

# PLS Classes

## I. Creating a Class

- Step 1. Go to your Roster.
- Step 2. Expand the folder of the student you want to work with.
- Step 3. Click on the green circle next to the words Add Class
- Step 4. In the Course box, type a word to filter Transcript codes (ex. If you are looking for an English Class, type English or Language Arts)
- Step 5. Click the drop down below that box to choose a transcript code (only codes that match your filter will populate).
- Step 6. Choose the number of credits or weeks. This is usually preset by the course catalog.
- Step 7. Choose the curriculum for the class. The text search will narrow your choices.
  - Type the keyword into the box and click search. If the curriculum is specific to your school, make sure to choose that in the Range. You can also choose to filter by Grade level.
  - When you find the curriculum you want, click the box to the left of it and the name will pop up in the Class Curricula Section. You can add more than one curricula and set weights for them as well.
- Step 8. Choose the class name. Your school may have this autoset. If it does not, type the name in the box.
- Step 9. Choose the Primary Instructor. You will be automatically set. You can also add a Highly Qualified Teacher at this time if necessary.
- Step 10. Set the R/C grading Method. This is how the grades for the class will appear on the report card.
- Step 11. Choose a transcript category for this class and click save.

Note: All other fields are typically pre-chosen and do not need to be changed.

## II. Deleting a Class

Note: You must have certain permissions to delete a class for a PLS Student. If you do not have this permission, you will not see the Delete button and should contact your school administration. Permission needed is Teachers - PLS - Delete Classes.

- Step 1. Go to your Roster. (Teachers>PLS/Student Roster)
- Step 2. Expand the folder of the student you want to delete the class from.
- Step 3. Click the Green edit class button to the left of the class name.
- Step 4. Scroll to the bottom and find the delete button. Click it.
- Step 5. Type CONFIRM in the box and click Continue.

## III. Copying Classes to Other Students

- Step 1. Follow the instructions from I. Creating a Class

- Step 2. Re-enter the class by clicking on the green edit class button to the left of the class name on the roster.
- Step 3. At the bottom of the edit class page, check the students you want to copy the class to.
- Step 4. Click the CC Class button.

A list of all students chosen will appear. The course information is listed that will be copied to each student.

- Step 5. Check the box in the upper-most left corner within the yellow highlight to choose all on the page, then type CONFIRM in the bottom field.
- Step 6. Click Copy All Courses.

## IV. Merge and Unmerge Classes

If a student is taking a PLS class for Independent Study and a site-based class of the same subject, but you only want that class name show once on Master Agreements or report cards, you can merge the classes. For example: This student has two Biology classes. One is site-based and one is personalized.

- Step 1. Click the green edit class button for the personalized class.
- Step 2. Click to Edit Merge of Classes on the Class Edit page above the Class Curricula area.
- Step 3. Click the box next to the class you want to merge with.
- Step 4. Set the class weights if desired to be different from 50%/50% where grades in each curriculum are equal to the average of the final grade.
- Step 5. Click Save Merge.
- Step 6. Click Save class.

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