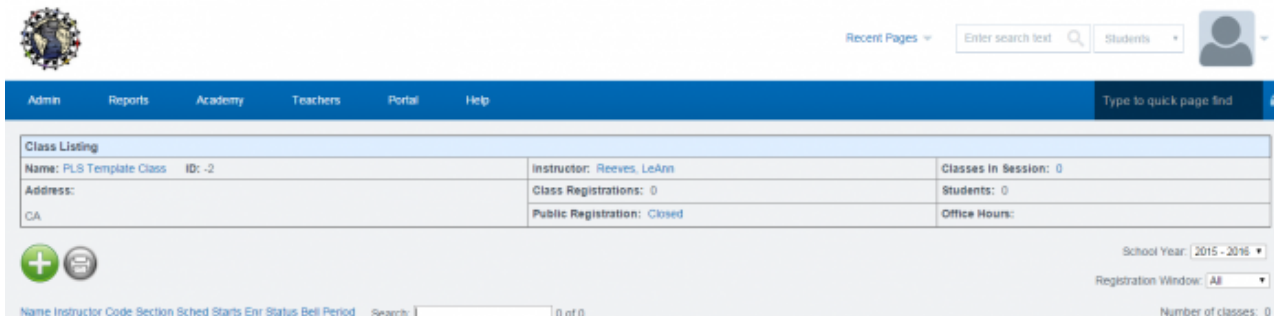


PLS Template Classes

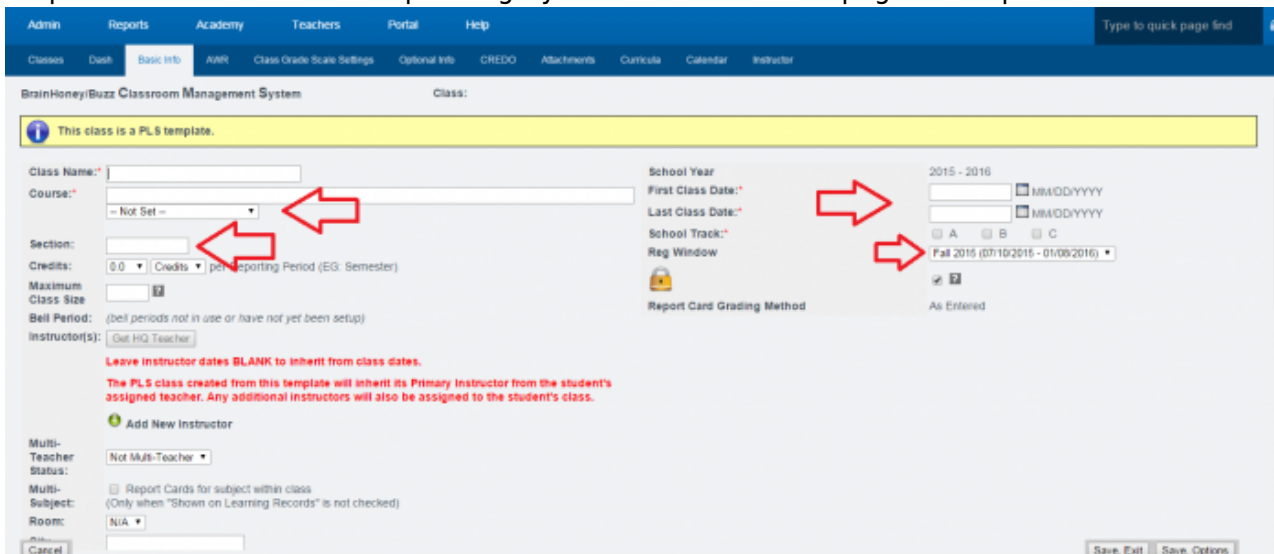
This Feature allows Admin staff to create classes/courses that can then be used to create individual classes for PLS students through mass enrollment.

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

Student Counts

7 Enrolled

7 Total

#	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, 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

Register Selected

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

The screenshot shows the 'Batch Enrollment' page. At the top, there are navigation tabs: Admin, Reports, Academics, Teachers, Portal, and Help. Below these, there are filters for 'Students being placed' (1 Campos, Jordan) and 'In Year' (2015 - 2016). A 'Registration Window' dropdown is set to 'All'. A search bar is present. The main area displays a table of 'Classes Found' with the following columns: Class Status, Name, Instructor, Course, Section, First Day of Week, and Cost. The table lists various template classes such as Accounting A, Accounting B, A-g Chemistry A, A-g Chemistry B, A-g Chemistry Lab A, A-g Chemistry Lab B, Algebra, Algebra 1, Algebra 1A, and Algebra 1B. A 'Register Students' button is circled in red at the bottom right of the table.

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

- 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”

The screenshot shows the 'PLS TEMPLATE' management interface. It lists three templates: Language Arts 8 (E-IS1001-1), Language Arts K (E-IS1001-1), and Music 1 (E-IS1001-10). Each template entry includes details like Code, Starts, Section, Room, and Class Days. There are buttons for 'Edit', 'Assignments', and 'Curriculum'. The 'Music 1' template has a 'Generate Classes' button highlighted.

- 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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