

## Second Grade: 10 Steps to PALS Implementation

1. PALS 1-3 Teacher Set Form B will ship to your PALS District Rep in August. Open your Teacher Set and review the assessment materials. (PALS 1-3 Form A and Form B are equivalent forms, and Wisconsin will alternate forms each year. Form B is being used for 2014-15.)
2. Go to [www.palswisconsin.info](http://www.palswisconsin.info) to familiarize yourself with the PALS Wisconsin Resource Center. This site will allow you to view dates, track system updates, and keep up to date with information about PALS implementation.
3. Go to our CaseNEX professional development website at [pd.casenex.com](http://pd.casenex.com) and create an account. All PALS online tutorials and courses will be posted at this website. Enroll in the *PALS 1-3 Administration & Scoring Online Tutorial (Wisconsin session)*. Decide whether you will take the tutorial on your own, with other teachers, or attend training at a CESA. Viewing this course and passing the quiz is required by DPI.
4. Check with your PALS District Rep regarding your assessment schedule, including the screening window dates and the PALS Online System score entry deadline.
5. Organize your assessment materials.
6. Return to the professional development website [pd.casenex.com](http://pd.casenex.com). Enroll in and complete the *PALS 1-3 Online Score Entry & Reporting System Online Tutorial (Wisconsin session)*. This tutorial will teach you how to use the PALS Online System.
7. Go to [wi.palsk8.com](http://wi.palsk8.com) and set up your PALS Online account using the registration code supplied by your PALS District Rep or school administrator. Find your students' names in the left-hand box or under the link to *Add Students from Your School to Your Class* in order to create your PALS Class List. (Note: If your district did not upload student information at the district level, your students will not be found in the system until after the WI upload of student information; this will occur prior to the start of the Fall screening window. Please check with your PALS District Rep for student upload status).
8. Administer PALS 1-3 to your students during the established screening window.
9. Enter scores into your PALS Online account.
10. View and/or print your reports. You may choose to use the Sorting function and the Grouping function to group your students for small-group literacy instruction, and explore the many instructional resources available on the Planning Instruction tab.

After all teachers have entered fall student data, conduct a PALS data meeting with colleagues and view the *Using PALS 1-3 Data to Drive Instruction* online course. This course will be posted at [pd.casenex.com](http://pd.casenex.com).