PLS Attendance

Attendance in the PLS is primarily taken for Independent Study. Ed Code states that IS attendance cannot be taken until on or after the last day of the learning period (LP). This is the default policy in the SIS. Contact School Pathways if you would like to change this policy.

Part I: Claiming attendance for all students on roster:

On or after the last day of the LP, click on the Att symbol to open the attendance page. Hover over the Att icon for the correct LP to see the date range.

Roster Options	Reset to delauits											
Schoolyear:	2016 - 2017 •											
Schooltrack:	All 🔻											
Date Range:	Filter By Date Range 🔻											
	From: 01/21/2017 To: 05/26/2017											
Supervised By:	All T											
Show students belonging to:	Reeves, LeAnn 🖞 12 Primary 🔹											
Course:	Homeroom (Upload Work Samples)											
PLS Options												
Expand/Collapse Students:												
Set Copy MA Mode:												
Print Options												
Update Print/Export												
LeAnn Reeves has 12 currently	y enrolled students (and 12 total students, including pre-reg and											
Mass Print for PLS Students as	s of the LAST DAY of the Chosen LP											
Semeptor 2 Spring) of (2016 -	2017) A											
Att. AL. LL AWR W	/S PBL											
LP: (🖸 🗐 🖉 🍕	š 🖳											
LP:: 🗹 🗊 📄 🔀 🗳												
LP: 8 🗹 🗊 📄 🗾 🍕												
LP:\$ 🗹 🗊 📄 🗾 🍕	š 🗑											
LP:1) 🗹 🗊 📄 🗾 🍕	š 🖳											
LP:1 🗹 🗊 📄 🗾 🏈	š 🖳											

Each day of attendance for the learning period (synonymous with attendance period) is represented.

In the following view, the learning period starts on 6/10 and ends on 06/24 so only those days are available to claim. Gray boxes show days not enrolled.

Set	Set all previously unclaimed to																	
ino	Independent Study Set All 📧														Paus			
100	iming from DLS for Track B.	studente																oave
#	Amming from PLS for Track 8 Students.]] # Teacher Source Time Student Set All 06/10 06/11 06/12 06/13 06/14 06/17 06/18 06/19 06/20 06/21 06/24 P/TIA																	
1	Brenneman, Kathleen	ReportiVriter	12	-	Barton, Amanda	Set 💌	V P	V IP	⊘ IP	V P	V IP	V IP	V P	V IP	⊘ IP	V IP	V IP	11/0/0
2	Brenneman, Kathleen	ReportiVriter	10		Blom, Jacob	Set 💌	V P	V IP	V IP	V P	V IP	IP IP	V P	V IP	IP IP	V IP	V IP	11/0/0
3	Brenneman, Kathleen	ReportiVriter	9		Brown, Thomas	Set 💌	V P	V IP	V IP	V P	V IP	V IP	V P	V IP	V IP	V IP	V IP	11/0/0
4	Brenneman, Kathleen	ReportiVriter	10		Calvin, Joshua	Set 💌	V P	V IP	V IP	VP	V IP	V IP	V P	V IP	V IP	V IP	V IP	11/0/0
6	Brenneman, Kathleen	Report//riter	10	-	Erickson, Emily	Set 💌	V P											1/0/0
6		ReportiVriter	10	-	Erickson, Emily	Set 💌		V IP	⊘ IP	V P	V IP	♥ IP	V P	V IP	⊘ IP	V IP	⊘ IP	10/0/0
7	Brenneman, Kathleen	ReportiVriter	10	-	Roberts, James	Set •	V P	V IP	V IP	V P	V IP	[♥] IP	V P	V IP	IP IP	V IP	V IP	11/0/0
8	Brenneman, Kathleen	ReportiVriter	9		Short, Adam	Set 💌	V P	V IP	V IP	VP	V IP	V IP	V P	V IP	V IP	V IP	V IP	11/0/0
-																		
						Back to 1	Eop											
L			_															

Click the colored box to change it to an Absent claim. Continue clicking to bring it back to Present. You can also use the SET ALL column to set all days at one time.

															Save			
Clai	Jaiming from PLS for Track B students.																	
#	Teacher	Source		Time	Student	Set All	06/10	06/11	06/12	06/13	06/14	06/17	06/18	06/19	06/20	06/21	06/24	P/T/A
1	Brenneman, Kathleen	ReportWriter	12	-	Barton, Amanda	Set 💌	V IP	V IP	V P	V IP	V IP	V IP	V IP	V IP	V P	V IP	V IP	11/0/0
2	Brenneman, Kathleen	ReportWriter	10		Blom, Jacob	Set 💌	V IP	V IP	V P	V IP	⊘ IP	▼IP	V IP	V IP	V IP	IP 🔽	V IP	11/0/0
3	Brenneman, Kathleen	ReportWriter	9	-	Brown, Thomas	Set 💌	V IP	V IP	V P	V P	V IP	V IP	V IP	V IP	V P	A V	A 🔽	9/0/2
4	Brenneman, Kathleen	ReportWriter	10		Calvin, Joshua	Set 💌	V IP	V IP	IP IP	V IP	V IP	V IP	V IP	11/0/0				
5	Brenneman, Kathleen	ReportWriter	10	-	Erickson, Emily	Set 💌	V IP											1/0/0
6		ReportWriter	10	-	Erickson, Emily	Set 💌		V IP	V P	V P	V IP	V IP	V IP	V IP	V P	V IP	V IP	10/0/0
7	Brenneman, Kathleen	ReportWriter	10	-	Roberts, James	Set 💌	V IP	V IP	V P	V P	V IP	V IP	V IP	V IA	I A ▼	A V	IA 🔽	7/0/4
8	Brenneman, Kathleen	ReportWriter	9		Short, Adam	Set 💌	V IP	V IP	V P	V P	V IP	⊘ IP	IP IP	V IP	V IP	V IP	V IP	11/0/0
	Back to Top																	
Re	eturn to Calendar																Sav	/e]

When one refers to **"Claimed Attendance"**, they are referring to attendance that has been reviewed and saved. In the above view, even though we can see the pending **IP** attendance marks, we know it has not been saved (claimed) yet because there is a white border around the colored boxes. Once the page is saved, the white border will be gone which indicates the attendance has been saved.



NOTE: If your school is using the PLS Activity Monitor and has the policy set to show discrepancy warnings, all boxes



will be set according to work noted on logs in student portal or to actual site class attendance.

Save.

You'll know the claim was saved because if you access the attendance again, color floods the boxes.



Click Print, choose Portrait from the popup, and print the pdf. Then sign and date to turn into the office. Click the BACK button or close the tab.

You just saved attendance for the following dates: 06/25/2013 Below is a summary errour convertly opened attenda	Helow is a su Portra Archive	Save mmary of your currently opened attend It Landscape Automatik	Successfu	int yo	u may no longer edit any altendar	nce on th	is form without an a	authorization code.	
Form # h33c Print Form Print Form v					Source	LP	# Days	# Claims	P/T/A
Form Status: Has not been printed	Form # h33d Print Form Print Form w/Details Brenneman, Kathleen/View Claim Count Report Form Status: Has not been printed Edited: Tue Jun 25, 2013 - 11:52 am by leann				ReportWriter	2	1	1	1/0/0
Edited: Tue Jun 25, 2013 - 11:36 am by leann					ReportWriter	2	1	1	1/0/0
					ReportWriter	2	1	1	0/0/1
		Calvin, Joshua		ReportWriter	2	1	1	1/0/0	
		Roberts, James	8		ReportWriter	2	1	1	1/0/0
		Short, Adam	в		ReportWriter	2	1	1	1/0/0
Back							·		

Note: DO NOT PRINT YOUR ATTENDANCE CLAIM UNTIL ALL STUDENTS ON YOUR ROSTER HAVE BEEN CLAIMED FOR THE LP. NEVER PRINT FOR JUST ONE STUDENT UNLESS DIRECTED BY YOUR SCHOOL OFFICE.

Part II. Claiming students individually:

Go to a student>click on the REPORTS tab for an individual student » choose the Att button for the appropriate LP.

Last update: 2018/01/17 pls:attendance_in_the_pls https://schoolpathways.com/knowledgebase/doku.php?id=pls:attendance_in_the_pls&rev=1516221836 20:43

4	•		78576	Brown, Thomas		10	Podela	96122	(530) 493-8275	01/01/2002
/ 54	emester 1 (Fall) (2013 -	2014LA						_		
nto	CourseiAssignitial	Reports							1	
	Reports								Print Att. lote WS	SAWR LL PR
٢	Report Card							UP: 1	🛍 🚺 🖸 🔍	S 🛛 🗋 🗑
in the second se	Rubrics Report Card							LP: 2	≝⊿ ⊡ ⊇ 📽	S 🔼 🗋 🖼
5	Master Agreement							LP: 3	≌_ ⊇ ⊇ 📽	s 🛛 🗅 🖼
- I								LP: 4	🛍 🕢 🖸 🔍 👻	S 🛛 🗋 🗑
								LP: 5	∰⊿ 🖸 🗋 🍣	S 🛛 🗋 🗑
								LP: 6	‱⊿ 🖸 🗆 🗞	S 🛛 🗋 🗑
35	• 🕨		78652	Calvin, Joshua		11	Graeagle	96103	555-5555	07/13/1996
36	•		78599	Casey, Terry	🗆 🛠 🕈 🏷	11	Graeagle	96103	(530) 836-0384	09/09/1995
37	. 🕨		78780	Crow, Marion	m 🚖	3	Portola	96106	(530) 555-5555	02/02/2007

From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=pls:attendance_in_the_pls&rev=1516221836

Last update: 2018/01/17 20:43