

PALS Quick Start Guide

for Division Representatives

The Division Representative is the main contact person for coordinating and implementing PALS within your organization (this is often the district's assessment coordinator).

Step 1: Log in to your PALS Online account.

- Go to the PALS Online System home page at palsk8.com.
- [Click here](#) to see instructions for how to log in to your PALS Online account.
- [Click here](#) to see instructions for how to set or reset your password.
- Once you are logged in, you will see your Division Home Page.

Step 2: Assign division and school roles to other PALS users.

- Only the Division Representative is able to assign or remove a division role for someone in the district; other division-level accounts do not have that capability.
- We recommend that you assign a division role (division-level account) to at least one additional person in your school/district to support the Division Representative role. [Click here](#) for instructions. This person has the same capabilities as the Division Representative, except that they cannot assign or remove a division role.
- To deactivate or reactivate a current or past PALS user account, [click here](#) for instructions.

Step 3: Add student records to your PALS Online account.

There are several ways to add students to your PALS account:

1. by **completing a Student Data Upload (SDU)**
2. by **entering the students manually** (sometimes preferable for customers with 30 or fewer students)
3. by **moving students** from other classes or from the *School Pool* of available students not yet assigned to a teacher.

OPTION 1: COMPLETE A STUDENT DATA UPLOAD (SDU)

- [Click here](#) for instructions on how to complete an SDU.
- The SDU process will also add teachers, assign classes to them, and put the students into the correct classes.
- Any PALS user with division or school level access can complete the SDU process for your school.

OPTION 2: ENTER STUDENTS MANUALLY

- If choosing this option, you will need to first create teachers' accounts and assign them classes ([click here](#) for those instructions).
- [Click here](#) for instructions on how to enter students into your account manually.
- Any PALS user with division- or school-level access can add or update student records for your school.

OPTION 3: MOVE STUDENTS FROM OTHER CLASSES OR FROM THE SCHOOL POOL

Students who were at your school last year still exist in the PALS Online System, in the *School Pool*, when the new school year begins. The PALS Online System now allows you to easily move students between the *School Pool* and existing classes. Please note that once the grade level has been assigned for

the year, you will need to use *Add or Transfer Students* to change the student's grade. Please click [here](#) for instructions.

Step 4: Preset the assessment form for the testing window (optional).

- Administrators may choose to preset the form (A or B) for the entire district, using [these instructions](#), to make sure all teachers are using the same form. If you use only PALS-PreK, this is not needed, as it has only one form.

Step 5: The PALS Online System contains basic tutorials that are available to all PALS Base and Premier users. Click on *Tutorials* on the left sidebar of your home page to view them.

- Premier users also have access to professional development courses found [here](#). Sign in using your registration code (found in your PALS Welcome Email) to begin accessing the information.
- Teachers can create their own accounts in the PALS PD site by using the same email address and password that they use to log into the PALS Online System.

Make sure to review the [PALS 2019-20 assessment calendar](#).