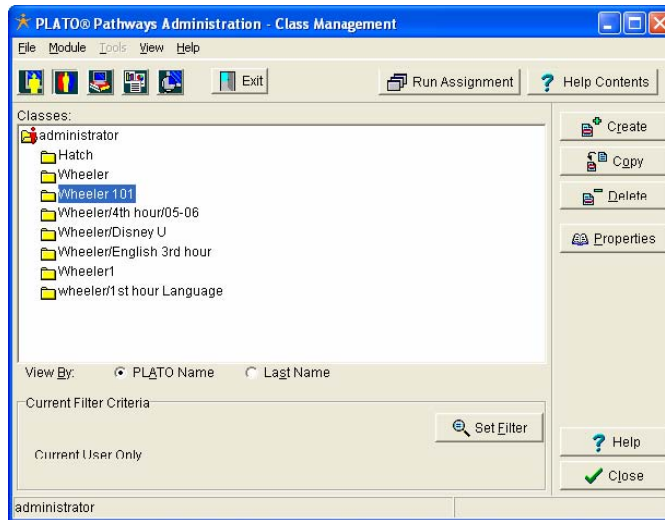


End of Year Clean Up for Pathways

Removing Class Assignments:

Step #1: Click on Class Management

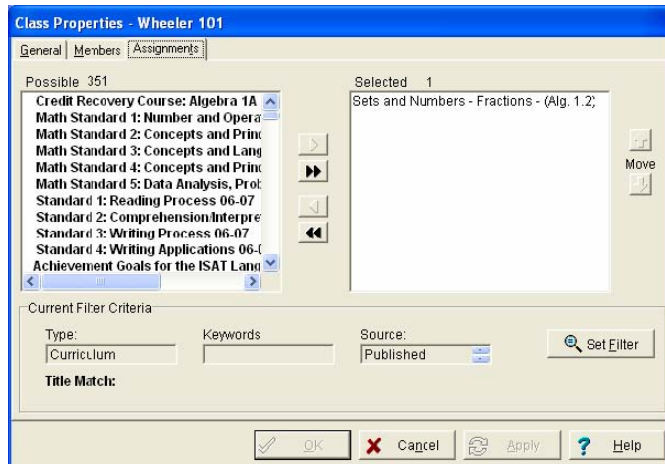
- Choose your class
- Go to properties



Step #2: Class Assignment Removal

Choose Assignments

- Choose assignments
- Move assignments to the left side
- When finished removing all assignments click OK

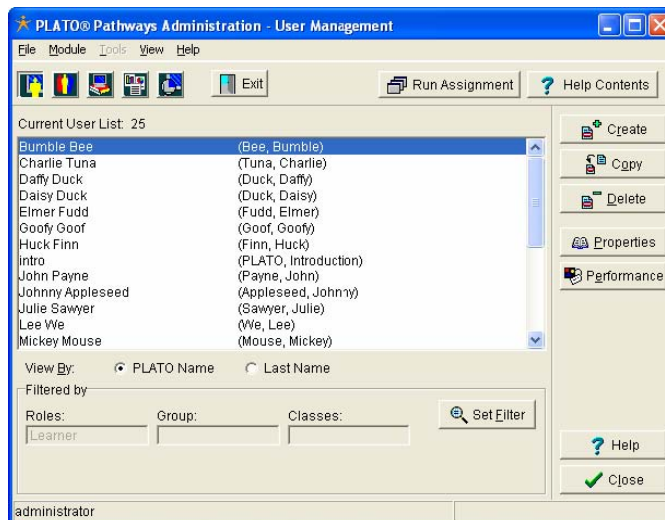


Removing Individual Assignments:

Step #3: Go to User Management

Choose an Individual Student

- Choose student
- Click on Properties



Step #4: Finding the Assignments

- Click on Enrollment

The screenshot shows the user profile for 'Bumble Bee' with the 'Enrollment' tab selected. The 'Name' section includes fields for Signon name (Bumble Bee), First name (Bumble), Middle name, Last name (Bee), and Nickname. The 'Password' section has a 'Required' checkbox checked and buttons for 'Clear' and 'Change'. The 'Role' is set to 'Learner' with a 'Change' button. A 'Photograph' section is empty with a 'Load picture' button. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Step #5: Finding the Assignment

- Choose the Individual Assignment TAB

The screenshot shows the 'Individual Assignment' tab. It features two panes: 'Possible Choices: 8' on the left and 'Classes Assigned: 0' on the right. The 'Possible Choices' list includes: Wheeler, Hatch, Wheeler1, Wheeler/English 3rd hour, Wheeler/Disney U, wheeler/1st hour Language, Wheeler/4th Four/05-06, and Wheeler 101. Navigation arrows are between the panes. At the bottom, it shows 'Current Class Owner: administrator' and a 'Set Filter' button. 'OK', 'Cancel', 'Apply', and 'Help' buttons are at the very bottom.

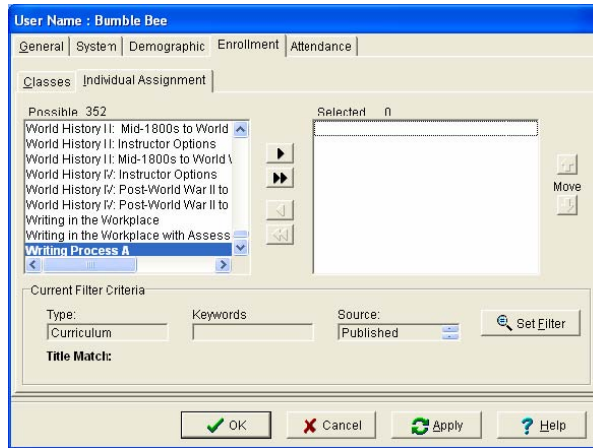
Step #6: Removing the Individual Assignments

- Highlight the assignment on the right and move it over to the left side

The screenshot shows the 'Individual Assignment' tab with 'Possible: 351' and 'Selected: 1'. The left pane lists various math standards, with 'Credit Recovery Course: Algebra 1' highlighted. The right pane shows 'Writing Process A' is selected. A 'Move' button is visible on the right side of the right pane. At the bottom, there are filter criteria: 'Type: Curriculum', 'Keywords', and 'Source: Published'. 'OK', 'Cancel', 'Apply', and 'Help' buttons are at the very bottom.

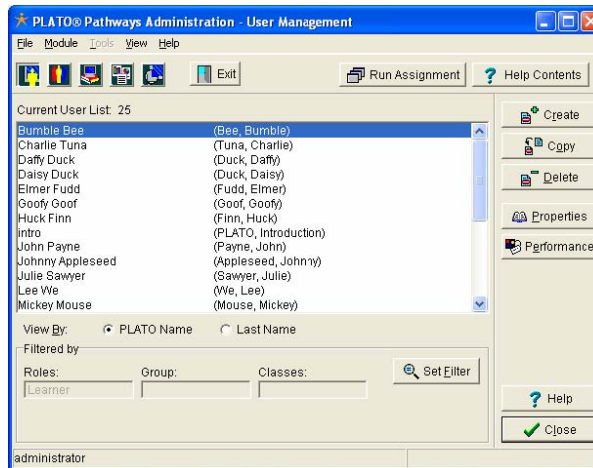
Step #7: Success in Removing the Individual Assignments

- a. b. You are successful when all assignments are gone from the right side
- c. Click OK



Step #8: Continue the Process for all students

- a. Continue steps above until all assignments have been removed from all students



*******Note: When all assignments have been removed, un-enroll students from your class. They will not be ready to start fresh in the Fall*******