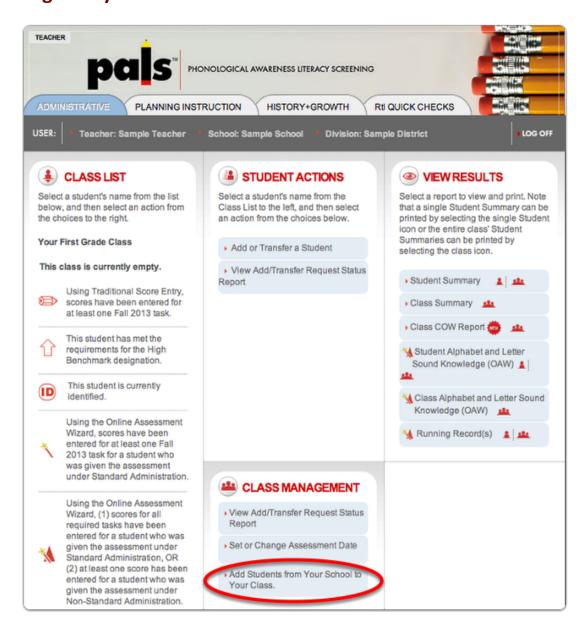


Adding Students to Your PALS Class List

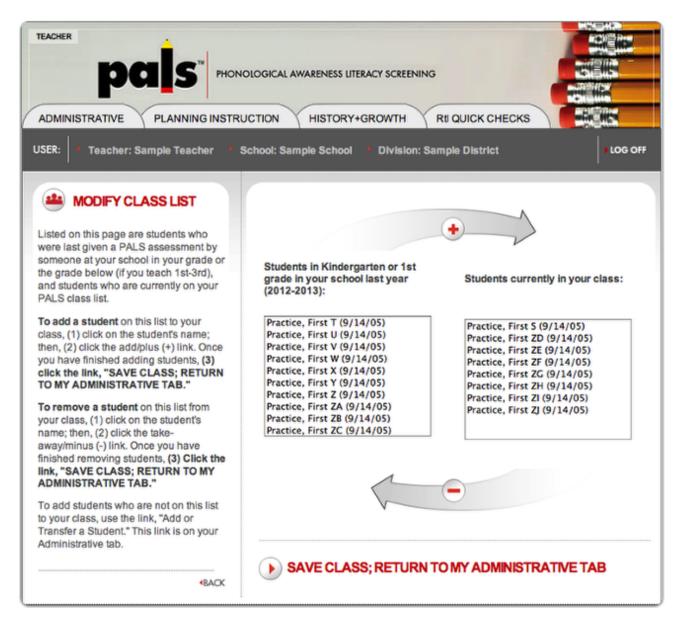
Log in to your PALS Online Account



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

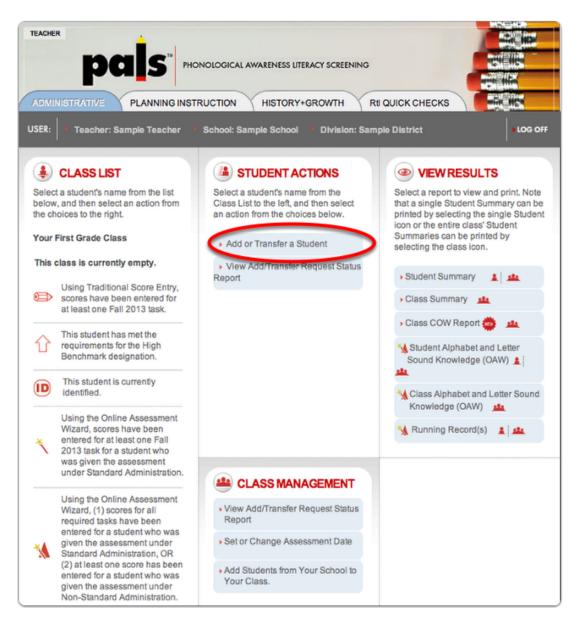


The "Add Students from Your School to Your Class" button opens up the "double box view." The box on the left includes students who were assessed using PALS at your school last year, but who are not yet assigned to a Class List in the PALS Online System this year.

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.



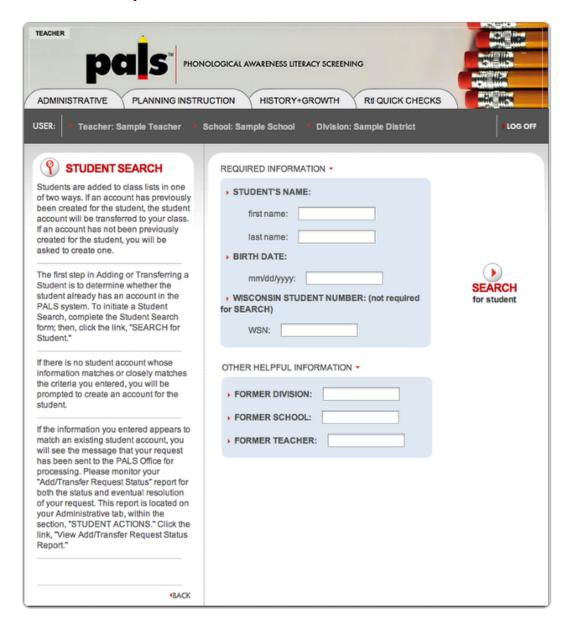
Using the Add/Transfer Feature



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.



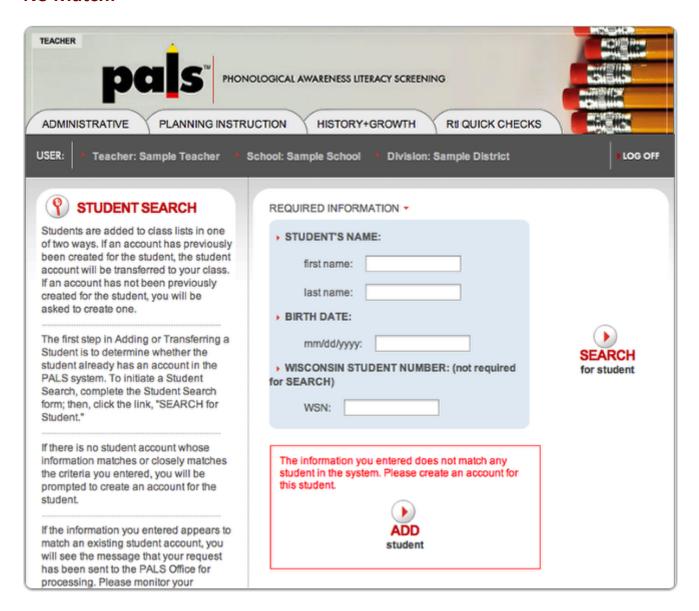
Fill in the required fields



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.



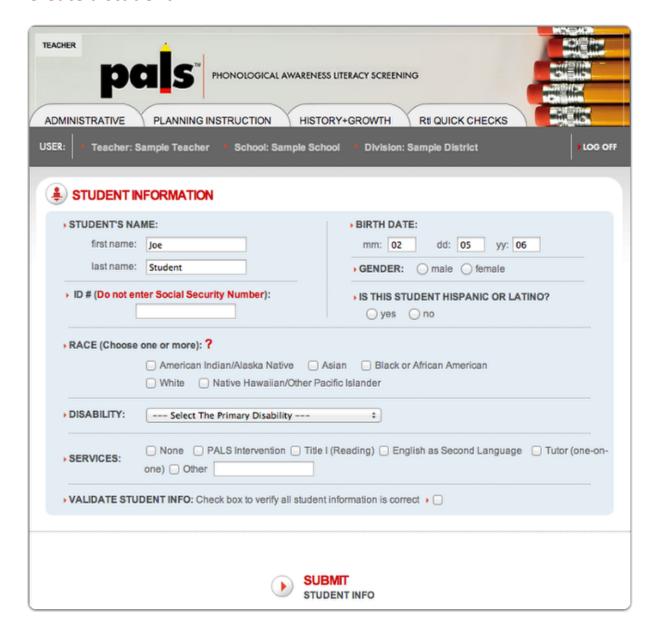
No Match:



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.



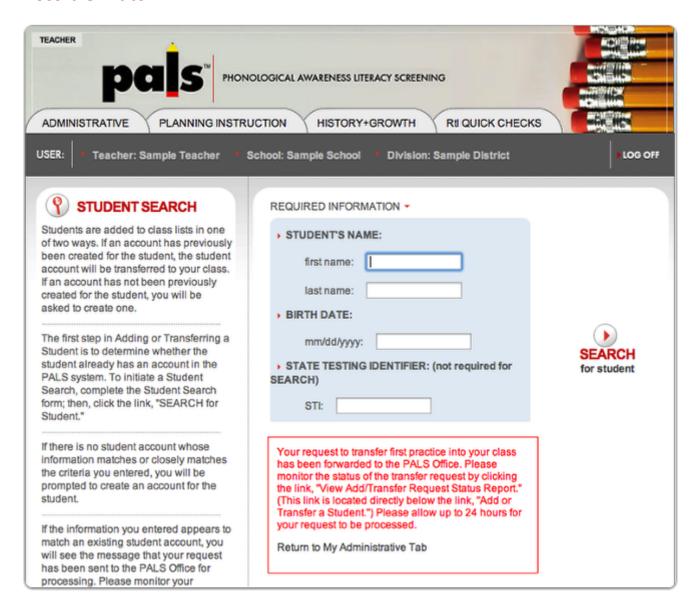
Create a student



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.



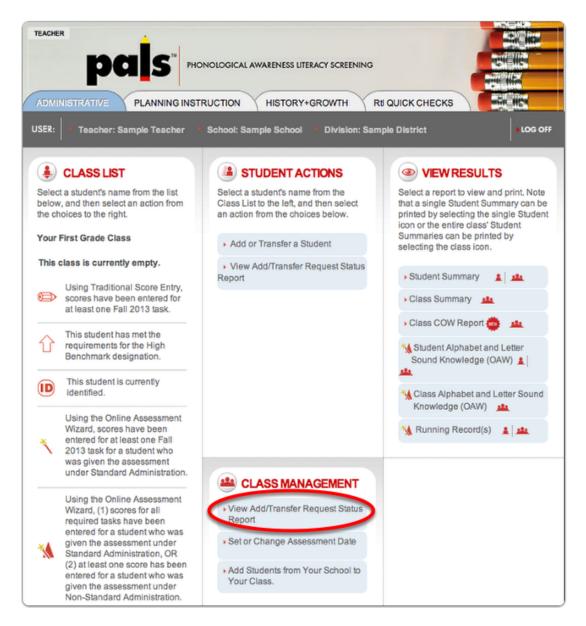
Possible Match:



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.



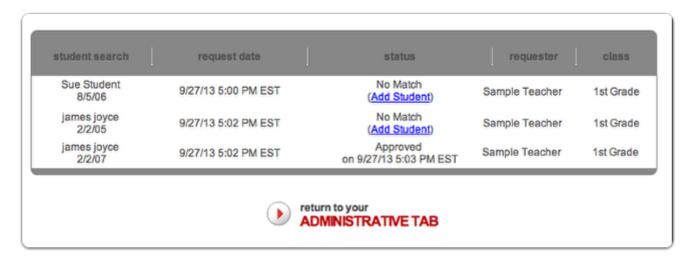
Check the status of your request



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



Request Status



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.