

Navigating Archives

1. Once logged into School Pathways, and/or you are at the homepage, click "**Teachers**" at the top, then "**Compliance**" (which it should default to) and then click "**Archive Compliance**". This will open the compliance report and document status list.

2. Make sure your **school year** is changed to 2022-2023 if it hasn't already defaulted over. **Staff** should also default to you automatically, if it doesn't, choose yourself in that dropdown. **Range** should be "Entire School Year". If you are in an area with *limited internet*, feel free to use LP's as the range for smaller reports. **Report Title:** This is where you will choose the document you wish to either upload (samples/PS Handbook, etc.) **OR** review to see if it's been upload and accepted by a SIS Specialist (ISA/MA, MA Addendum, POR, AWR, GridlogCheck, etc). *GridlogCheck* is the document title for parent claimed attendance. Once they sign and save the end of the learning period, it will automatically archive here, under that title. **Include Students With:** Or without archived reports. This will bring up everyone, regardless if they have a document archived in that LP.

Leave everything else AS IS!

*If you are **uploading samples**, or anything else you may need to upload: Click the symbol to the far right that has the **UP ARROW**.*



*If you want to **review an archived document**, gridlogcheck (family attendance log) or view a rejected document to see why it's rejected: Click the **Magnifying Glass symbol***

