

# PALS District Representatives

*Guidelines for being the primary contact for your district's PALS implementation*

## Log In

Log in to your PALS Online account.

- Begin at [www.palsk8.com](http://www.palsk8.com)
- Enter your login information. If you have forgotten your password, use the *Forgot Your Password?* link.

Once logged in, as a district-level administrator, you will see your main district-level page, which has a yellow background/border. The Administrative tab will be highlighted.

## Manage School Accounts

In the middle column of your Administrative tab, use the *Manage Accounts* link to update school principals and others who should have access to school-wide PALS data. (e.g., literacy specialists and interventionists). You can add or remove school-level roles as needed and should keep these up to date as staff changes are made.

## Registration Code

In the middle column of your Administrative tab, use the *Retrieve Registration Code* link to access the secure Registration Code for your district's PALS Online account. Provide this code to new teachers so they may register their own PALS teacher accounts within your district (returning teachers may log in using existing account from last year). A new Registration Code is generated at the start of each school year.

## Levels of Access to PALS data

From your main district-level page, you can click on a school name in the School List and “drill down” to see teachers in each school. A school-level page has a green background/border. This is the same view a school-level user sees (principals, reading specialists). From the school-level view, you can click on a teacher name from the Teacher List to see all students and individual student data. The teacher page has a light blue background/border. Note that each level includes different reports, and that many of them are sortable.

## Student Data Uploads

If you would like to create or update student records all at once for your teachers, consider making use of our new Student Data Upload feature. Once you have logged into your district-level PALS account, simply follow the instructions on the “Student Data Upload” tab to upload student information into the system and/or to assign students to correct teachers for this year.

- Student Data Uploads involving existing students upload will NOT overwrite any scores. It will accept and overwrite demographic and class lists and student data as being the most current.
- As always, please make sure teachers check student data carefully for accuracy before entering scores!

### **Screening Calendar and Dates**

You can download the current school year screening calendar from the PALS Login page.

Determine your district's screening window dates and score entry deadlines within the PALS recommended window of dates, and communicate this to your schools and teachers. Remind schools and teachers of score entry deadlines as the time nears, to ensure that all scores for that window are entered by the posted deadline.

### **Materials**

Please ensure that each school has the PALS assessment materials needed for the numbers of classrooms using PALS at each grade level. PALS Mid-Year materials may be downloaded from any PALS Online account beginning in mid-December, in preparation for the recommended Mid-Year window that begins in January.

### **Professional Development**

Establish district expectations or requirements for teachers to take online tutorials, courses, webinars, or other PALS professional development purchased. Online tutorials and courses are accessed at [pd.casenex.com](http://pd.casenex.com). Because these tutorials and courses address both the step-by-step practical and the research-based aspects of PALS, and also demonstrate best practices in overall PALS implementation, we strongly encourage school and district administrators to take the tutorials and courses as well. This puts you in a position to support teachers and to ensure that the district is maximizing its investment in PALS for the greatest impact on student growth.

### **We're here to support you!**

Thank you for all that you do to support your district's teachers and students. PALS is dedicated to supporting teachers and administrators in identifying children who may be at risk for reading difficulties, and planning appropriate literacy instruction for all students. If you need further information or assistance, or if you have questions about any aspect of PALS or using PALS to support literacy instruction, please contact us at 888-924-7257 or [support@palshelp.com](mailto:support@palshelp.com)