HOW TO USE HOMESCHOOL REPORTING ONLINE

1. **The address for the reporting website is: www.homeschoolreporting.com**
2. **Click on the sign-up link at the top of the page. You should see the following:**

Homeschool Reporting Online
Automating Your Record Keeping Needs

Home   About Us   Membership Info   Sign Up   FAQ   Member Logon

REGISTRATION NOTES: Do not be concerned with the Discount Code. Because this is a service provided by Pathways Academy, the fee is covered. You will need to choose **PATHWAYS ACADEMY** from the drop down list of schools. You do not need to input a school account #. Next, choose the Hours in Attendance per day. (3-4) Then continue filling out information specific to your family. You must use a CURRENT and VALID email address that you can access in order to activate your registration. Press SUBMIT at the end of the form.

The next page will pop up with CONGRATULATIONS! Your account was successfully created. **You will now need to check your email for a message containing your username and password.**

After your account has been activated, you may login and begin recording your student's records. When you login, you will see the box to the right. Input your information as follows.

Login Type: Family
Username: youremailaddress@youremail.com
Password: AbC123 (use the password provided in the email sent to you.)
You may change your password as soon as you log on by clicking the "Change Password" link in the top portion of the page. Please remember your account access email and keep your password in a safe place. Pathways' staff are not able to retrieve your password, nor will they be able to remind you which email account you used to register with the homeschool reporting site.

If you do happen to forget your password, the site will remind you if you will input the email address you used to register.

There is a box provided on the page like the one below. Just enter your email address and click "Remind Me"

Remind me

Login Type:
Select One

Username:

Password:

Logon

How To Logon Video

After logging in, you will then be able to set up your school year by clicking on the link shown on the page.

Please continue reading for further information on setting up your Family's School year, Adding Students, and Submitting Grades. Instructions are also included on the right hand of the website if you need further assistance. We highly encourage families to watch the "How To" Videos provided by Homeschool Reporting Online.

To Setup a School Year for Each Student Enrolled with Pathways Academy:

1. Click on Semesters.
2. You will need to modify the suggested date ranges in the corresponding section below. You only need to modify one of the sections. The Pathways' school year is from June 1 to May 31. Each family may choose a start date and end date. **We suggest December 1 for 1ˢᵗ Semester & May 31 for 2ⁿᵈ semester.** 140 days are required for students in 1-8ᵗʰ grade; 180 days are required for students in 9-12 grade and all 7ᵗʰ or 8ᵗʰ grade students working on high school level subjects.
3. The **Extended / Summer Session** dates are intentionally left blank. If you intend to hold school during this time, record the appropriate dates only when it becomes necessary.
4. Tab through the fields and the system will automatically calculate the number of **Scheduled Days** and **Total Scheduled Days** for you.
5. Click the **Save Semesters** button to save your information
6. At the bottom of the page, you will see an option to ADD STUDENT. Click the link.
7. Enter information. To add another child, click the ADD STUDENT link again.

Please enter dates in the "mm/dd/yyyy" format, or click the calendar button to select the date.

Semester Setup

	Begin Date	End Date	Scheduled Days
Semester 1	08/01/201	12/31/201	109
Semester 2	01/02/201	05/31/201	106
Extended / Summer Session			0
		Total Scheduled Days:	215

1400206021	tcastleberry@lionl	telithacastleberry(	add	semester	Save Semesters	Reset

Please consult the HELP link provided at the bottom of the screen OR the link for the "HOW TO" VIDEOS provided on the right of the screen in order to accomplish these tasks.

PARENT/EDUCATORS ARE REQUIRED TO SUBMIT:

A STUDENT EDUCATION PLAN: Pathways requires the parent/educator to submit an Education Plan- the materials and goals for each subject and elective to be taught - for each student enrolled. The Education Plan is submitted the week of September 15 or within 15 days for families enrolling after 9/15.

REPORTING MATERIALS and GOALS: On the primary screen, click **EDIT**, located at the end of the row of each subject and elective choice. A new page will appear. You will type in the teacher's name (if subject/elective is to be taken with someone other than parent/educator), submit curriculum choices in the Textbook field (This does not have to be a textbook. It can also be library, internet, unit study, Easy Peasy, a tutor, etc). **GOALS** for each subject or elective should be recorded in the **COMMENT** section.

PROGRESS REPORTING INFORMATION: Grades for each subject & attendance for each student
K-2ⁿᵈ grade students may report letter grades or number grades.
It is strongly suggested that students in 3ʳᵈ-6th report number grades.
ALL STUDENTS in 7ᵗʰ-12ᵗʰ grades MUST REPORT NUMBER GRADES.

FIRST SEMESTER PROGRESS REPORT (Grades and Attendance): This report should be submitted by the first week of December for all students in 1st-11ᵗʰ grades.

To be eligible for class rank and honor designations, Seniors Must SUBMIT 1ˢᵗ SEMESTER REPORTS and an Updated DIPLOMA EVALUATION FORM (DEW) no later than December 21.

SECOND SEMESTER PROGRESS REPORT (Grades and Attendance): This report should be submitted by the last week in May for all students in K-11ᵗʰ grades.

All Seniors MUST SUBMIT 2ⁿᵈ SEMESTER REPORTS & an Updated DEW no later than the 2ⁿᵈ Thursday in May. *Further information provided at graduation meeting on the 2ⁿᵈ Thursday in November.*

Logon

The Member Logon area is where you enter your username
(your email address) and password in order to access your records.

1. Select the FAMILY option from the **Logon Type** drop down box
2. Enter your username (email address) and password
3. Click the **LOGON** button

Forgot your password?

The Forgot your password feature, on the Member Logon page, can remind you of your password when you have forgotten it. By entering your username (email address), the system will send your password to the email address on file.

1. On the Member Logon page, enter your username (email address)
2. Click the **REMIND ME** button
3. Your password will be sent to your email address on file.

Getting Started *is as easy as 1, 2, 3...*

1. Once you've logged on, click the **Setup School Year** link at the top of the page
2. Read the instructions on the Setup School Year page and then click the **Add School Year** link. When you're done setting up your school year, click the **Add Student** link to add your student(s)
3. Once you're done adding your student(s), click the **Add Grade** link below your student's name to add subject and grade related information

Add a Student

The Add Student page allows you to add the name, gender and birthday of your student(s).

1. Click the **Add Student** link at the top of the page
2. Complete the student information and Click the **SUBMIT** button.

Edit a Student's Name or Birthday Information

The Edit Student page allows you to make corrections to a student's name or birthday.

1. Click the **Edit Student** link to the right of the student's name
2. Make the necessary corrections and Click the **SUBMIT** button.

Delete a Student

The Delete Student link allows you to completely remove all of the information related to a particular student. All student records will be deleted and cannot be recovered.

1. Click the **Delete Student** link under the student's name
2. Confirm the delete by clicking the **OK** button. If you do not wish to delete the student, click the **CANCEL** button.

Edit Family Information

The Edit Family Information page allows you to change parent names, address, telephone, email and the school with which you are associated. It is important to remember that if you change your email address, your login username will also change.

1. Click the **Edit Family Info** link at the top of the page
2. Make the necessary corrections to your information and click the **SAVE** button.

Change Password

The Change Password page allows you to change your login password. It is a good security practice to change your password on a regular basis. Passwords that contain alpha characters and numbers are more difficult for others to guess.

1. Click the **Change Password** link at the top of the page
2. Enter the same new password in both blanks and Click the **SAVE** button.

Lesson Plans

Doe Family Records
c/o SAMPLE ACADEMY
John & Mary Doe
123 Somestreet
Sometown, TN 55555
Phone: (888) 555 - 1212
Email: suggestions@homeschoolreporting.com

View records for:
2002 / 2003 ▾

Suzy Q Doe				Edit Student | Delete Student			Age: 16	
Add Grade | EZ Form | Attendance | Portfolio | Quick View | Transcript | Test Scores | Immunizations								
Subject	Grade Level	Period	Grade	GPA	Hours	Credits	Last Update	Action
Accounting	10	S1	A	4.00	5		Jan 28, 2008	Edit | Delete
Computing - Graphic Design	12	S1	A+	4.00	42	.5	Jan 15, 2003	Edit | Delete
English - Grammar	12	S2	A-	3.67	15	1	Jan 15, 2003	Edit | Delete
Math - Algebra	12	S1	B+	3.33	45	1	Jan 15, 2003	Edit | Delete
			Calculated Hours:		107			
			Total Credits:			2.5		

Setup School Year
The Setup School Year page allows you to set up the date ranges in which you will conduct your school year (Choose Semesters and enter your start date and the end dates as December 1 – 1st Semester/ May 31 for Second Semester).
1. Click the **Setup School Year** link at the top of the Home page
2. Read the instructions and then click the **Add School Year** link on the Setup School Year page
3. Read the instructions and then complete either the Semester Setup or the Quarter Setup
4. Click the corresponding **Save** button

Edit School Year
The Update School Year page allows you to modify the date ranges for your school year.
1. Click the **Edit** link to the right of the school year you wish to edit
2. Read the instructions at the top of the page
3. Make the necessary modifications and Click the corresponding **SAVE** button

ADD A STUDENT SUBJECT, GRADE RECORD, AND GOALS FOR YOUR STUDENT
The Add Student Subject and Grade Record page allows you to enter school year specific information for your student(s) such as grade level, subject, elective title, textbook, grade/GPA, credits, hours spent. Please write a short note about your GOALS for the subjects to be taken in the COMMENTS.

1. Click the **Add Grade** link under the student's name
2. Complete the desired information (be sure to link the grade with a School Year,
3. Year Period and Grade Level by selecting the appropriate values)
   a. When selecting **Elective** from the **Subject** drop down menu, the specific Elective title may be entered in the field directly below the Subject drop down
   b. When selecting a **Grade**, the **GPA** will be calculated automatically and entered for you. If this does not happen, see the Troubleshooting section at the end of this document
4. Click the **SAVE** button

EZ Form
The EZ Form is designed to make recording grades for subsequent semesters or quarters a very simple process. Once subject and grade records have been entered for either the first Semester or first Quarter of a given school year.
1. Click the **EZ Form** link under your student's name
2. Ensure the correct student and school year are selected
3. Complete the grade related information as desired and Click the **SAVE** button.

ENTERING ATTENDANCE

The attendance area allows you to record day-by-day attendance for your student(s). The months available for recording attendance is directly linked to the dates you entered in the Setup School Year area.

1. Click the **Attendance** link under the student's name and be sure to read the information at the top of the page.
2. Ensure the correct student and school year are selected
3. If all of the students in your family will have exactly the same attendance recorded for each, you may check the "Apply the attendance recorded below to all of the students in my family" checkbox which will apply the attendance that you enter to all of your students. Be careful as this feature will overwrite any existing attendance you may have previously recorded for the given school year.
4. Place a "Y" in each block for which your student attended school. As each "Y" is entered, tab to the next field. The **Total Days in Attendance** will be incremented automatically as your cursor moves to the next field. If this does not happen, see the Troubleshooting section at the end of this document.
   If desired, an "E" may be placed for excused absence, an "N" for non-attended days, an "H" for holidays, an "S" for sick days and a "V" for vacation days.
5. Click the **SAVE ATTENDANCE** button when you are finished adding attendance

GENERATE A TRANSCRIPT OR REPORT CARD

The Transcript area allows you to generate and print your student's information based on various criteria such as Grade Level, School Year or Date Range.

1. Click the **Transcript** link under the student's name
2. Decide which transcript option will best suite your needs and complete the options within the desired category
3. Click the **Generate Transcript** button to the right of the category

NOTE: When generating a transcript, some web browsers print the web site information at the top or bottom of the page. To remove this information, in Microsoft Internet Explorer for example, go to menu **File** > **Page Setup…** and remove the information contained in the Header and Footer option fields.
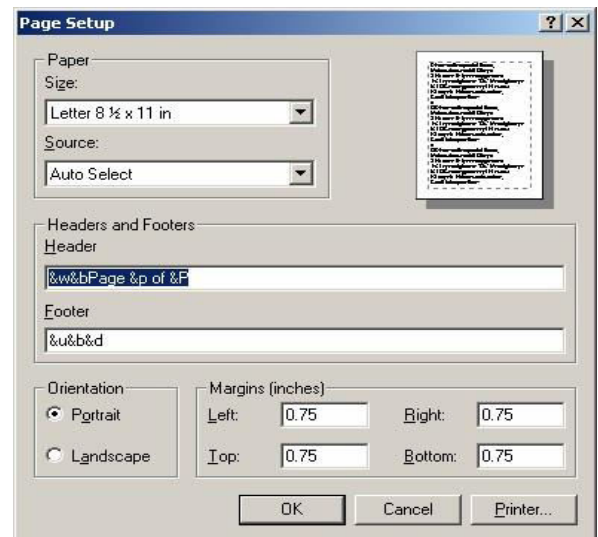
Edit a Student Grade Record

The Edit Student Grade Record page allows you to modify grade related information for a previously recorded subject such as grade level, subject, elective title, textbook, grade/GPA, credits, hours spent and comments.

1. Click the **Edit** link to the right of the desired record
2. Make the necessary modifications and Click the **SAVE** button

Delete a Student Grade Record

The Delete Student Grade Record feature allows you to remove subject and grade records that have been previously entered in error.

1. Click the **Delete** link to the right of the desired record
2. Confirm the delete by click the **OK** button. If you do not wish to delete the record, click the **CANCEL** button

Add a Test Score

The Test Scores area allows you to record standardized test scores as well as SAT and ACT test

1. Click the **Test Scores** link under the student's name & read the information available on the Test Scores page
2. If you are entering an SAT or ACT score, click the **Edit** link next to the corresponding test, otherwise click the **Add Test Score** link. Complete the desired information and click **SUBMIT**.

Edit a Test Score

The Edit Test Score area allows you to edit standardized test scores as well as edit SAT and ACT test scores.

1. Click the **Test Scores** link under the student's name & read the information available on the Test Scores page

2. Click the **Edit** link next to the test you desire to edit. Make the necessary modifications and click **SUBMIT.**

QUICK STUDENT NAVIGATION LINKS

The Quick Student Navigation Links are useful if more than one student is listed. You can quickly navigate to a specific student's records without having to scroll down the page by clicking a student's name on the right hand side of the screen, slightly above each blue bar.

QUICK VIEW

The Quick View page allows you to view a large portion of your student's information on one screen including your comments and when the records were created and last updated.
1. Click the **Quick View** link under the student's name

ADD A LESSON PLAN *(NOTE: Lesson Plans are not required for reporting with Pathways Academy. However, this feature is available from Homeschool Reporting for families who would like to use it.*)

The Family Lesson Plans area allows you to record and print your family's lesson plans.
1. Click the **Lesson Plans** link
2. Read the additional instructions contained on the Family Lesson Plans page
3. Click the **Add Lesson Plan** link
4. Enter the date of the lesson plan and the information for that day
5. Click the **Save Lesson Plan** button

Edit a Lesson Plan: **The Edit Lesson Plan page allows you to modify the date or detail of a previously recorded lesson plan. By default, the Family Lesson Plans page displays lesson plans that have been entered for the next 30 days. This date range can be modified to display or print historical or future lesson plans.**
1. Adjust the date range beneath the **Display Lesson Plans** area and click the **Show Lesson Plans** button in order to display the desired lesson plan that you wish to edit.
2. Click the **Edit** link to the right of the lesson plan you desire to modify
3. Make the necessary modifications
4. Click the **Save Lesson Plan** button

Print Lesson Plans: **The Family Lesson Plans page allows you to print your lesson plans.**
1. Adjust the date range beneath the **Printable Lesson Plans** area and click the **Generate Lesson Plans** button.
2. A dialog box will be displayed allowing you to decide whether to **Open** or **Save** the Lesson Plan document. If you select **Open**, the lesson plan document will be displayed in the browser. If you select **Save**, a dialog box will be displayed allowing you to decide where you would like to save the lesson plan document.
3. Whether you decide to Open or Save the document, once the document is visible, use the File > Print option to print the Lesson Plans document.

Delete a Lesson Plan: **This feature allows you to delete lesson plan entries that were entered in error.**
1. Adjust the date range beneath the **Display Lesson Plans** area and click the **Show Lesson Plans** button in order to display the desired lesson plan that you wish to delete.
2. Click the **Delete** link to the right of the lesson plan you desire to remove.
3. Confirm the delete by clicking the **OK** button. If you do not wish to delete the student, click the **Cancel** button.

TROUBLESHOOTING

1. Homeschool Reporting Online is optimized for Microsoft Internet Explorer.
2. Ensure that your browser has JavaScript enabled.
3. Some browsers do not fully support newer technologies. If some features of Homeschool Reporting Online do not seem to function as described, such as auto-calculating attendance days (on the Setup School Year page), GPA (on the Add Grade page), Total Days in Attendance (on the Attendance page), then try upgrading your browser to a more recent version. Generally, these can be downloaded at no cost from their vendors' web sites.
4. If you use AOL (America Online), you may want to use another browser. Simply connect to AOL, minimize the AOL browser and launch a more recent version of Microsoft Internet Explorer.
5. Please review the "FAQ" before using the "CONTACT US" link. Both are located at the bottom of the website.