#### pls, is teacher essential, independent study

# **PLS Student Roster - Overview and Features**

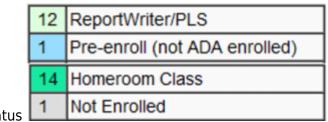
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			Milestone Aca	demy				Toggle All Boxes	
			G <b></b>	STUDENT INFO +	V PORT	TAL MANAGEMENT +	6	TEACHERS +	
			Find/Add Student Show Student List		Emergency Notification Events & Field Trips	ns	Logins Manage Curricula	_	
			Student Intake Rost	PARENT INFO +	Message Accounts	ATTENDANCE +	PLS/Student Roster	TRANSCRIPTS +	
			Find Add Parents		▶ Admin		Transcripts/Report C	lards	
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			Ŭ.	STAFF INFO +	<sup>6</sup> 🚵	REPORTS +	<b>6</b>	ARCHIVES +	
			Find/Add Staff External IDs		Atlendance     State/Federal		Archive Compliance Archived Document		

To access the PLS Student Roster when you log into PLSIS, go to the **Teachers Tab** at the top of the page > **PLS/Student Roster** or click on **PLS/Student Roster link**.

### **Roster Options**

Roster Options	Reset to defaults
Schoolyear:	2016 - 2017 *
Schooltrack:	- Al - *
Date Range:	Filter By Date Range
Supervised By:	- All *
Show students belonging to:	Reeves, LeAnn 🛊 12 Primary 🔹
Course:	- Homercom * (Upload Work Samples)
PLS Options	
Expand/Collapse Students:	Image: A start and a start and a start a st
Set Copy MA Mode:	•
Revealed Sections	

- 1. Roster settings. Click UPDATE after any changes.
  - Choose the school year, track, and date range by reporting period or by setting dates manually.
  - If accessing as a supervisor, only the teachers you supervise will appear in the "Student's belonging to" field.
  - If you are a supervising teacher, the "Supervised by" and "Show student's belonging to" fields will not be visible.
  - If you are set as a highly qualified teacher for any students' classes in the PLS, you will be able to view the student folders by choosing your subject matter here.
  - Click to expand/open all student folder below.
  - Copy classes from one reporting period to another.
  - $\circ\,$  Roster print options.



- 2. Color key of student enrollment status
  - Light Green ReportWriter/PLS
  - Blue Pre-enroll
  - Green Homeroom Class
  - Gray Not enrolled
- 3. Attendance and Learning Logs

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LP: 2			LP: 6	Image: A start and a start			
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LP: 4	<b>v</b>		LP: 8				
LP: 5	<ul> <li>Image: A start of the start of</li></ul>		LP: 9				
						_	
Select a Lear	ning Period:	LP 1 (20	days: 07/01/2	2011 - 08/05/	2011) 💌		
	Log Type:	PE Log		•			
	Report Title:	Student L	earning Log	•			
Print signat	ure lines for:	Parent	Student	Teacher			
Print Logs							

ot In this view, two reporting periods

- are showing because of the date range chosen at the top of the page.
  - $\circ\,$  Att: Allows you to take attendance for all students on your roster in one view.
  - LL: Allows you to print a learning log for all students on your roster at one time. When you click on a log you must choose your options from the pop up and then "print logs."

### **Page Columns Layout**

Many of the columns viewable on this page are optional. The school administration can click on the page options at the bottom of the page to change the page policies. See PLS - Page Policies manual for Administrators<sup>1)</sup> for more information.

- Standard View school administration can choose which columns to display. Options are:
  - Student State Identifier #
  - $\circ\,$  Local ID #
  - Student Name
  - Grade Level
  - Track of Enrollment
  - Street Address
  - City
  - ∘ Zip
  - Phone
  - Birthdate

- Counselor Overview Option
- Mig (Migrated in RW or in PLS)
- Activity View shows educational activities students have listed on the portal learning logs. If students are enrolled in Online Learning classes, shows amount of time engaged in online learning per subject and number of activities submitted as complete. If students are enrolled in site-based classes and teacher claims positive attendance, this is also noted as activity. Click on activity icon to specific information:

				-				_									
#	Min2	LocalD			Stud	ent Ac	tivity		Name	Special Needs	Ord	Track	Street	City	Zip	Dhome	Birthdate
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2	- 🔁	78481	Ē						Crow, Marcia		12	A	68 Carmichael Road	Clio	96106	(530) 836-2039	01/06/1995
3	- 🔁	78377	C						Findley, Rick	- <b>Ø</b>	12	A	9000 Plum Avenue	San Diego	90876	(543) 654-7777	12/02/1998
24	- 🔁	78498	Ē						Seorge, Eddle		11	A	5960 Apple Street	Portola	96122		01/21/1997
											23						
									` <u> </u>			Stu	dent Activity Logs for				
									Day Class Name/Assignment Time Spent (In Hours) Completed Assignments Totals								
									01/24/2012	and the second second			1.22		Time: 2.03		
										BH : Spanish 4	0.82 3			3	Completed	13	
										sis : English 4A - Essa	y Revi	ew & Fin	al Drafts				

• **Special Needs** - allows teachers to view the accommodations notes for students. Click on the check box at the top of the column to view all students' accommodations. Check the box in the student's row to view just one student's accommodations.

_											
	# Mig?	LocalD	Name	Special Needs	Grd	Track	Street	City	Zip	Phone	Birthdate
1	- 🔁	78465	Cannon, Michael	n 🛪 🛠	4	A	524 Red Square Ave	Sacramento	98567	(987) 043-5658	08/02/2002
	2 - 🖸	78506	Gass, Lauren		12	A	123 Any Street	Folsom	95630		08/04/2000
	Y Import to PL		Lauer. Cory				1025 Thorndike Way	Folsom	95630	(916) 983-5693	12/29/1993
24	Y Import to PL:		McComb, Christopher		10	A	1234 Anystreet	Folsom	95630		08/22/1995
	5 - 🔁	58527	Pijaki, Natali		8	A	23546 Thorndike Way	Folsom	95630	(916) 983-6589	08/13/1996

## **Other Page options**

- Email selected students
- Email Parents of selected students
- Mass Delete Student PLS Classes (by permission)
- Post Newsletters to Parent/Student Portal
- Create mailing labels for selected students
- Print Re-Enrollment forms for selected students
- Print Emergency Cards for selected students (with option to only print the first page)
- Print Transcripts
- Print Withdrawal Form

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8 11	۲.	78760	0			Smith, Sally	🗉 🛠 🔈		7	A	Anytown	11111	(111) 111-1111	11/02/2001	
0 12	•	78825	0			Solo, John	😑 🛠 🔈		9	A	Anytown	96122		01/01/200	0
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Ensi	Enall Selected Students														
Erns	l Parcet	s of Selecte	d Stadarts												Print Re-Enrollment Forms for Selected
Mass	Delete !	Stadents PI	S Classes												Print Emergency Cards for Selected
														1	Print Only First Page of Emergency Cards
	Manag	e Newsiet	ters												Print Comprehensive Student Log for Selected
	Print Transcripts														
															Print Withdrawal Form

## **Options per Student**

To work with a student's file, click on the blue triangle to expand the view. You can have multiple student folders expanded at one time. You can also expand all students by using the Expand/Collapse Students (see Part I – 1.). When a student's file is expanded the triangle points down. Options/Information in this view:

o # Mig?	? LocalD	AL Student A 01/16/01/17/01/1	ctivity 8 01/19 01/20	Attendance	Name	Special Needs	Parent/Guardian	Grd	Track	City	Zip	Phone	Cell	Birthdate	Home Email		
e 1 🔻	78601	3			Brown, Susanne	🛛 🛠 🛠 🎙 🔪 👗		8	A	Portola	96122	(530) 249-3028		03/03/2004	charmaine@schoolpathways.com		
Semester 2	(Spring) (201	- 2017) A Progress Depe	et 3 (2016 - 2017) A	$\leftarrow$													
info Course As	anipyEval 1	inports															
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		Language Arts 600 - C		2010)				1	a 6 1		<b>11</b>						
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000	A Physi	cal Education (:\$1.78	(01)												0.00% 🕈		
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		Studies (:\$1.78601)													0.00% 🕈		
		12 - Social Studies - Cv	vorks (2008)					1									
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#### 1. The reporting period your date range is set to.

Date ranges are chosen at the very top of the page. The date range defaults to today's date unless you manually change it. It will hold your manually set date range until you log out of the program. You can choose to filter by Reporting Period date range (eg: Fall Semester/Spring Semester) or leave the Reporting Period/Date Range set to "Filter by Date Range" and use the FROM and TO date fields to span different times of the school year. Depending on the what date ranges you set, different "reporting periods" will show in your student folders. If you want to access records from a previous school year, set the FROM date field to a date in last year's school date range or choose the previous school year from the schoolyear drop down at the top. If you want to see a student's file in the future, set the FROM and TO into the future. The wider you set your date ranges, the more information you will see on your students.

Roster Options		
Reporting Period/Date Range:	Filter By Date Range	•
	From: 09/05/2011 To: 05/31/2012	
Schooltrack:	All 💌	

With the date range set to the entire school year, you see all reporting period tabs. Click on a reporting period tab to see student's courses for that reporting period.

	#	Mig?	LocallD	AL			ent Activity 01/18 01/1		Attendance	Name	Spec
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🖌 s	em	ester 2 (	Spring) (2016	- 2017)	A 🖉 F	rogres	s Report 3 (201	6 - 2017) A			
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							0 - Odysse	yware (	2010)		
0		•	🛓 Mather	matic	s-6 (:S	1.786	01)				
							Cworks (20	007)			

2. The Course/Assign/Eval tab – the system defaults to this view

#### This tab contains all course/class information in the student file.

	) #	Mia?	LocalID	AL			ent A	-		Attendance	Name	Speci	
					01/16	01/17	01/18	01/19	01/20				
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#### 3. Binoculars

If a curriculum is personal to you, this allows you to copy all assignments from the grade book to make your own copy of the curriculum. See manual PLS - Master Curriculum - Saving Grade Book Assignments to Create.

#### 4. Grade Book Settings

See PLS – Grade Book Settings for complete details on this section.

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Semester 2 (Spring) (2016 - 2017) A Progress Report 3 (2016 - 2017) A	
Info Course/Assign/Eval Reports	
▼	
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💎 🔯 📗 3 - Mathematics (Reeves 16/17)	

#### 5. Other Icons:

Students may be taking courses from different sources. The sources are denoted by icons:

- PLS course. This is a class of one student and allows you to personalize the assignments.
- Science Classroom course. This course is being taken in a classroom with other students.
- Suzz online course. This course/class is being taken in the Agilix LMS and is online. There are multiple providers that your school could be using. Each provider has its own icon that would show.
- 6. Add a Course: The ability to edit/view current course/class information
- 7. **Grade Books**: Access to the grade book for each course to add assignments and enter grades and comments. Click on the curriculum name.
- 8. Pacing Guides Ability to print/view the entire curriculum
- 9. Info Tab
  - Student Dashboard
  - Contact Manager Access
  - Register Student for Classes
- 10. Reports Tab
  - Master Agreements
  - Report Cards

- Attendance for the individual student
- Assignment and Work Record Notes
- Work Summary Report<sup>2)</sup>
- Activity Log<sup>3)</sup>
- Learning Logs
- Progress Reports
- Attendance
- Curriculum

1) 2) 3)

#### Article coming soon!

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