

# PALS District Representatives

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

## Log in to your PALS Online account

Navigate to the PALS Online System home page by typing [palsk8.com](http://palsk8.com) into the address bar of your internet browser. Click the login button. Sign in by entering the email address and password associated with your PALS Online account. Once logged in as a district-level administrator, you will see your main district-level page with various administrative links available.

## Student Data Uploads

The Student Data Upload feature is the standard process for creating or updating student records, and should be completed by someone with a district-level account at the beginning of the school year to assign students to each school and/or class. *Teachers cannot create their own class lists.*

- Detailed instructions for this process can be found on your Student Data Upload page. There is also a link to instructions in the Online System section at [palsresource.info](http://palsresource.info).
- You can simultaneously create new teacher accounts by including the teacher's name and email address next to each student name in the file that you submit.
- You can choose to go ahead and assign each student to his/her teacher, which will create class lists for them, or to simply assign each student to his/her school, and then let the principal assign them to their teachers by using the "Manage Students" function. (Directions for this are posted at [palsresource.info](http://palsresource.info).)
- A student data file that includes students whose records already exist in the system will NOT overwrite existing scores, but it will overwrite demographic information and current teacher assignment. **Be sure to use unique student information numbers and that only one number is used per student.**
- Teachers should confirm that student information is accurate before entering scores.

## Levels of access to PALS data: District Roles and School Roles

From the Home Page of your district-level page, you can click on a school name in the School List to see the school-level page, which has a green bar. These tiles are the same tiles a school-level user sees (principals, reading specialists). You can click on a teacher name from the Classrooms by Grade tile to the teacher page, which will display a light blue bar, where you can see all students and access individual student data.

Note that each level includes different reports, and that many of them are sortable. As the district representative, you can assign district-level or school-level roles to other administrators; likewise, district-level administrators and principals are able to assign school-level roles to others.

## Creating new PALS Online accounts

New accounts may be created by any administrator who has district-level or school-level access within your division, using the "Manage Division Level Roles" link, to manage division level access, and the "Manage Accounts" tile on each School Home Page to manage school level access. Alternatively, new teacher accounts can also be created as part of a student data upload (see above).

Unlike an administrator, a teacher will not be able to log in until a class is assigned to her/him for the current school year.

## Manage Division Level Roles and Manage Accounts

Administrators can use the “Manage Division Level Roles”, within the division-level page or “Manage Accounts” tile within the school-level page to:

- Create new PALS Online accounts for teachers or administrators.
  - *Alternatively, new teacher accounts can also be created via a student data upload; see above.*
- Manage teachers and classes, once the teacher accounts are created.
- Assign or remove division-level or school-level access to an existing PALS Online account.

## Student Transfers:

Only district administrators can transfer student records from one school to another within the same district. You can do this using the “Manage Students” function or with a student data upload. Principals can transfer student records across classes within her/his school, but cannot access student records from other schools. New student records can be created either via student data upload or by using the “Add or Transfer” function within the “Manage Students” tab.

## Assessment Calendar and Dates

You can find a link to the current school year assessment calendar on your Materials page and at [palsresource.info](http://palsresource.info).

Determine your district’s specific assessment dates and score entry deadlines within the dates given, and communicate this to your school administrators and teachers. Send reminders about each score entry deadline as the time nears. Note that teachers cannot add students to their own class lists, so they should check to ensure class lists are complete well before the score entry deadline!

## Materials and Training

Ensure that each school has the PALS Teacher Sets 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.)

Teachers can find basic PALS administration tutorials on the Materials tab after they log into their accounts.

## Professional Development

If your district has purchased the Premier student package, communicate any district/school expectations or requirements for teachers to participate in professional development. Online tutorials and courses can be accessed at [pd.casenex.com](http://pd.casenex.com). Because these demonstrate best practices in PALS implementation, we strongly encourage 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! 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 [support@palshelp.com](mailto:support@palshelp.com).