Importing Students from ReportWriter to PLS

The most current information in ReportWriter that has been synchronized will be imported. Once a file has been imported it cannot go back to RW.

- Step 1. Go to Teachers>PLS/Student Roster

#	Mig?	LocalID	AL	Student Activity 03/15	03/16	03/17	03/18	03/21	Attendance	Name
☐ 1	▶	78952	📄						▶	Campos, Jordan
☐ 2	▶	78949	📄						▶	Doty, Adrienne
☐ 3	▶	78964	📄						▶	Grace, Jason
☐ 4	▶	78950	📄						▶	Holmes, Spencer
☐ 5	▶	78955	📄						▶	Howard, Christine
☐ 6	▶	78953	📄						▶	Jackson, Nora
☐ 7	▶	78951	📄						▶	Looman, Brittney
☐ 8	▶	78954	📄						▶	Malaspino, Jessica
☐ 9	Y Import to PLS	78962	📄						▶	Test, Student
☐ 10	▶	78956	📄						▶	Thompson, Katie

Students currently in the PLS will have a blue arrow on their folder. Students waiting to be imported into the PLS will have a small blue link that says "Import to the PLS"

- Step 2. Click on Import to PLS on the student you want to import.
- Step 3. Choose the year to import the student files from that year.
- Step 4. Click the Preview PLS Change.

Note: Depending on the age of the files, they may not all import to the PLS.

- Step 5. Click the Import this student from the PLS and PERMANENTLY remove from ReportWriter.
- Step 6. Make sure you have all information in the PLS before completing a synch on RW. Students will automatically be disabled/transferred from ReportWriter during your next synch.

— *Last Updated by Alexandria Barbato on 2016/04/04 15:50*

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Last update: **2016/04/07 18:50**