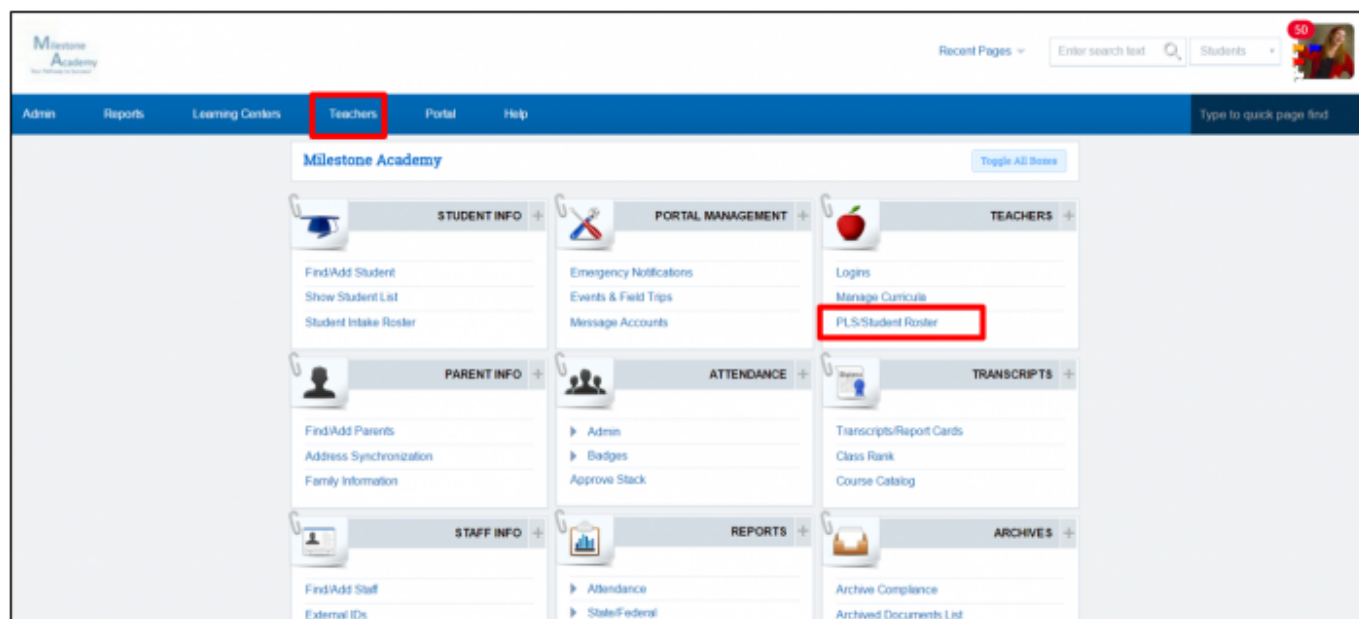pls, is teacher essential, independent study

PLS Student Roster - Overview and Features

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

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.
   - Roster print options.

12	ReportWriter/PLS
1	Pre-enroll (not ADA enrolled)
14	Homeroom Class
1	Not Enrolled

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

 In this view, two reporting periods are showing because of the date range chosen at the top of the page.
   - 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[1] for more information.

- **Standard View** – school administration can choose which columns to display. Options are:
   - Student State Identifier #
   - 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:

- **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.

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

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:

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 filed 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.

   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.

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

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

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.

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.
   - Classroom course. This course is being taken in a classroom with other students.
   - Buzz 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[2]
- Activity Log[3]
- Learning Logs
- Progress Reports
- Attendance
- Curriculum

[1), 2), 3)

Article coming soon!

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