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

.44.				
Admin	Reports Academy Teachers Portal	Нер		Type to quick page find
Class Listing				
Name: PLS T	emplate Class ID: -2	Instructor: Reeves, LeAnn	Classes in Session	c 0
Address:		Class Registrations: 0	Students: 0	
CA		Public Registration: Closed	Office Hours:	
00				School Year: 2015 - 20
00				Registration Window: Al
Lines Instructor	r Code Section Sched Starts Enr Status Bell Period Search:	0 of 0		Number of class
•	If desired, choose a curri		he nade is complet	to
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Closes D BrainHoney/B Class Name: Course:" Section:	Make sure the transcript	Class: School Year First Class Date:"	2015-2016	Type to quick page find
tep 6. Admit Classes D BrainHoney/B Class Name: Course:* Section: Credits:	Make sure the transcript	Class: School Year First Class Date: School Year School Track:*	2015 - 2016 MM A B Fai 2015 (0710/2015 -	Type to quick page find
Closes D BrainHoney/B Class Name: Course:" Section:	Make sure the transcript	Category at the bottom of the rep at the CREDO Attachments Controls Catentian Restored Class: School Year First Class Date:" Last Class Date:" School Year Reg Window External School Year	2015 - 2016 MM A B Fall 2015 (0710/2015 - 2015 - 2016 MM	Type to quick page find
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• 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.

Last update: 2016/11/07 21:20 plsis:plstemplateclass https://schoolpathways.com/knowledgebase/doku.php?id=plsis:plstemplateclass&rev=1478553609

Admin	Reports	Academie	es'	Teachers	ı	Portal	Help					Type to quick page find			
Instructor	Dash Roster	Allend	AWR 8	Rep Card	AtRC	Reports	Admin								
Class Rost	ter														
Music 1									Course Code: E-IS1001-10	Section:		edule has been defined for the	5		
PLS Templa	ate Class	School	Year: 2015	5 - 2016					Start: 07/13/2015	Transcript Code: 1001	class				
Room:		Reportin	ng Period:	Progress P	Progress Report 1, Semester 1 (Fall), Semester 2 (Spring) Finish: 06/17/2016 Credits: 18 Weeks						7				
	Key			1				There are no students regist	eren nor into conse.						
0 Enrolled	Enrolled In Class on "As Of" date				Show only students enrolled in class						As of: 02/22/2016				
	0 Not Enrolled in Class (Waltist/Reserved/Etc.)				Show only students enrolled in school							Updat			
									mbers (public view)				_		
	0 Enrolled in class, but not on "As OF date (Left)				Show Special Needs							Print (Portrait)			
U Class en									Show Student Addresses Show Parent Contact Info P						
\odot									zacher Contact Info			Export CS	_		

-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 'Aca	demies' Teac	ichers	Portal Hel	Þ		۵
	tudents with an instruc		d into PLS ten	nplates.			
Last Name	First Na	TTE	Middle Name		ocal ID or State ID Birthdate Track * 02/22/0016 Reset to today UU • thru AD • 02/22/0016 Reset to today		
- All Program Education P		- All 'Academies's Primary Class Off		I Staff - icher of Record	All All	Bearc	A

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

Admin	Reports		'Academies'	Teachers	Portal	Help			Type to quick page find
) On	nly students w	ith an in	structor can be reg	istered into PL	S templates.				
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s Ten	mplate Clas	s: Stud	ent Registratio	n					
							-AI - *		
Nam	10	Fir	st Name	Middle I	Vame	Local ID or State ID	Birthdate Track		
						⊖ UU ▼ thru			
II Pasa	carris			mies's - 🔻	Barbato, Alexa	indria * 8 -Al- *	2016 - 2017 •		
	n Program		Primary Cla	ss Offering	Teacher of Re	ecord Grade	Actively Enrolled		
	n Program		Primary Cla	ss Offering	Teacher of R	econd Grade	Actively Enrolled		Searc
	n Program		Primary Cla	ss Offering	Teacher of Rs	ecora Grade	Actively Enrolled		Searc Student Coun
	n Program		Primary Cla	ss Offering	Teacher of Re	ecoro Grade	Activity Enround		Student Coun 7 Enrolled
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cation		Grd		lame				Teacher Barbato, Alexandria	Student Coun 7 Enroled 7 Total Register
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• Step 5. On the next page, the course you are enrolling students in will be checked in the list, click register.

Admi	n Reports ^v	Academies' Ti	eachers	Portal	Help							Type to quick pa	ge find 🔒
Ø Stu 1 Car	a Enrollment dents being placed npos, Jordan	In Year: Registration Window:	2015 - 2016 All	•	Search Page:								ĺ
	Class is overfilled		Classes Fo	und									
			Class Seats	Status Name		Instructor	Course	Section	First Day of Week	Cost			
			Open 0/900	(0) TEMPL	ATE: Accounting A	No instructor	154600-2		(not specified)	\$0.00			
			Open 0/900	(0) TEMPL	ATE: Accounting B	No instructor	154600		(not specified)	\$0.00			
			© Open 0/900	(D) TEMPL	ATE: A-g Chemistry A	No instructor	152635-1		(not specified)	\$0.00			
			© Open 0/900	(D) TEMPL	ATE: A-g Chemistry B	No instructor	152635-2		(not specified)	\$0.00			
			Open 0/900		ATE: A-g Chemistry Lab A	No instructor	152607-1		(not specified)	\$0.00			
			Open 0/900		ATE: A-g Chemistry Lab B	No instructor	152607-2		(not specified)	\$0.00			
			Open 0/25(1) TEMPLA	ATE: Algebra	No instructor	2403	Fall	(not specified)	\$0.00			
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			D Open	TEMPL	ATE: Algebra 1B	No instructor	152403-2		(not specified)	\$0.00		Register St	udents
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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"

remplate	-					
PLS TEMPLATE + L	Language Arts 8 (E-(\$1001-1:) [Edit]	*	1	Instructors	Generate
Code: E-IS1001-1 Section: Room:	Starts: 07/13 Sched: Class Days: 0	Students in template: 0 PLS classes under template: 3	Assignments: 0	Curriculum [Set] S - Reading Wonders - Common Core, CA - McGraw Hill (2014)	No instructors	No students
PLS TEMPLATE • L	Language Arts K	(E-IS1001-1:) [Edit]	*	×	Instructors	Generate
Code: E-I\$1001-1 Section: Room:	Starts: 07/13 Sched: Class Days: 0	Students in template: 0 PLS classes under template: 0	Assignments: 0	Carriculum (Set)	No instructors	No students
PLS TEMPLATE ·	Music 1 (E-181001	-10:) [Edit]	*	1	Instructors	Generate
Code: E-IS1001-10 Section: Room:	Starts: 07/13 Sched: Class Days: 0	Students in template: 1 PLS classes under template: 0	Assignments 6	Curriculum (Set)	No instructors	Generate Classes
						MA Show @ RC Hide Portal Hide

- Step 7. Check the box to include this class int he Master Agreement.
- Step 8. Click Generate Classes.

-The students will now have the PLS classes available in the PLS/Student Roster.

- Last Updated by Max Williams on 2016/03/14 21:25

