

# PLS Template Classes

## I. Creating a PLS Template Class

- Step 1. Go to Teachers>PLS/RW Oversight>PLS Templates
- Step 2. Click the green plus to create a new PLS Template Class

Note: This area now only shows fields required to make a PLS Template Class.

- Step 3. Fill in the required fields, add a curriculum if you want, select a Learning Center if you want to (if you choose an LC, the class template will only be found on the PLS Template page for that LC), make sure the Reg window is correct, and specify how this class will be reported on transcripts.
- Step 4. Click Save, Exit.

## II. Create a PLS Template Class for a Learning Center

- Step 1. Go to the Learning Center tab (This may be named something else in your school. Ex. "Schools")
- Step 2. Select the LC you want to add a template class to.
- Step 3. Click Management.
- Step 4. Under the Classes section, click on the PLS Templates link.
- Step 5. Click on the green plus.
- Step 6. Create your template class (Instructions in part I.)

This Template will only appear on the Template page for this LC.

## III. Enrolling Students into Template Classes

- Step 1. On the PLS Template class you want to enroll students in, click the "Students in Template: X" link (where x is the number of students already in the template)
- Step 2. Click the green plus button.
- Step 3. Search for the students using whichever parameters you want (ex. if you are a teacher and you want all of your students, search by Teacher of Record).
- Step 4. Select the Students you want from the results and click Register Selected.
- Step 5. From here you can register the selected students to the PLS Template classes available in the list. The class you started with is already checked.
- Step 6. Click Register Students.

Note: The student is now in the the Template, but will not be in the class until you generate the class.

- Step 7. Find the Template on the PLS Template page, and click Generate Classes (Make sure the settings are correct, ex. Show on MA is checked if you want the class on the MA).

## IV. Filter PLS Classes to Show those Awaiting Generation

- Step 1. Go to Teachers>PLS/RW Oversight>PLS Templates
- Step 2. From the Hide Empty Classes drop down menu, select Yes.

Now you will only see PLS Templates that have Students awaiting class generation.

## V. Mass Copy PLS Template Classes

- Step 1. Go to Teachers>PLS/RW Oversight>PLS Templates
- Step 2. Scroll to the bottom of the page.
- Step 3. Click the Mass Copy Classes Button.
- Step 4. From the list of all PLS Templates, select the ones you want to copy.
- Step 5. Select the LC you want to copy the classes to.
- Step 6. Make any changes to the settings that you want, set the date range for the new classes and the registration window.
- Step 7. Click Next.

— Last Updated by [Alexandria Barbato](#) on 2016/04/05 20:30

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Last update: **2016/04/05 21:01**