PLS Student Roster

/ef/roster.php

PLS Roster Tutorials

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The PLS Student Roster is your launchpad for individualized instruction. From here you can create and manage your students' classes, claim attendance, draft and print Master Agreements, and much more!

Related Pages

- Gradebook
- Master Agreements

Page Features

Student Record

The most important section of the Student Roster is the Student Record.

Student Records are populated on the page by using the **Search Box** detailed in the next section.

Each column on the Student Record holds useful information about the student:

- **#**: Student's position in the current list.
- **Mig?**: Is the student Migrated? If the student is Migrated to a record in ReportWriter, this column will show a "**Y**". If the student is not Migrated to a ReportWriter file and the school uses the PLS, a blue arrow will appear in this column. Clicking the blue arrow will **Expand** the student record. See **Expanded Student Record** below.
- **LocalID**: The student's system-generated ID Number. A student's LocalID is unique within the

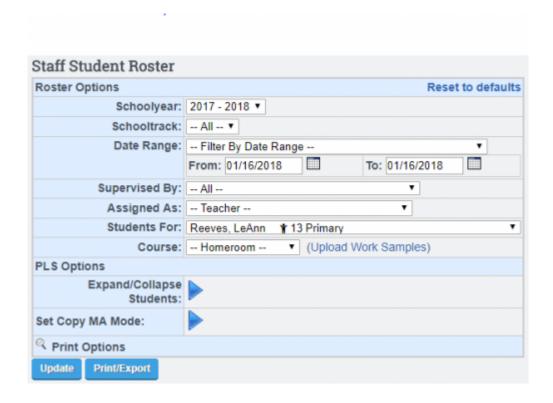current scope and can be used to locate the student in various reports.

- **AL [Optional Feature]**: Activity Log. Click to view the student's Portal activity for the current week.
- **Student Activity [Optional Feature]**: Weekly student activity at-a-glance. Days highlighted in green indicate student logged activity in the Portal. Days in red indicate no activity was logged by the student in the Portal for that day.
- **Attendance [Optional Feature]**: Scan Attendance at-a-glance. Green arrow indicates student is currently present in a class or on campus. Red means student is not currently present in a class or on campus.
- **Name**: Student's name. Click on the student's name to access the student's Dashboard.

Expanded Student Record

By clicking on the Blue Arrow in the **Mig?** column, detailed student information can be viewed and managed, and reports and classes for that student can be accessed.

Search Box

The Search Box filters the Student Roster based on the selected parameters

- **Schoolyear**: Academic Schoolyear as defined by your School Calendar.
- **Schooltrack**: View only students enrolled in selected Track. Tracks are defined in the School Calendar.
- **Date Range**: Select a predefined Date Range from selected Schoolyear and Schooltrack, or set to **"–Filter By Date Range–"** to manually enter your own in the **From** and **To** date fields.
- **Supervised By [Admin Only]**: Show students belonging to staff supervised by selected staff member.
- **Program [Not Pictured]**: Show only students enrolled in selected Program. Programs are defined in Program Options.
- **Learning Center[1] [Not Pictured]**: Show only students/classes in the selected Learning Center.
- **Assigned As:** Show only students who are associated to the selected instructor in the selected capacity.
- **Students For:** Show only students who are associated to the selected staff member.
- **Course**: Show only students enrolled in the selected Course.

In addition to filtering the student roster, a few more options are available in the **PLS Options** section:

- **Expand/Collapse Students**: Toggle all displayed **Student Records** open or closed.
- **Set Copy MA Mode**: Enable MA Copy Settings Box. See our Tutorial on Copying PLS Classes to Next Period.

Below the PLS Options are some expandable Print Options. Click on the Magnifying Class to expand the following options:

- **Accommodations**: Include Student Accommodations on printed roster.
- **Parent Info**: Include Parent names, addresses, phone numbers, and relation to student on printed form.
- **Layout**: Toggles whether to print the roster in Portrait (tall) or Landscape (wide) orientation.
- **File Type**: Toggles whether to print the roster in PDF (document) or CSV (spreadsheet) format.

[1]
Schools may optionally change the name of their "Learning Centers". If a custom Learning Center name is chosen, this label will be replaced with the custom name

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