

Helpful PALS Resources for PALS-PreK Administration

Handouts for Administering PALS-PreK

In the PALS Online System (palsk8.com)	
<ul style="list-style-type: none"> • PALS Assessment Calendar • PALS-PreK Spring Developmental Ranges Chart • PALS and Students with Special Needs 	<p>⇒ Click on Materials, in the left-hand vertical gray menu.</p> <p>⇒ Click on PreK.</p>
<ul style="list-style-type: none"> • Literature Supporting Phonological Awareness • Using PALS-PreK to Understand and Support Preschool Literacy Development 	<p>⇒ Click on the Instructional Resources tile on your Teacher Home Page.</p> <p>⇒ Click on Resources for Planning Instruction.</p> <p>⇒ Look for the documents.</p>
<ul style="list-style-type: none"> • Parent Information about PALS-PreK (in English) 	<p>⇒ Click on the Instructional Resources tile on your Teacher Home Page.</p> <p>⇒ Click on Resources for Parents.</p> <p>⇒ Look for the document.</p>
<ul style="list-style-type: none"> • For Parents: Supporting Literacy at Home 	<p>⇒ Click on Instructional Resources tile on your Teacher Home Page.</p> <p>⇒ Click on Resources for Parents.</p> <p>⇒ Look for the activities.</p>
In the PALS Resource Center (palsresource.info)	
<ul style="list-style-type: none"> • Having trouble logging into PALS? 	<p>https://palsresource.info/accessing-your-pals-online-account/</p>
<ul style="list-style-type: none"> • PALS-PreK Description of Tasks • PALS-PreK Materials Checklist • PALS-PreK Technical Reference 	<p>https://palsresource.info/pals-prek/</p>
<ul style="list-style-type: none"> • PALS Quick Start Guide for Teachers 	<p>https://palsresource.info/pals-teacher-support/</p>
<ul style="list-style-type: none"> • How to Validate a Student in the PALS Online System (You must validate each 	<p>https://palsresource.info/wp-content/uploads/2019/06/PALS-How-to-Validate-a-Student-in-t</p>

student before you can assess them.)	he-PALS-Online-System-4-18-19.pdf
• How to Change a Student Record in the PALS Online System	https://palsresource.info/wp-content/uploads/2019/07/PALS-How-to-Change-a-Student-Record-in-the-PALS-OS-4-19-19.pdf
• PALS Reports and Where to Find Them	https://palsresource.info/wp-content/uploads/2021/03/PALS-Reports-List-2-9-21-FOR-CUSTOMERS-Sheet1.pdf
• How to Save Reports as a PDF File	https://palsresource.info/wp-content/uploads/2019/07/PALS-How-to-Save-PALS-Class-and-Student-Reports-as-a-PDF-File-4-22-19.pdf
• Accommodating the Needs of All Students	https://palsresource.info/accommodations/
• Communicating with Families About PALS	https://palsresource.info/parents/
• Late Score Entry Policy	https://palsresource.info/wp-content/uploads/2021/01/PALS-Late-Score-Entry-Policy-and-Procedures-1-7-21.pdf

Useful Features in the PALS Online System for PreK Teachers

Feature	Location
<i>PALS-PreK Administration Tutorials</i>	<p>⇒ Click on <i>Tutorials</i>, in the left-hand vertical gray menu.</p> <p>⇒ Click on <i>PreK</i>.</p> <p>⇒ View the tutorials to be trained in how to administer and score PALS-PreK.</p>
<i>Instructions and Helpful Information for Administering PALS</i>	<p>⇒ Click on the <i>Give Assessment</i> tile on your Teacher Home Page.</p> <p>⇒ Read through the <i>Instructions and Helpful Information</i> on that page, including:</p> <ul style="list-style-type: none"> • instructions for validating students • a key for icons that appear in the online system • general instructions for administering PALS
<i>PALS Quick Scoring</i> (explained here)	<p>⇒ Click on <i>Give Assessment</i>.</p> <p>⇒ Click on a student's name.</p>

	<p>⇒ Click on the blue <i>Quick Scoring</i> button.</p> <p>⇒ Enter a score into the box for each task for which you want to use <i>Quick Scoring</i>. You can use <i>Quick Scoring</i> for some tasks and item-level score entry for others.</p> <p>⇒ Click <i>Save Scores</i>.</p>
Delete a student's scores	<p>⇒ Click on the <i>Student List</i> tile on your Teacher Home Page.</p> <p>⇒ Check the box next to the name of the student.</p> <p>⇒ Click on the <i>Delete Scores</i> button. Scores will be deleted only for the current assessment window.</p>
Remove a student from your class	<p>⇒ Click on the <i>Student List</i> tile on your Teacher Home Page.</p> <p>⇒ Check the box next to the name of the student.</p> <p>⇒ Click on the <i>Remove from class</i> button. The student will be moved into the <i>School Pool</i>, not removed from the system.</p>
Instructional Resources - database of activities for working on various literacy skills	<p>⇒ Click on the <i>Instructional Resources</i> tile on your Teacher Home Page.</p> <p>⇒ Click on <i>Resources for Planning Instruction</i>.</p> <p>⇒ Click on <i>Instructional Activities</i>.</p> <p>⇒ Choose the grade level and literacy skill for which you want to view activity instructions.</p>
<p>PALS Quick Checks - brief progress monitoring tools that can be used to measure student's progress</p> <p>(explained here)</p>	<p>To view and download Quick Check materials:</p> <p>⇒ Click on <i>Materials</i> in the left-hand, vertical gray menu.</p> <p>⇒ Click on <i>Quick Checks</i>.</p> <p>⇒ Read these documents to learn about Quick Checks:</p> <ul style="list-style-type: none"> • Quick Checks Guide • Rtl Guidance Document <p>⇒ Click on the name of a Quick Check to see the materials for that measure.</p> <p>OR</p>

	<p>⇒ Click on <i>Monitor Progress</i> on your Teacher Home Page.</p> <p>⇒ Click on a student's name.</p> <p>⇒ Click on the book icon to the left of the name of the Quick Check for which you want to see materials.</p> <p>To enter Quick Check scores:</p> <p>⇒ Click on <i>Monitor Progress</i> on your Teacher Home Page.</p> <p>⇒ Click on a student's name.</p> <p>⇒ Click on the down arrow to the right of <i>Score/Max</i>, for the task you want to administer.</p> <p>⇒ Click on the Quick Check number that you want to administer and enter and save scores.</p> <p>To view Quick Check reports:</p> <p>⇒ Click on <i>Monitor Progress</i> on your Teacher Home Page.</p> <p>⇒ Click on a student's name.</p> <p>⇒ Click on the <i>View Reports</i> button.</p> <p>⇒ Choose the report you would like to view.</p>
<p><i>Resources for Families</i></p> <ul style="list-style-type: none"> • Parent handouts about PALS, to share before giving PALS • Parents Communications page on PALS Resource Center • For Parents: Activities for Supporting Literacy at Home 	<p>⇒ Click on the <i>Instructional Resources</i> tile on your Teacher Home Page.</p> <p>⇒ Click on <i>Resources for Parents</i>.</p> <p>⇒ Click on the resource you would like to download and share.</p>