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

Just under the Roster Options box, you will see a grid box with LPs of the date range chosen above listed. For each of these LPs, you will see 5 columns of icons.

- Att: allows you to take attendance for all students on your roster.
- AL: Activity Log - Shows completed logs.
- LL: allows you to print all learning logs for all students on your roster at one time.
- AWR: allows you to print all Assignment and Work Records for all the students on your roster.

- WS: allows you to print all work summary reports.

V. Special Needs Column

Note: The roster columns visible on this page are optional. Click on the page policy at the bottom of the page to change which columns are present. The Special Needs column will allow teachers to view the accommodations for students. There will be icons representing different programs/disabilities. You can see a key of all these icons on the SP SIS Icon Descriptions page.

VI. Activity Monitor

The Activity Monitor Column lists assignments entered in portal learning logs, PE logs, reading logs, etc. Also notes any online assignments/sessions students completed and time on task.
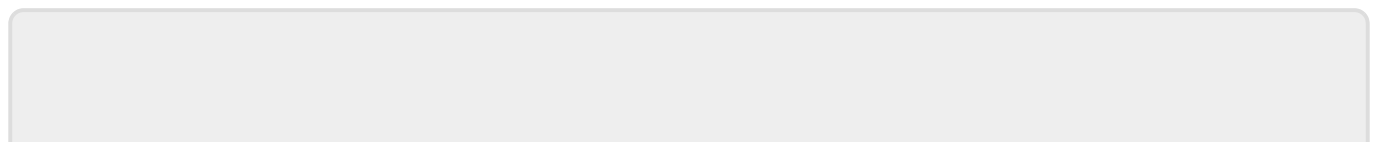
VII. Expanded Student Folder

When a student's folder is expanded you have options to:

- View courses and course curriculum
- View LPs
- View comprehensive grades
- Produce pacing guides
- Set grade book marks and options
- Edit existing courses.
- Add new courses.
- Access Reports
- Access grade books.

VIII. Other Features

- Email selected students
- Email parents of selected students
- Upload newsletters for view in the portal.
- Create mailing labels for selected students
- Print Emergency Cards for selected students
- Print Unofficial Transcripts
- Print student drop form

— *Last Updated by [Alexandria Barbato](#) on 2016/04/05 15:56*

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

Permanent link:
https://schoolpathways.com/knowledgebase/doku.php?id=pls:features&rev=1459875044

Last update: **2016/04/05 16:50**