

archiving, independent study, pls, pls student roster

Archiving Work Samples

[2018-02-28_13.31_archiving_work_samples_in_the_pls_.mp4](#)

- **Step 1:** Go to **Teachers > PLS/Student Roster** > Confirm the desired date range > click on the Upload Work Samples link.

Staff Student Roster

Roster Options		Reset to defaults
Schoolyear:	2016 - 2017	
Schooltrack:	-- All --	
Date Range:	Track A: Semester 1 (Fall) (07/18/2016 - 12/16/2016) From: 07/18/2016 <input type="button" value="Calendar"/> To: 12/16/2016 <input type="button" value="Calendar"/>	
Supervised By:	-- All --	
Show students belonging to:	Obregon, Tara 6 Primary	
Course:	-- Homeroom --	(Upload Work Samples)
PLS Options		
Expand/Collapse Students:		
Set Copy MA Mode:		
 Print Options		
<input type="button" value="Update"/>	<input type="button" value="Print/Export"/>	

 **Tip:** If you are a subject matter specialist and need to upload samples for a specific subject matter course, be sure to update your PLS Roster before clicking on the Work Sample Upload Link. The Quick Link Jump will by default show any classes affiliated with the Course indicator from your PLS roster when viewing the Work Sample upload page.

- **Step 2:** From Compliance Report edit or restrict any of the report options if desired.

 **Tip:** Work samples can be uploaded directly from this page in lieu of using the Quick Link Jump from your PLS Roster if desired Teachers > Compliance > Archive. If any changes are made, be sure to click **Generate Report** to update.

Admin Reports Learning Centers Teachers Portal Help

Compliance Report / Document List Edit Report Reqs

Report on:

Report Title	Work Samples	Edit/Add Requirements
Staff	Obregon, Tara	<input type="checkbox"/> Also show students of staff overseen by selected staff.
Course	-- Homeroom --	
Student	-- All Students --	
Include students with	-- or without Archived Reports --	

Report on students enrolled within:

Educational Program	-- All --
Learning Center	-- Show All --
* Schoolyear	2016 - 2017
Date Range	-- Manually Specify --
* Start Date	10/25/2016
* Finish Date	12/16/2016

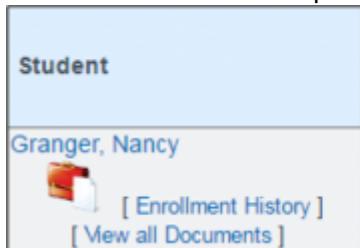
 **Generate Report**

 **Tip:** If you are uploading for a specific LP, and your page is currently showing all LP's within a Semester or Reporting Period, under Date Range > select desired LP > and click Generate Report.

* Schoolyear	2016 - 2017
Date Range	-- Manually Specify --
* Start Date	-- Manually Specify --
* Finish Date	Semester Summer Session 1 (06/20/2016 - 07/08/2016) Progress Report 1 (07/18/2016 - 09/30/2016) Semester 1 (Fall) (07/18/2016 - 12/16/2016) Semester 2 (Spring) (01/02/2017 - 05/26/2017) Progress Report 3 (01/09/2017 - 03/17/2017) LP 1 (06/20/2016 - 07/08/2016) LP 1 (07/18/2016 - 08/12/2016) LP 2 (08/15/2016 - 09/16/2016) LP 3 (09/19/2016 - 10/14/2016)
Title Work Samp	LP 4 (10/17/2016 - 11/11/2016)
	LP 5 (11/14/2016 - 12/16/2016)
	LP 6 (01/02/2017 - 01/27/2017)

- **Step 3:** Scroll down to locate student(s) /subject category for the desired LP or School Period in

need and select from upload options:



Student
Granger, Nancy
[Enrollment History]
[View all Documents]



2016 - 2017
Semester 1 (Fall)
LP 4
English
→ [file icon] ←

-  Clicking this icon allows you to browse and select a document from your computer that you have scanned or saved to your computer.
-  This icon allows you to send yourself a text message and reply by taking a picture of the sample, attaching from your photo gallery or device storage.

Cell Phone Upload Option:

1. Once you click on the Cell phone icon, a confirmation will generate alerting you a text was sent to your cell phone device.



Request for Grove, Jeff Work Samples Mathematics 8 LP 4 Semester 1 (Fall) 2016 - 2017 sent to (530) 701-3635

2. Open your text message received, select the option to take a picture and auto attach to the text message or take a picture, save it to your phone's picture file, then attach it to the text and send.
3. When you've replied from your cell phone device, you'll receive an additional text message alerting you that your sample has been received.

Rcvd 499119606.jpg 1026593 bytes



Tip: If you are experiencing a connection problem and would like to confirm that your cellular device is properly synched to your staff record, go to Admin > Archives > Test My Phone. Enter your cellular telephone number and click on Begin Test. If your carrier has been detected, and account status is confirmed you'll receive a confirmation.

You may also test sample upload process by clicking the checkbox next to Fake the test and choosing a file to submit. You will receive an upload successful message indicating your connection was confirmed.

Remote Test

Check that your phone and service are compatible with Remote Content

Number Given: 530701 [REDACTED]
Number Interpreted: 530701 [REDACTED]
Basic Check: OK
Carrier: VERIZONUS
Carrier Title: Verizon Wireless
Relay address: BOGUS189603

picture for test

530701 [REDACTED]

Fake the test. Language Ar... grade.pdf



Additional Tips/ Tricks

Hide Sub Periods

Show/Hide All Document Details

Staff Name: Obregon, Tara

Report Title: Work Samples

Hiding Sub Periods – This will remove all sub (progress) periods in use from your immediate uploading view. Your page will reload and only show Reporting Periods of the date range specified.

Report Title: Work Samples		Report Title: Work Samples	
Student	2016 - 2017 Progress Report 1 LP 1 Electives	Student	2016 - 2017 Semester 1 (Fall) LP 1 Electives
Granger, Nancy	 	Granger, Nancy	 



Show/Hide All Document Details – This will function when toggled will automatically expand or collapse upload details.

Unapproved 0/1 ?

Source: sis
Archived: 10/25/2016
Uploaded: 10/25/2016
Login: tara
Re-file Teacher Notes

Delete Document

Show/Hide All Document Details

Staff Name: Obregon, Tara

Unapproved 0/1 ?

Delete Document

Work Samples are the **only** archive-able document able to be deleted upon a final typed confirmation. A Teacher or an Administrator may choose to delete if the Work Sample is still in an Unapproved, Rejected or Skipped status. Multiple work samples can be uploaded per subject category or LP/Reporting Period designation. The total number of samples found will generate on the latest document uploaded. To see all or collapse all documents use the toggle to show all Details as explained above or you may click on the + to the right of the magnifying glass/ view document icon, followed by Show History for an individual student.

2016 - 2017
Semester 1 (Fall)
LP 4
English

Unapproved 0/3

Source: sis
Archived: 02/14/2017
Uploaded: 02/14/2017
Login: leann
Re-file Teacher Notes

Show History

Unapproved 0/1

Source: sis
Archived: 02/14/2017
Uploaded: 02/14/2017
Login: leann
Re-file Teacher Notes

Unapproved 0/1

Source: sis
Archived: 02/14/2017
Uploaded: 02/14/2017
Login: leann
Re-file Teacher Notes

Unapproved 0/1

Source: sis
Archived: 02/14/2017
Uploaded: 02/14/2017
Login: leann
Re-file Teacher Notes

Last update:
2018/03/06 archiving:work_samples https://schoolpathways.com/knowledgebase/doku.php?id=archiving:work_samples&rev=1520356420
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