# PLS Student Roster

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## Teachers > PLS/Student Roster

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!

## PLS Roster Tutorials

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| Archiving Work Samples | 2018/03/06 21:24 |
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| Removing a Student from a Learning Center Class with the PLS Roster | 2018/01/17 17:29 |
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## Related Pages

- Gradebook
- Master Agreements
- Assignment and Work Records (AWRs)

# 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.



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. See Activity Monitor section below for more information.
- **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.
- **Special Needs**: Student Special Needs are depicted as icons for quick reference. Check the box to the left of the icons to expand the field, showing detailed explanations for each Special Need.
- **Parent/Guardian**: Check the box to expand the field, showing Parent/Guardian demographic information.
- **Grd**: Shows the student's grade level as of the selected date range.
- **Track**: Shows the students Track as of the selected date range.
- **Address**, **Birthdate**, and **Email** columns: Show's respective student information as defined in their Registration

> **Tip**: Click on any column title in blue to sort the roster by that column!

## Activity Monitor



This monitor gives teachers a view of student activity in online courses as well as any information posted on the portal Activity Logs. It turns on a column of red boxes on the PLS roster that represent the last 5 days of the school calendar. Any day there is student activity the red box will turn green with an icon of a piece of paper. The green box is clickable and will expand to tell you the online courses that were accessed, the time spent in courses, and if any assignments were submitted for grading.



You can also access the entire LP of activities by clicking on the Icon of a stack of papers to the left of the activity column.

## 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.



- **Schoolperiod Tabs**: All Schoolperiods within the selected date range will appear as tabs in the Expanded Student Record, which can be used to view the classes and reports for those periods.
- **Info Tab**: The Info Tab offers links to other areas of the student record.
  - **Student Dashboard**: Click to navigate to the student dashboard. See Dashboard documentation for more information.
  - **Contact Manager**: Click to navigate to the student's Contact Manager. See Contact Manager documentation for more information.
  - **Revert from PLS Back to ReportWriter**: Re-migrates the student record to a previous ReportWriter file and recovers the file to the instructor's ReportWriter roster.
  - **Register**: Navigate to the student's Class Registration page. See Class Registration documentation for more information.
- **Course/Assign/Eval Tab**: This tab contains student class information for the selected Period. See **Elements of a Class** below for more information.
- **Reports**: This tab includes several links to reports and a table for accessing reports for specific Learning Periods. Learning Periods are defined in the School Calendar
  - **Reports**: This link leads to a page containing a number of occasionally-used, but useful reports. See Reports Index documentation for more information.
  - **Report Card**, **Rubrics Report Card**, and **Progress Report [Not Pictured]** links: Click to access student Report Card, Rubrics Report Card, or Progress Report for the selected Period. See Report Card documentation for more information.
  - **Master Agreement**: Click to create, view, or print student's Master Agreement for the selected term. See Master Agreement documentation for more information.
  - **Content Teacher MA Addendums [Optional Feature]**: Click to create, view, or print student's Content Teacher MA Addenda. See Content Teacher MA Addendum documentation for more information.
  - **Reports by LP Table**: This table offers a series of reports that can be run per each Learning Period in the selected Reporting Period.
    - **Print**: This column offers quickprint icons for the Work Summary (WS) and Assignment and Work Record (AWR) reports. Clicking these icons will print the chosen report using default options and will immediately render them to PDF without further needed action.
    - **Att.**: Click the checkmark icon in this column to claim attendance for the student for the selected Learning Period.
    - **Note**: Click the bubble icon to write a general comment for the selected Learning Period.
    - **WS**: Click to navigate to the Work Summary print page for the chosen LP. See Work Summary documentation for more information on printing Work Summary reports.
    - **AWR**: Click to navigate to the Assignment and Work Record print page for the chosen LP. See Assignment and Work Record documentation for more information

on printing Assignment and Work Records.
- **AL [Optional Feature**: Click to view student Activity for chosen LP. See Student Activity Monitoring documentation for more information.
- **PBL**: Click to generate a Progress by LP report for the student for the given Learning Period. See Student Progress documentation for more information.

**Elements of a Class**



**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