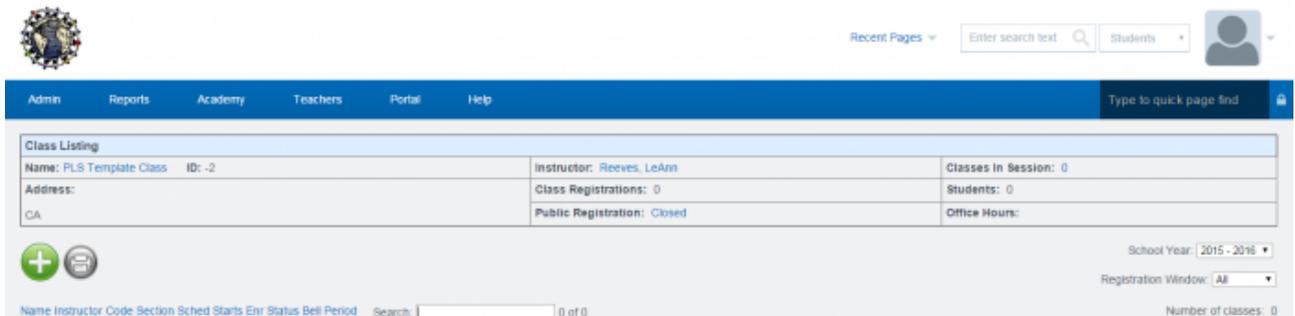


# PLS Template Classes

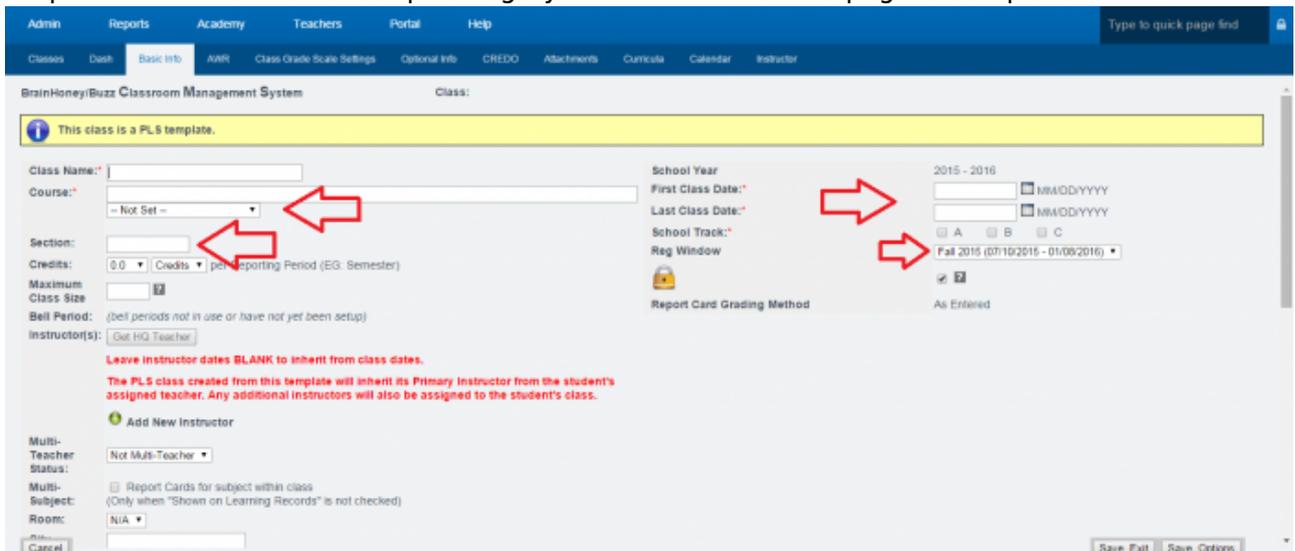
This Feature allows Admin staff to create classes/courses that can then be used to create individual classes for PLS students through mass enrollment.

## 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.

Class Roster

Music 1

PLS Template Class

Room:

School Year: 2015 - 2016

Reporting Period: Progress Report 1, Semester 1 (Fall), Semester 2 (Spring)

Course Code: E-IS1001-10

Start: 07/13/2015

Section:

Transcript Code: 1001

Finish: 05/17/2016

Credits: 15 Weeks

No displayed regular schedule has been defined for this class

There are no students registered for this class.

Key

- Enrolled In Class on "As Of" date
- Not Enrolled in Class (Waitlist/Reserved/etc.)
- Not Enrolled in School (Intake/Pre-Reg)
- Enrolled in class, but not on "As Of" date (Left)
- 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

Update

Print (Portrait)

Print (Landscape)

Export CSV

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

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

Education Program Primary Class Offering Teacher of Record Grade Actively Enrolled

Search

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

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

Education Program Primary Class Offering Teacher of Record Grade Actively Enrolled

Search

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

Student Counts

7 Enrolled

7 Total

Register Selected

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

**Batch Enrollment**

# Students being placed: 1 Campos, Jordan

In Year: 2015 - 2016  
Registration Window: All

Search Page: \_\_\_\_\_

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**

<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]  Instructors: No instructors Generate: No students

Code: E-IS1001-1 Starts: 07/13 Students in template: 0 Assignments: 0 Curriculum: [Set] 5 - Reading Wonders - Common Core, CA - McGraw Hill (2014)

Section: Sched: PLS classes under template: 3

Room: Class Days: 0

---

PLS TEMPLATE - Language Arts K (E-IS1001-1): [Edit]  Instructors: No instructors Generate: No students

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

Section: Sched: PLS classes under template: 0

Room: Class Days: 0

---

PLS TEMPLATE - Music 1 (E-IS1001-10): [Edit]  Instructors: No instructors Generate:

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

Section: Sched: PLS classes under template: 0

Room: Class Days: 0

MA Show   
RC Hide   
Portal Hide

- Step 7. Check the box to include this class into the 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

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Last update: **2016/11/07 21:20**