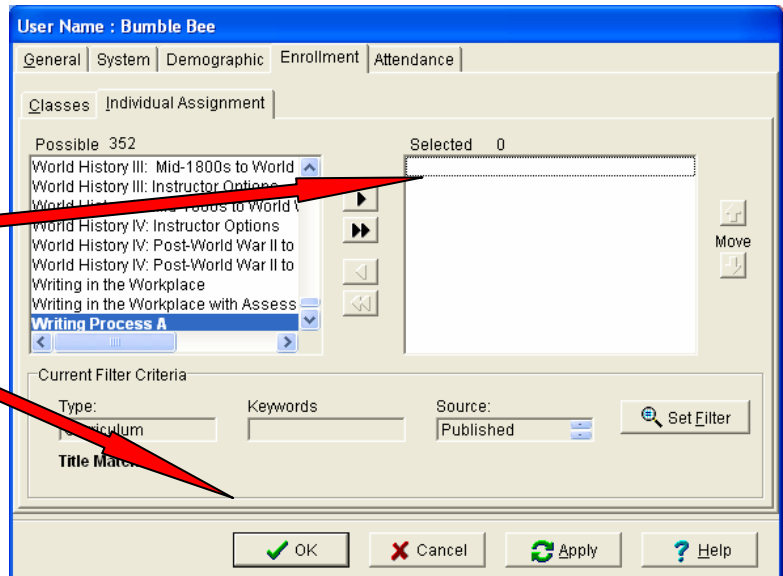
Current Filter Criteria
Type: Curriculum Keywords Source: Published Set Filter

Title Match:

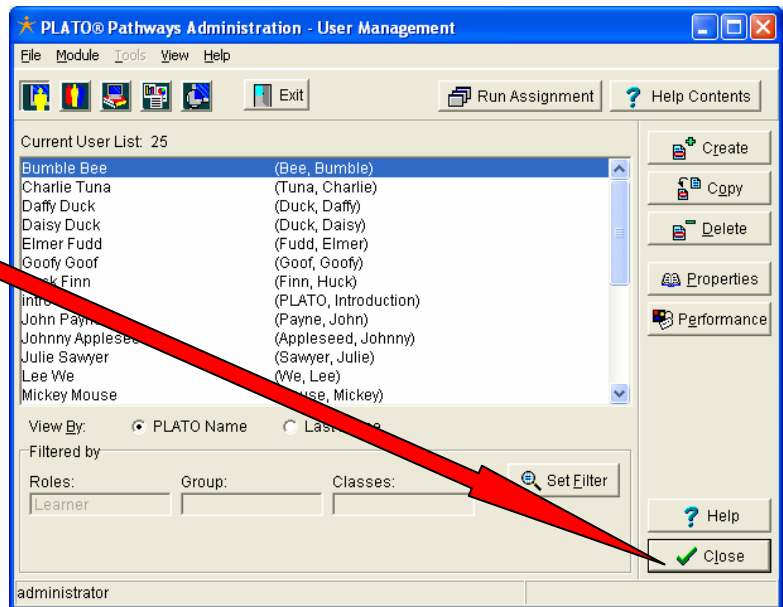
OK Cancel Apply Help

Step: #8 Removing individual Assignments continued

- a. You are successful when all assignments are gone
- b. Click OK



Step: #9 When you are finished- close out of the systems



*******Note: When all assignments have been removed, un-enroll students from your class*******