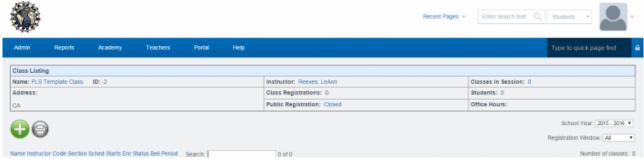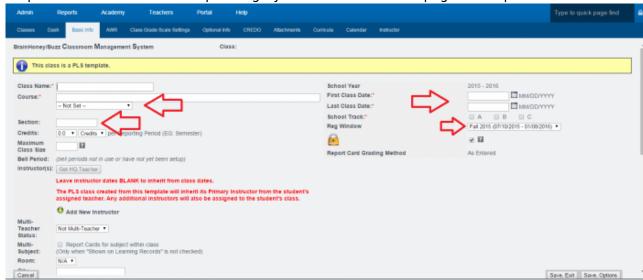pls, independent study

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.
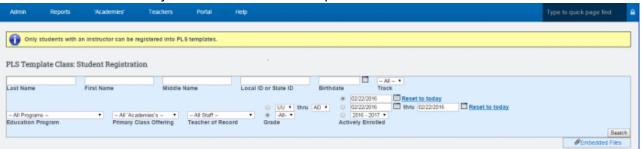- Step 6. Make sure the transcript category at the bottom of the page is complete.

- Step 7. Click Save and Exit.

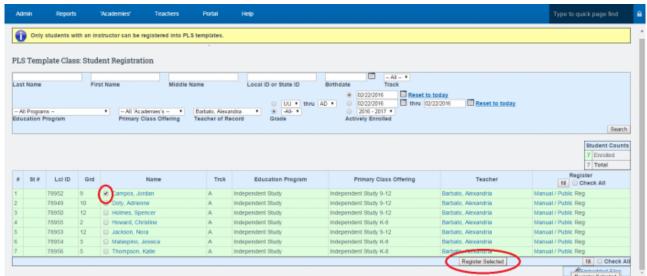## II. Enrolling Students into the PLS Template Class

- 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"
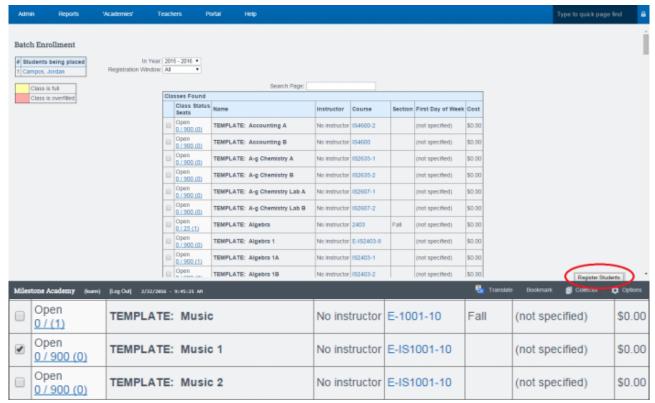- Step 3. Click on the green plus button to add students to the template.

-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.

- 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 in the Master Agreement.
- Step 8. Click Generate Classes.
  -The students will now have the PLS classes available in the PLS/Student Roster.