

## Adding Students to Your PALS Class List

### Log in to your PALS Online Account

The screenshot displays the PALS Teacher interface. At the top, the 'TEACHER' role is indicated. The main header features the 'pals' logo and the text 'PHONOLOGICAL AWARENESS LITERACY SCREENING'. Below this is a navigation bar with four tabs: 'ADMINISTRATIVE' (selected), 'PLANNING INSTRUCTION', 'HISTORY+GROWTH', and 'QUICK CHECKS'. A user information bar shows 'USER: Teacher: Sample Teacher School: Sample School Division: Sample District' and a 'LOG OFF' button. The main content area is divided into three columns. The left column, 'CLASS LIST', contains instructions for selecting a student and a list of actions for 'Your First Grade Class'. The middle column, 'STUDENT ACTIONS', contains buttons for 'Add or Transfer a Student' and 'View Add/Transfer Request Status Report'. The right column, 'VIEW RESULTS', contains instructions for selecting a report and a list of report options. At the bottom, a 'CLASS MANAGEMENT' section contains buttons for 'View Add/Transfer Request Status Report', 'Set or Change Assessment Date', and 'Add Students from Your School to Your Class', which is circled in red.

**TEACHER**

**pals**™ PHONOLOGICAL AWARENESS LITERACY SCREENING

**ADMINISTRATIVE** | **PLANNING INSTRUCTION** | **HISTORY+GROWTH** | **QUICK CHECKS**

USER: Teacher: Sample Teacher School: Sample School Division: Sample District LOG OFF

**CLASS LIST**

Select a student's name from the list below, and then select an action from the choices to the right.

**Your First Grade Class**

This class is currently empty.

Using Traditional Score Entry, scores have been entered for at least one Fall 2013 task.

This student has met the requirements for the High Benchmark designation.

This student is currently identified.

Using the Online Assessment Wizard, scores have been entered for at least one Fall 2013 task for a student who was given the assessment under Standard Administration.

Using the Online Assessment Wizard, (1) scores for all required tasks have been entered for a student who was given the assessment under Standard Administration, OR (2) at least one score has been entered for a student who was given the assessment under Non-Standard Administration.

**STUDENT ACTIONS**

Select a student's name from the Class List to the left, and then select an action from the choices below.

► Add or Transfer a Student

► View Add/Transfer Request Status Report

**VIEW RESULTS**

Select a report to view and print. Note that a single Student Summary can be printed by selecting the single Student icon or the entire class' Student Summaries can be printed by selecting the class icon.

► Student Summary

► Class Summary

► Class COW Report

► Student Alphabet and Letter Sound Knowledge (OAW)

► Class Alphabet and Letter Sound Knowledge (OAW)

► Running Record(s)

**CLASS MANAGEMENT**

► View Add/Transfer Request Status Report

► Set or Change Assessment Date

► Add Students from Your School to Your Class.

This page is your administrative tab. It is the main page of your PALS Online account. To begin adding students to your class list, first check your school's records by clicking the button circled in red above, "Add Students from Your School to Your Class."

## Add students who were assessed at your school last year

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ADMINISTRATIVE
PLANNING INSTRUCTION
HISTORY+GROWTH
Rtl QUICK CHECKS

USER:
Teacher: Sample Teacher
School: Sample School
Division: Sample District
LOG OFF

**MODIFY CLASS LIST**

Listed on this page are students who were last given a PALS assessment by someone at your school in your grade or the grade below (if you teach 1st-3rd), and students who are currently on your PALS class list.

**To add a student** on this list to your class, (1) click on the student's name; then, (2) click the add/plus (+) link. Once you have finished adding students, (3) **click the link, "SAVE CLASS; RETURN TO MY ADMINISTRATIVE TAB."**

**To remove a student** on this list from your class, (1) click on the student's name; then, (2) click the take-away/minus (-) link. Once you have finished removing students, (3) **Click the link, "SAVE CLASS; RETURN TO MY ADMINISTRATIVE TAB."**

To add students who are not on this list to your class, use the link, "Add or Transfer a Student." This link is on your Administrative tab.

BACK

**Students in Kindergarten or 1st grade in your school last year (2012-2013):**

Practice, First T (9/14/05)  
Practice, First U (9/14/05)  
Practice, First V (9/14/05)  
Practice, First W (9/14/05)  
Practice, First X (9/14/05)  
Practice, First Y (9/14/05)  
Practice, First Z (9/14/05)  
Practice, First ZA (9/14/05)  
Practice, First ZB (9/14/05)  
Practice, First ZC (9/14/05)

**Students currently in your class:**

Practice, First S (9/14/05)  
Practice, First ZD (9/14/05)  
Practice, First ZE (9/14/05)  
Practice, First ZF (9/14/05)  
Practice, First ZG (9/14/05)  
Practice, First ZH (9/14/05)  
Practice, First ZI (9/14/05)  
Practice, First ZJ (9/14/05)

**SAVE CLASS; RETURN TO MY ADMINISTRATIVE TAB**

The "Add Students from Your School to Your Class" button opens up the "double box view." The box on the left includes students who were assessed using PALS at your school last year, but who are not yet assigned to a Class List in the PALS Online System this year.

To choose students from this pool to add to your current class list, simply click to highlight the name in the box on the left, and then click the red plus sign to move the student to the box on the right, which represents your class list. When you are done, be sure to click "SAVE CLASS; RETURN TO MY ADMINISTRATIVE TAB" beneath the boxes.

## Using the Add/Transfer Feature

The screenshot shows the PALS Teacher interface. At the top, there's a header with the PALS logo and 'PHONOLOGICAL AWARENESS LITERACY SCREENING'. Below this are tabs for 'ADMINISTRATIVE', 'PLANNING INSTRUCTION', 'HISTORY+GROWTH', and 'RTI QUICK CHECKS'. The 'ADMINISTRATIVE' tab is selected. Below the tabs, a user bar shows 'USER: Teacher: Sample Teacher School: Sample School Division: Sample District' and a 'LOG OFF' button. The main content area is divided into three columns. The left column is 'CLASS LIST', the middle is 'STUDENT ACTIONS', and the right is 'VIEW RESULTS'. In the 'STUDENT ACTIONS' column, the 'Add or Transfer a Student' button is highlighted with a red circle. Below this, there's a 'CLASS MANAGEMENT' section with buttons for 'View Add/Transfer Request Status Report', 'Set or Change Assessment Date', and 'Add Students from Your School to Your Class'.

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**ADMINISTRATIVE** PLANNING INSTRUCTION HISTORY+GROWTH RTI QUICK CHECKS

USER: Teacher: Sample Teacher School: Sample School Division: Sample District LOG OFF

**CLASS LIST**

Select a student's name from the list below, and then select an action from the choices to the right.

**Your First Grade Class**

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**STUDENT ACTIONS**

Select a student's name from the Class List to the left, and then select an action from the choices below.

► Add or Transfer a Student

► View Add/Transfer Request Status Report

**VIEW RESULTS**

Select a report to view and print. Note that a single Student Summary can be printed by selecting the single Student icon or the entire class' Student Summaries can be printed by selecting the class icon.

► Student Summary

► Class Summary

► Class COW Report

► Student Alphabet and Letter Sound Knowledge (OAW)

► Class Alphabet and Letter Sound Knowledge (OAW)

► Running Record(s)

**CLASS MANAGEMENT**


► View Add/Transfer Request Status Report

► Set or Change Assessment Date

► Add Students from Your School to Your Class.


To add a student to your class list who is new to your school or district or new to the PALS Online System, first click the "Add or Transfer a Student" button in the center column of your administrative tab.

## Fill in the required fields

TEACHER

PHONOLOGICAL AWARENESS LITERACY SCREENING

ADMINISTRATIVE
PLANNING INSTRUCTION
HISTORY+GROWTH
RII QUICK CHECKS

USER:
Teacher: Sample Teacher
School: Sample School
Division: Sample District
LOG OFF


**STUDENT SEARCH**

Students are added to class lists in one of two ways. If an account has previously been created for the student, the student account will be transferred to your class. If an account has not been previously created for the student, you will be asked to create one.

The first step in Adding or Transferring a Student is to determine whether the student already has an account in the PALS system. To initiate a Student Search, complete the Student Search form; then, click the link, "SEARCH for Student."

If there is no student account whose information matches or closely matches the criteria you entered, you will be prompted to create an account for the student.

If the information you entered appears to match an existing student account, you will see the message that your request has been sent to the PALS Office for processing. Please monitor your "Add/Transfer Request Status" report for both the status and eventual resolution of your request. This report is located on your Administrative tab, within the section, "STUDENT ACTIONS." Click the link, "View Add/Transfer Request Status Report."


BACK

REQUIRED INFORMATION

STUDENT'S NAME:
first name:
last name:
BIRTH DATE:
mm/dd/yyyy:
WISCONSIN STUDENT NUMBER: (not required for SEARCH)
WSN:

OTHER HELPFUL INFORMATION


FORMER DIVISION:
FORMER SCHOOL:
FORMER TEACHER:


**SEARCH**  
for student

Enter the student's first name, last name, and date of birth. Entering a WSN (Wisconsin Student Number) is not required for this step. The click the red arrow to submit the request. The PALS Online System will compare the information you entered to all existing student records to try to find the student.




## No Match:

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ADMINISTRATIVE
PLANNING INSTRUCTION
HISTORY+GROWTH
RI QUICK CHECKS

USER:
Teacher: Sample Teacher
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REQUIRED INFORMATION ▾


STUDENT'S NAME:
first name: 
last name:

BIRTH DATE:
mm/dd/yyyy:

WISCONSIN STUDENT NUMBER: (not required for SEARCH)
WSN:




**SEARCH**  
for student

The information you entered does not match any student in the system. Please create an account for this student.


**ADD**  
student


If the PALS Online System does not find any existing student record that matches the information you entered, it will return a result of "No Match." Click the red arrow above the "ADD student" message to create a student profile for this student.

## Create a student

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PHONOLOGICAL AWARENESS LITERACY SCREENING


ADMINISTRATIVE
PLANNING INSTRUCTION
HISTORY+GROWTH
RI QUICK CHECKS

USER:
Teacher: Sample Teacher
School: Sample School
Division: Sample District
LOG OFF


**STUDENT INFORMATION**

STUDENT'S NAME:
first name: Joe
last name: Student

BIRTH DATE:
mm: 02 dd: 05 yy: 06

ID # (Do not enter Social Security Number):

GENDER:
☐ male ☐ female


IS THIS STUDENT HISPANIC OR LATINO?
☐ yes ☐ no

RACE (Choose one or more): ?
☐ American Indian/Alaska Native
☐ Asian
☐ Black or African American
☐ White
☐ Native Hawaiian/Other Pacific Islander

DISABILITY:
--- Select The Primary Disability ---



SERVICES:
☐ None
☐ PALS Intervention
☐ Title I (Reading)
☐ English as Second Language
☐ Tutor (one-on-one)
☐ Other

VALIDATE STUDENT INFO: Check box to verify all student information is correct


**SUBMIT**  
STUDENT INFO


When adding a new student to the PALS Online System, you will need the student's Wisconsin Student Number. If you do not know the student's WSN, ask your school administrator to provide it to you. These numbers are assigned by the state to each student when they enroll in Wisconsin public schools.

## Possible Match:

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PHONOLOGICAL AWARENESS LITERACY SCREENING


ADMINISTRATIVE
PLANNING INSTRUCTION
HISTORY+GROWTH
RI QUICK CHECKS

USER:
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LOG OFF


**STUDENT SEARCH**

Students are added to class lists in one of two ways. If an account has previously been created for the student, the student account will be transferred to your class. If an account has not been previously created for the student, you will be asked to create one.

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REQUIRED INFORMATION ▾

STUDENT'S NAME:
first name: 
last name:

BIRTH DATE:
mm/dd/yyyy:

STATE TESTING IDENTIFIER: (not required for SEARCH)
STI:


**SEARCH**  
for student


Your request to transfer first practice into your class has been forwarded to the PALS Office. Please monitor the status of the transfer request by clicking the link, "View Add/Transfer Request Status Report." (This link is located directly below the link, "Add or Transfer a Student.") Please allow up to 24 hours for your request to be processed.

Return to My Administrative Tab

If the PALS Online System finds possible matches for the student information that you entered, the request will be forwarded to the PALS Marketplace office for review. Requests are processed within one business day. If the request is found to be a match to an existing student record, it will be approved. After a request is approved, the student will appear on your PALS Class List.

## Check the status of your request

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PHONOLOGICAL AWARENESS LITERACY SCREENING

ADMINISTRATIVE

PLANNING INSTRUCTION

HISTORY+GROWTH

RTI QUICK CHECKS


USER:

Teacher: Sample Teacher

School: Sample School

Division: Sample District

LOG OFF



CLASS LIST

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STUDENT ACTIONS

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View Add/Transfer Request Status Report



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Student Summary


Class Summary

Class COW Report

Student Alphabet and Letter Sound Knowledge (OAW)

Class Alphabet and Letter Sound Knowledge (OAW)

Running Record(s)



CLASS MANAGEMENT

View Add/Transfer Request Status Report

Set or Change Assessment Date


Add Students from Your School to Your Class.

To check the status of a pending request, click "View Add/Transfer Request Status Report."



## Request Status

student search	request date	status	requester	class
Sue Student 8/5/06	9/27/13 5:00 PM EST	No Match ( <a href="#">Add Student</a> )	Sample Teacher	1st Grade
james joyce 2/2/05	9/27/13 5:02 PM EST	No Match ( <a href="#">Add Student</a> )	Sample Teacher	1st Grade
james joyce 2/2/07	9/27/13 5:02 PM EST	Approved on 9/27/13 5:03 PM EST	Sample Teacher	1st Grade

 **return to your  
ADMINISTRATIVE TAB**

On this page, you can see all of the student transfers that you have requested and how they were processed. In this example, you can see how entering the correct student name but with a date of birth that is off by quite a bit, the system turned up a "No Match" result. Be sure to enter the student's name and date of birth correctly to avoid unnecessarily creating a new record for a student whose PALS score history may already exist.

The "Add Student" link on this page will allow you to create student records for students for whom no match was found in the PALS Online System.