

[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.

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

Section:

Start: 07/13/2015

Finish: 05/17/2016

Transcript Code: 1001

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

Search filters:

- 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

Buttons: Update, Print (Portrait), Print (Landscape), Export CSV

Red circle highlights a green plus icon in the bottom left corner.

-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.

PLS Template Class: Student Registration

Only students with an instructor can be registered into PLS templates.

Search filters:

- Last Name, First Name, Middle Name, Local ID or State ID, Birthdate, Track
- Education Program, Primary Class Offering, Teacher of Record, Grade, Actively Enrolled

Buttons: Search, Embedded Files

#	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

Buttons: Register Selected, Check All

Red circle highlights the checkbox for 'Campos, Jordan'.

Red circle highlights the 'Register Selected' button at the bottom right.

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

Admin Reports Academics Teachers Portal Help Type to quickly find

Batch Enrollment

Students being placed: 1 Campos, Jordan

In Year: 2015 - 2016

Registration Window: All

Search Page:

Class is full
Class is overfilled

Classes Found

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

Milestone Academy (Item) [Log Out] 2/22/2016 - 9:45:11 AM Translate Bookmark Collection Options

Class Status	Name	Instructor	Course	Section	First Day of Week	Cost
Open 0 / (1)	TEMPLATE: Music	No instructor	E-1001-10	Fall	(not specified)	\$0.00
Open 0 / 900 (0)	TEMPLATE: Music 1	No instructor	E-IS1001-10		(not specified)	\$0.00
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: 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: 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: 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.

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