2025/06/08 10:07 1/3 PLS Template Classes

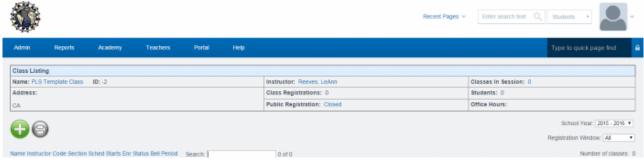
pls, independent study

PLS Template Classes

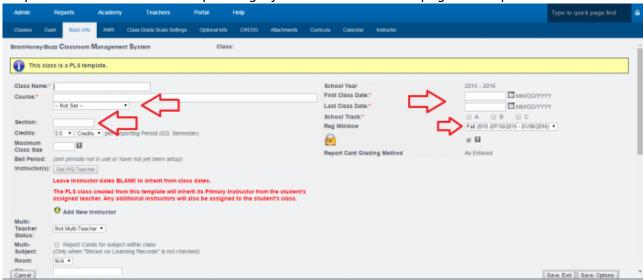
This Feature allows Admin staff to create classes/courses that can then be used to create individual classes for PLS students through mass enrollment.

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.



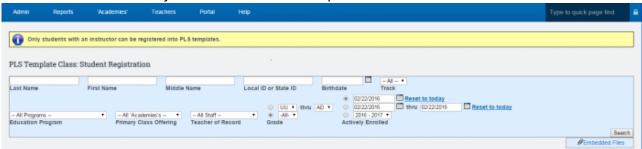
Step 7. Click Save and Exit.

II. Enrolling Students into the PLS Template Class

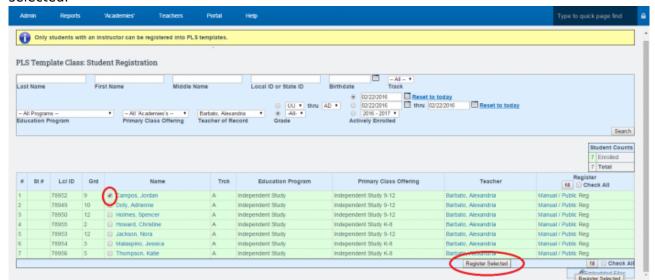
- Step 1. Go to Teachers>PLS/RW Oversight>PLS Template Classes
- Step 2. To enroll new students or to add more students to the template class, Click on "Students in Template 0"
- Step 3. Click on the green plus button to add students to the template.



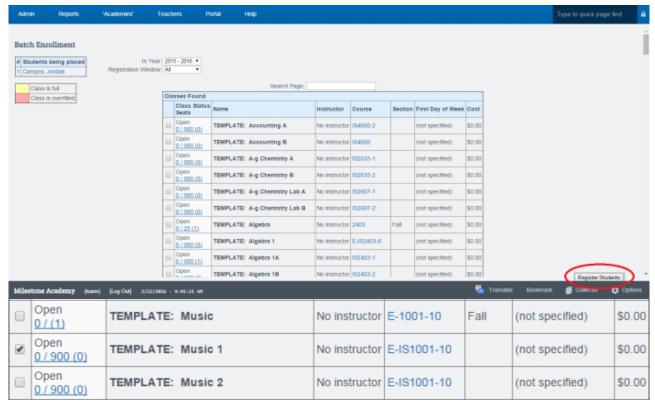
-You can search for students by educational program, primary class offering, grade level, or teacher of record - or any combination of these options.



 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. 2025/06/08 10:07 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 int he 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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