

[reportwriter](#), [pls](#), [independent study](#), [is teacher essential](#)

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					Attendance	Name
				03/15	03/16	03/17	03/18	03/21		
<input type="checkbox"/> 1	▶	78952							▶	Campos, Jordan
<input type="checkbox"/> 2	▶	78949							▶	Doty, Adrienne
<input type="checkbox"/> 3	▶	78964							▶	Grace, Jason
<input type="checkbox"/> 4	▶	78950							▶	Holmes, Spencer
<input type="checkbox"/> 5	▶	78955							▶	Howard, Christine
<input type="checkbox"/> 6	▶	78953							▶	Jackson, Nora
<input type="checkbox"/> 7	▶	78951							▶	Looman, Brittney
<input type="checkbox"/> 8	▶	78954							▶	Malaspino, Jessica
<input type="checkbox"/> 9	Y Import to PLS	78962							▶	Test, Student
<input type="checkbox"/> 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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