

[pls](#), [independent study](#), [admin](#)

PLS Template Classes

This Feature allows Admin staff to create classes/courses that can then be used to create individual classes for PLS students through mass enrollment.

I. Creating the Template Class

- Step 1. Teachers>PLS/RW Oversight>PLS Template Classes

Class Listing

Name: PLS Template Class	ID: -2	Instructor: Reeves, LeAnn	Classes In Session: 0
Address:		Class Registrations: 0	Students: 0
CA		Public Registration: Closed	Office Hours:

Recent Pages ▾ Enter search text 🔍 Students ▾

Admin Reports Academy Teachers Portal Help Type to quick page find 🔍

Class Listing

Name: PLS Template Class ID: -2 Instructor: Reeves, LeAnn Classes In Session: 0

Address: Class Registrations: 0 Students: 0

CA Public Registration: Closed Office Hours:

+

School Year: 2015 - 2016

Registration Window: All

Name Instructor Code Section Sched Starts Enr Status Bell Period Search: 0 of 0

Number of classes: 0

- Step 2. Click the green plus to create a class.
- Step 3. Search for a Course in the course catalog to link the class.
- Step 4. Complete the fields marked with a red asterisk.
- Step 5. If desired, choose a curriculum for the course.
- Step 6. Make sure the transcript category at the bottom of the page is complete.

BrainHoneyBuzz Classroom Management System Class:

This class is a PLS template.

Class Name: *

Course: *

Section: *

Credits: 0.0 Credits * per Reporting Period (EG: Semester)

Maximum Class Size: *

Bell Period: (bell periods not in use or have not yet been setup)

Instructor(s): (Out HQ Teacher)

Leave instructor dates BLANK to inherit from class dates.

The PLS class created from this template will inherit its Primary Instructor from the student's assigned teacher. Any additional instructors will also be assigned to the student's class.

Add New Instructor

Multi-Teacher Status: Not Multi-Teacher *

Multi-Subject: (Only when "Shown on Learning Records" is not checked)

Room: N/A *

Cancel

School Year: 2015 - 2016

First Class Date: *

Last Class Date: *

School Track: *

Reg Window: *

Report Card Grading Method: As Entered

Save, Exit Save, Options

- Step 7. Click Save and Exit.

II. Enrolling Students into the PLS Template Class

- Step 1. Go to Teachers>PLS/RW Oversight>PLS Template Classes
- Step 2. To enroll new students or to add more students to the template class, Click on "Students in Template 0"
- Step 3. Click on the green plus button to add students to the template.

Admin Reports Academics Teachers Portal Help

Instructor Dash Roster Attend AWR Rep Card Alt RC Reports Admin

Type to quick page find

Class Roster

Music 1		Course Code: E-IS1001-10	Section:	No displayed regular schedule has been defined for this class
PLS Template Class	School Year: 2015 - 2016	Start: 07/13/2015	Transcript Code: 1001	
Room:	Reporting Period: Progress Report 1, Semester 1 (Fall), Semester 2 (Spring)	Finish: 06/17/2016	Credits: 18 Weeks	

There are no students registered for this class.

Key

0	Enrolled in Class on "As Of" date
0	Not Enrolled in Class (Waitlist/Reserved/Etc.)
0	Not Enrolled in School (Intake/Pre-Reg)
0	Enrolled in class, but not on "As Of" date (Left)
0	Class enrollment does not match school enrollment

☐ Show only students enrolled in class
☐ Show only students enrolled in school
☐ Hide Phone Numbers (public view)
☐ Show Special Needs
☐ Show Student Addresses
☐ Show Parent Contact Info
☐ Show Teacher Contact Info

As of: 02/22/2016

-You can search for students by educational program, primary class offering, grade level, or teacher of record - or any combination of these options.

Admin Reports Academics Teachers Portal Help

Type to quick page find

Only students with an instructor can be registered into PLS templates.

PLS Template Class: Student Registration

Last Name First Name Middle Name Local ID or State ID Birthdate Track

-- All Programs -- -- All Academics' -- -- All Staff --
 Education Program Primary Class Offering Teacher of Record

UU thru AD 02/22/2016 thru 02/22/2016 2016 - 2017
 Grade Actively Enrolled

Search Embedded Files

- Step 4. Check to the left of any student you wish to enroll in the PLS class then click register selected.

Admin Reports Academics Teachers Portal Help

Type to quick page find

Only students with an instructor can be registered into PLS templates.

PLS Template Class: Student Registration

Last Name First Name Middle Name Local ID or State ID Birthdate Track

-- All Programs -- -- All Academics' -- Barbato, Alexandra --
 Education Program Primary Class Offering Teacher of Record

UU thru AD 02/22/2016 thru 02/22/2016 2016 - 2017
 Grade Actively Enrolled

Search

#	St #	Lcl ID	Grd	Name	Track	Education Program	Primary Class Offering	Teacher	Register
1	78952	9	<input checked="" type="checkbox"/>	Campos, Jordan	A	Independent Study	Independent Study 9-12	Barbato, Alexandra	Manual / Public Reg
2	78949	10	<input type="checkbox"/>	Costy, Adrienne	A	Independent Study	Independent Study 9-12	Barbato, Alexandra	Manual / Public Reg
3	78950	12	<input type="checkbox"/>	Holmes, Spencer	A	Independent Study	Independent Study 9-12	Barbato, Alexandra	Manual / Public Reg
4	78955	2	<input type="checkbox"/>	Howard, Christine	A	Independent Study	Independent Study K-8	Barbato, Alexandra	Manual / Public Reg
5	78953	12	<input type="checkbox"/>	Jackson, Nora	A	Independent Study	Independent Study 9-12	Barbato, Alexandra	Manual / Public Reg
6	78954	3	<input type="checkbox"/>	Malaspino, Jessica	A	Independent Study	Independent Study K-8	Barbato, Alexandra	Manual / Public Reg
7	78956	5	<input type="checkbox"/>	Thompson, Katie	A	Independent Study	Independent Study K-8	Barbato, Alexandra	Manual / Public Reg

Student Counts
 7 Enrolled
 7 Total

- Step 5. On the next page, the course you are enrolling students in will be checked in the list, click register.

Admin Reports Academics Teachers Portal Help Type to quick page find

Batch Enrollment

Students being placed: 1 Campos, Jordan

In Year: 2015 - 2016

Registration Window: All

Search Page:

Class is full
Class is overfilled

Classes Found

Class Status	Name	Instructor	Course	Section	First Day of Week	Cost
Open 0 / 900 (0)	TEMPLATE: Accounting A	No instructor	IS4600-2		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: Accounting B	No instructor	IS4600		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: A-g Chemistry A	No instructor	IS2635-1		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: A-g Chemistry B	No instructor	IS2635-2		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: A-g Chemistry Lab A	No instructor	IS2607-1		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: A-g Chemistry Lab B	No instructor	IS2607-2		(not specified)	\$0.00
Open 0 / 25 (1)	TEMPLATE: Algebra	No instructor	2403	Fall	(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: Algebra 1	No instructor	E-IS2403-8		(not specified)	\$0.00
Open 0 / 900 (1)	TEMPLATE: Algebra 1A	No instructor	IS2403-1		(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: Algebra 1B	No instructor	IS2403-2		(not specified)	\$0.00

Register Students

Milestone Academy (Item) [Log Out] 2/22/2016 - 9:45:11 AM Translate Bookmark Collecta Options

<input type="checkbox"/>	Open 0 / (1)	TEMPLATE: Music	No instructor	E-1001-10	Fall	(not specified)	\$0.00
<input checked="" type="checkbox"/>	Open 0 / 900 (0)	TEMPLATE: Music 1	No instructor	E-IS1001-10		(not specified)	\$0.00
<input type="checkbox"/>	Open 0 / 900 (0)	TEMPLATE: Music 2	No instructor	E-IS1001-10		(not specified)	\$0.00

- Step 6. Go to Teachers>PLS/RW Oversight>PLS Template Classes
-Students that are ready to be put into PLS classes are included now in the “Students in Template”

PLS TEMPLATE - Language Arts 8 (E-IS1001-1-) [Edit]

Code: E-IS1001-1 Starts: 07/13 Students in template: 0 Assignments: 0 Curriculum: [Set]

Section: E-IS1001-1 Sched: PLS classes under template: 3

Room: Class Days: 0

Instructors: No instructors

Generate: No students

PLS TEMPLATE - Language Arts K (E-IS1001-1-) [Edit]

Code: E-IS1001-1 Starts: 07/13 Students in template: 0 Assignments: 0 Curriculum: [Set]

Section: E-IS1001-1 Sched: PLS classes under template: 0

Room: Class Days: 0

Instructors: No instructors

Generate: No students

PLS TEMPLATE - Music 1 (E-IS1001-10-) [Edit]

Code: E-IS1001-10 Starts: 07/13 Students in template: 1 Assignments: 0 Curriculum: [Set]

Section: E-IS1001-10 Sched: PLS classes under template: 0

Room: Class Days: 0

Instructors: No instructors

Generate: Generate Classes

MA Show ☒
RC Hide ☐
Portal Hide ☐

- Step 7. Check the box to include this class in the Master Agreement.
- Step 8. Click Generate Classes.
-The students will now have the PLS classes available in the PLS/Student Roster.

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