

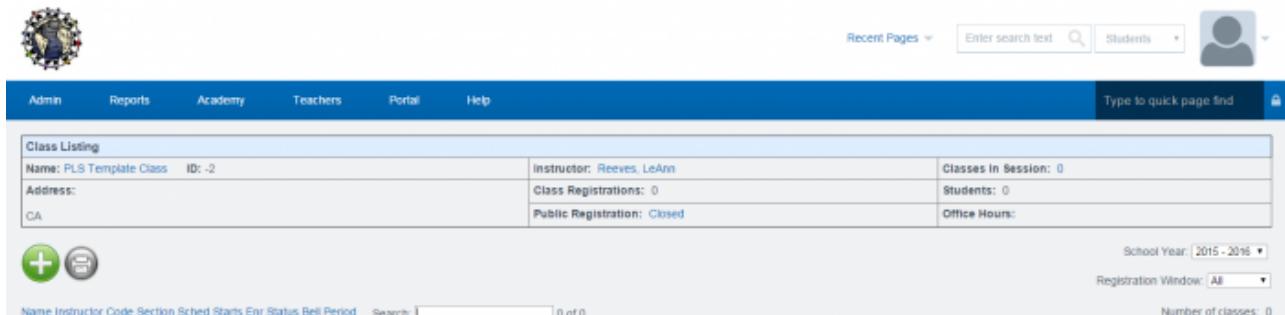
[pls, independent study](#)

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



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Admin Reports Academy Teachers Portal Help

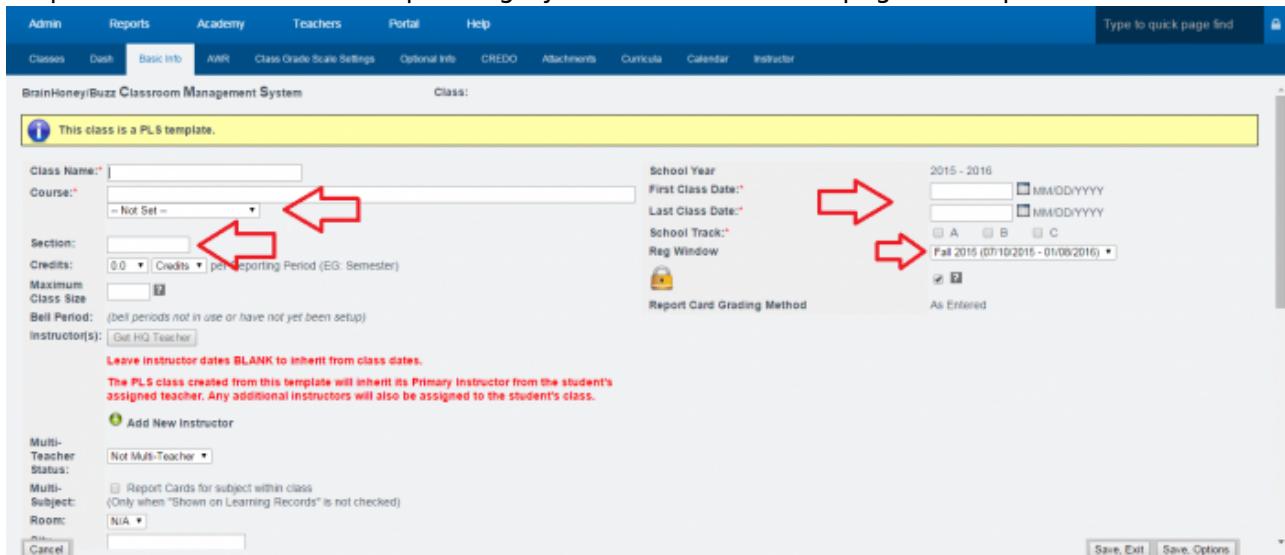
Class Listing

Name: PLS Template Class ID: 2	Instructor: Reeves, LeAnn	Classes in Session: 0
Address: CA	Class Registrations: 0	Students: 0
	Public Registration: Closed	Office Hours:

School Year: 2015 - 2016 Registration Window: All Number of classes: 0

[Name](#) [Instructor](#) [Code](#) [Section](#) [Sched](#) [Starts](#) [Enr](#) [Status](#) [Bell Period](#) Search: 0 of 0

- 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.



Admin Reports Academy Teachers Portal Help

Classes Dash Basic Info AWR Class Grade Scale Settings Optional Info Credo Attachments Curricula Calendar Instructor

BrainHoneyBuzz Classroom Management System Class:

This class is a PLS template.

Class Name: Course: * Section: Credits: Credits Maximum Class Size: Bell Period: (bell periods not in use or have not yet been setup) Instructor(s):

Leave Instructor dates BLANK to inherit from class dates. The PLS class created from this template will inherit its Primary Instructor from the student's assigned teacher. Any additional instructors will also be assigned to the student's class.

Add New Instructor

Multi-Teacher Status: Report Cards for subject within class (Only when "Shown on Learning Records" is not checked)

Multi-Subject: Room:

- 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 **Start:** 07/13/2015 **Transcript Code:** 1001

Reporting Period: Progress Report 1, Semester 1 (Fall), Semester 2 (Spring) **Finish:** 05/17/2016 **Credits:** 16 Weeks

Course Code: E-IS1001-10 **Section:**

No displayed regular schedule has been defined 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

As of: 02/22/2016

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

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**

- 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

Last Name **First Name** **Middle Name** **Local ID or State ID** **Birthdate** **Track**

Education Program **Primary Class Offering** **Teacher of Record** **Grade** **Actively Enrolled**

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

- 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:

Classes Found						
Class Status Seats	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 / 23 (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 (1)	TEMPLATE: Algebra 1B	No instructor	IS2403-2		(not specified)	\$0.00

[Register Students](#)

Milestone Academy (karen) [Log Out] 2/22/2016 - 9:45:21 AM

Translate Bookmark Collection Options

<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]

Code: E-IS1001-1 Starts: 07/13 Students in template: 0

Section: Sched: PLS classes under template: 3

Room: Class Days: 0

Assignments: 0 Curriculum [Set]

5 - Reading Wonders - Common Core, CA - McGraw Hill (2014)

Instructors: No instructors

Generate: No students

PLS TEMPLATE • Language Arts K (E-IS1001-1) [Edit]

Code: E-IS1001-1 Starts: 07/13 Students in template: 0

Section: Sched: PLS classes under template: 0

Room: Class Days: 0

Assignments: 0 Curriculum [Set]

Instructors: No instructors

Generate: No students

PLS TEMPLATE • Music 1 (E-IS1001-10) [Edit]

Code: E-IS1001-10 Starts: 07/13 Students in template: 1

Section: Sched: PLS classes under template: 0

Room: Class Days: 0

Assignments: 0 Curriculum [Set]

Instructors: No instructors

Generate: Generate Classes

MA Show RC Hide Portal Hide

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