

# Features of the PLS

To access your roster go to Teachers>PLS/Student Roster

## I. Roster Options

At the top of the PLS/Student Roster page, there is a blue box with many options to help you narrow the students who appear on your roster. In this box, you can narrow by:

- Date Range: Choose either from the drop down, or type dates into the date range boxes.
- Staff Member Association: If you are the Admin, you can view all teachers rosters. If you are a teacher, you will only see your roster.
- Courses: Homeroom is the teacher's primary roster. You can also choose to see classes you have HQ oversight of.

You can expand all the folders of all the students on your roster. You can use the Set Copy MA mode to copy MA to the next reporting period.

## II. Printable Form

On your roster, you can print a list of students with or without student accommodations.

- Step 1. On your roster, in the blue box at the top, click the magnifying glass next to the Print Options.
- Step 2. Set your settings for the printed list.
- Step 3. Click Print/Export.

## III. Key of Student Status

On the right side of the roster, you will see the color key.

- Light Green: ReportWriter/PLS(IS)
- Blue: Pre-enroll
- Dark Green: Homeroom class
- Gray: Not enrolled.

## IV. Attendance and Learning Logs

## V. Special Needs Column

## VI. Activity Monitor

## VII. Other Features

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