2021/09/13 19:00 1/3 PLS Template Classes

pls, independent study, admin

# **PLS Template Classes**

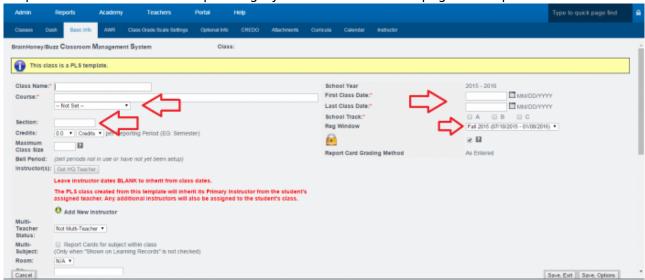
This Feature allows Admin staff to create classes/courses that can then be used to create individual classes for PLS students through mass enrollment.

### I. Creating the Template Class

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



- 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.



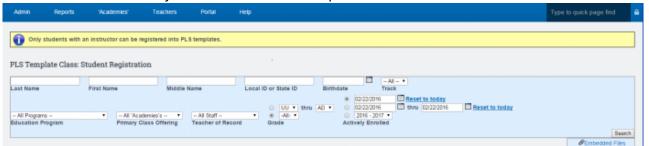
Step 7. Click Save and Exit.

## II. Enrolling Students into the PLS Template Class

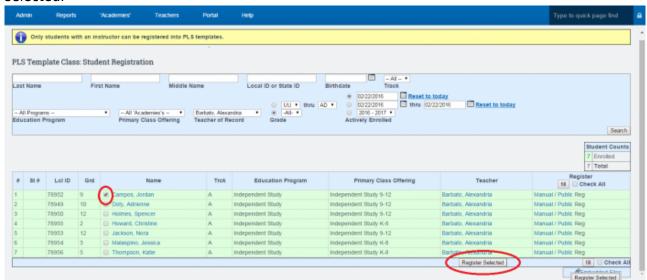
- Step 1. Go to Teachers>PLS/RW Oversight>PLS Template Classes
- Step 2. To enroll new students or to add more students to the template class, Click on "Students in Template 0"
- Step 3. Click on the green plus button to add students to the template.



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

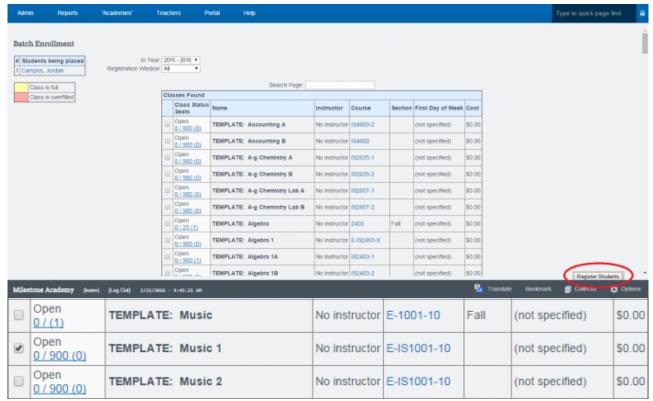


 Step 4. Check to the left of any student you wish to enroll in the PLS class then click register selected.



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

2021/09/13 19:00 3/3 PLS Template Classes



• 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"



- 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.

### From:

https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

### Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:plstemplateclass

Last update: 2018/02/06 19:33