PLIC *Go!*
Step by Step
# Instructions

How to Find a Student

1. When you log-in to PLIC Go!, you will come to the main screen.

2. From the main screen, select **Subjects**. You can either choose Subjects from the top menu bar or in the middle of the screen.
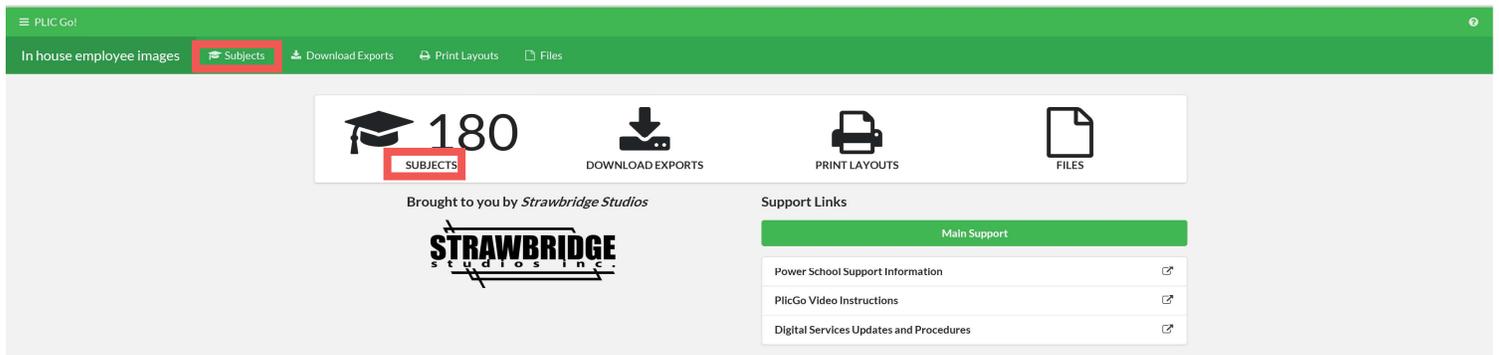
3. You will arrive at the subject display screen. From here, you can filter your students by teacher or grade, change how the students are sorted or search for an individual student.
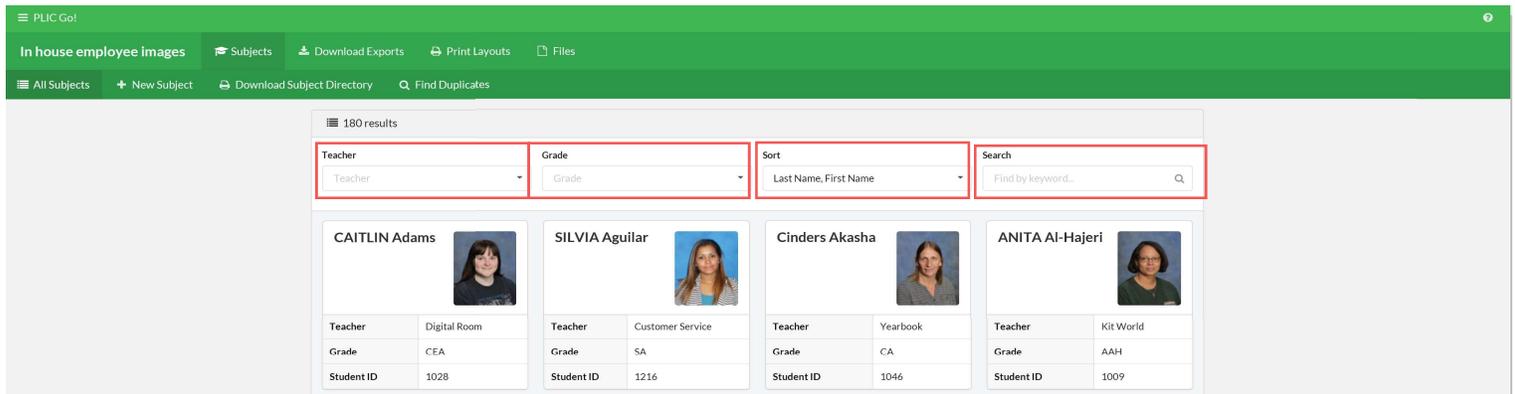
Correcting Student Data

1. If there is an error in a student's data, don't worry! You can fix it! Click on the student you would like to fix.
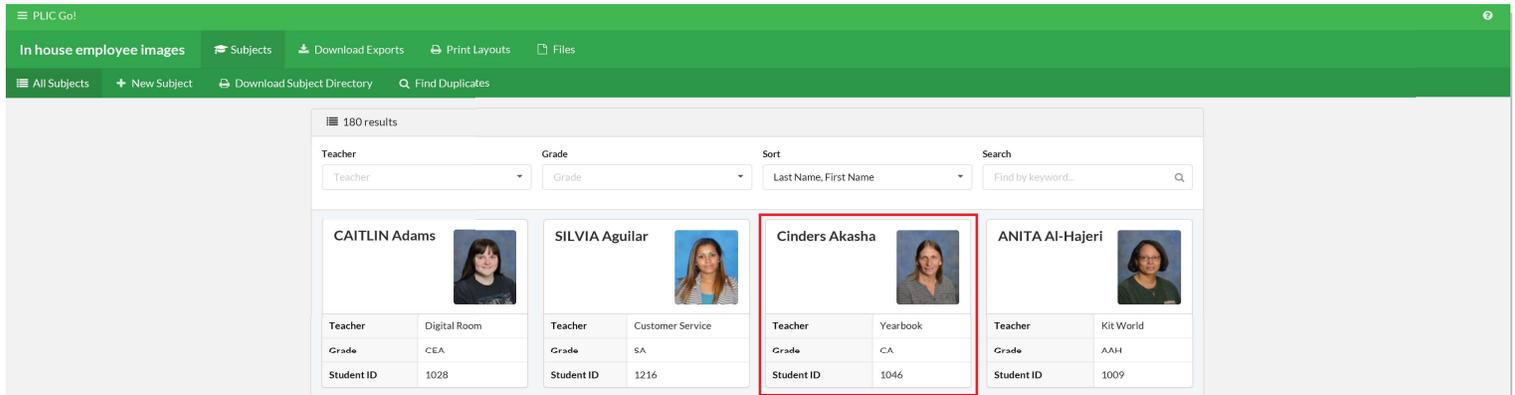

2. You will arrive on the student profile page. Select **Edit Data** at the top of the student's profile.
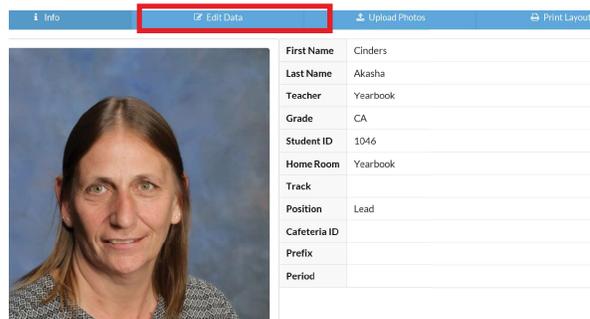
3. Select the field of the data you would like to edit. Update the information. Click **Save**.
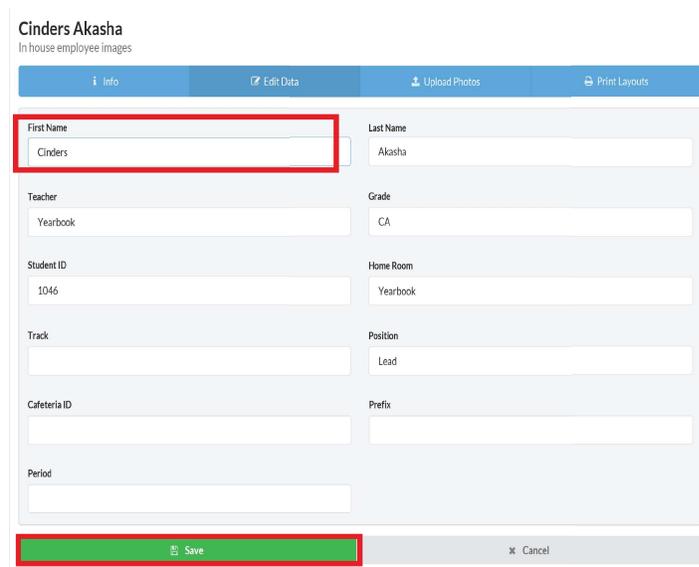
4. Confirm you would really like to save the changes by clicking ✔ Really save changes?
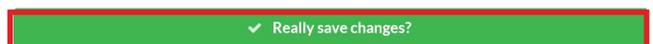
Adding a New Student

1. From the main page, select **Subjects**.
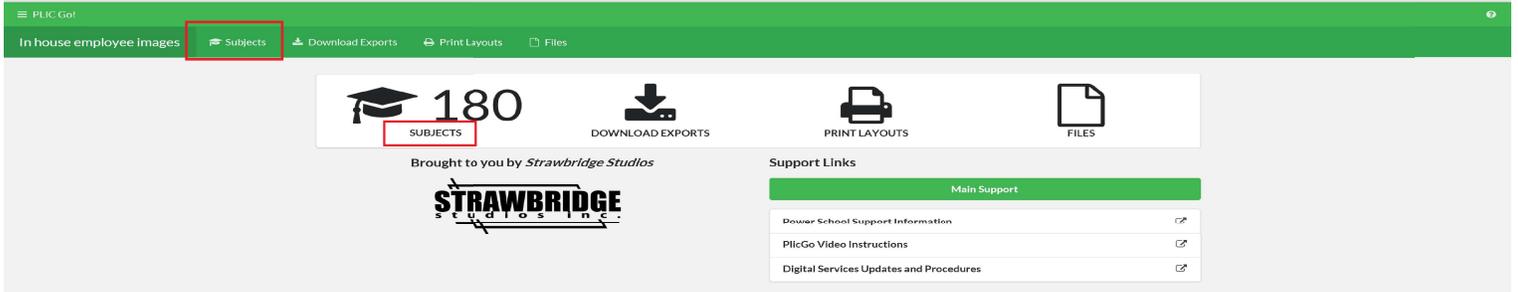
2. Click + **New Subject** under the Subjects menu.
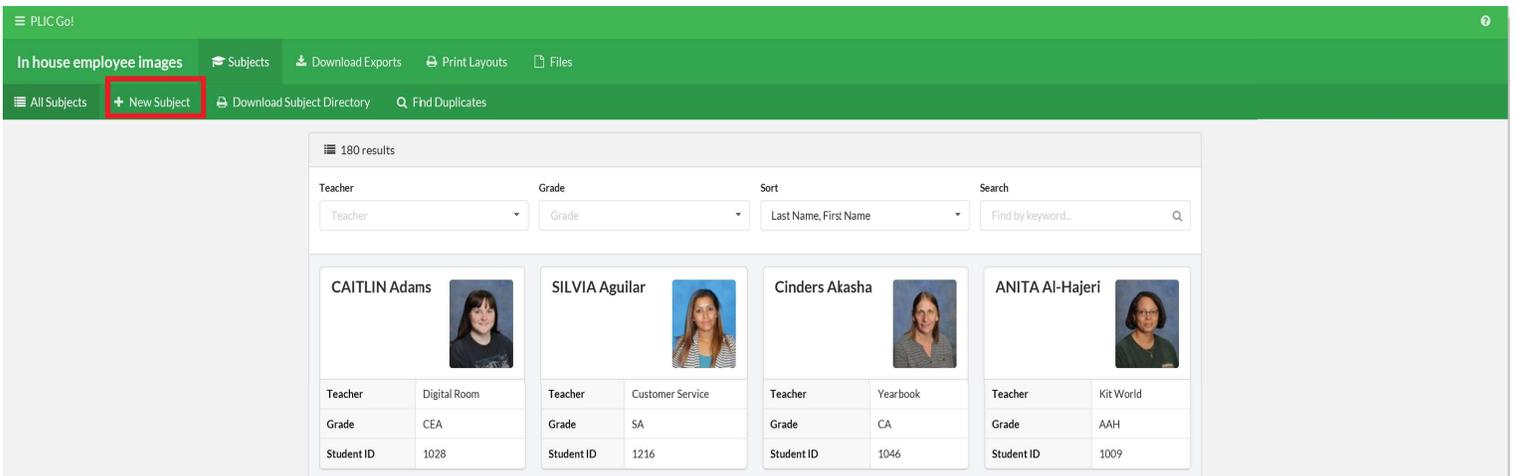
3. Enter the data for the new student you would like to add into the New Subject fields. When finished, click **Save**.

4. Confirm you would really like to save the changes by clicking [✔ Really save changes?]

Adding a New Student- Continued

5. Once you have added a new student, you can upload an image for that student by selecting **Upload them now?**

6. You will then need to find the image you would like to upload. Click **Browse.**

7. Once you find and select the image you would like to upload, click **Open**.

8. Select **Upload 1 Photo.**

Printing a Student Directory

1. From the main page, select **Subjects**.
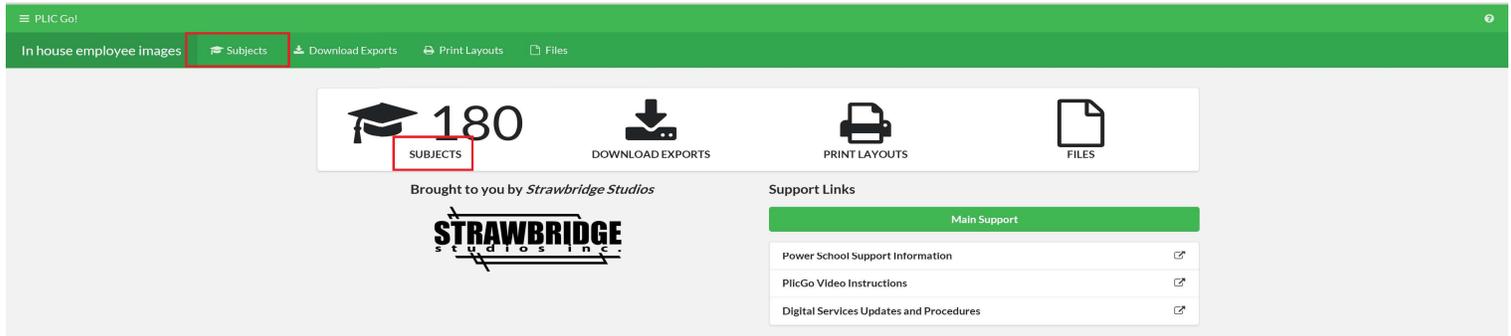
2. Select **Download Subject Directory.**
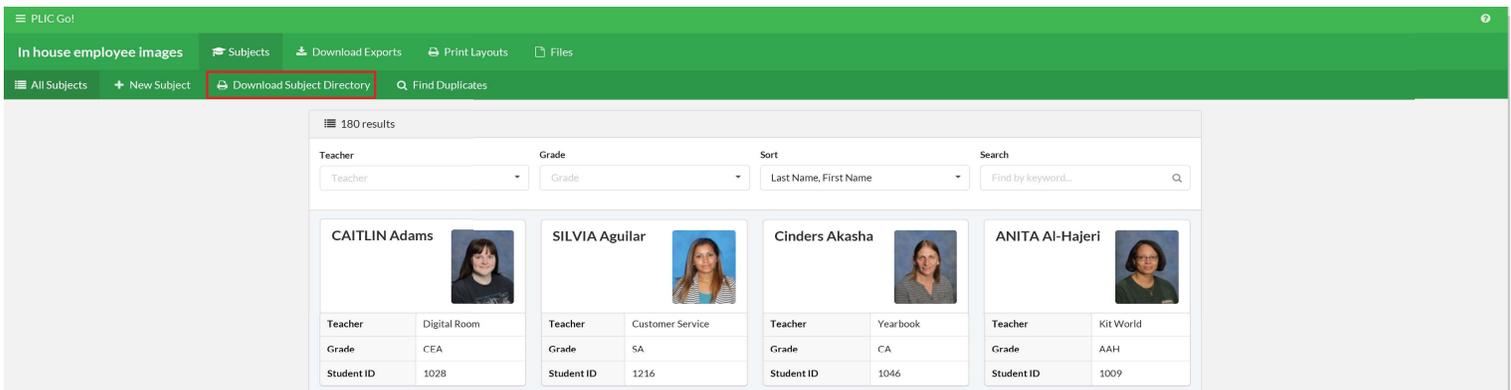

3. Choose how you would like your Student Directory to be filtered- By Teacher, Grade or Homeroom. Click **Save**.

4. Your Student Directory will take a few minutes to populate. Once it is ready, click **Download Now**.
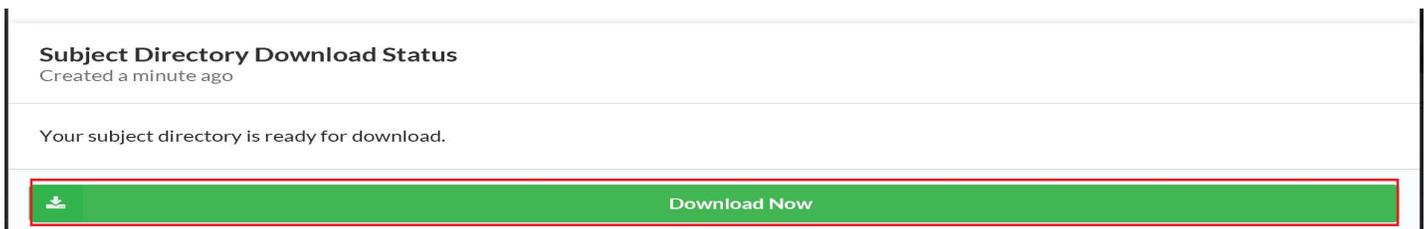
5. Your Student Directory will open automatically when the download is complete. You will now be ready to save and/or print your Student Directory.

Printing Certificates

1. From the main page, select **Print Layouts**.
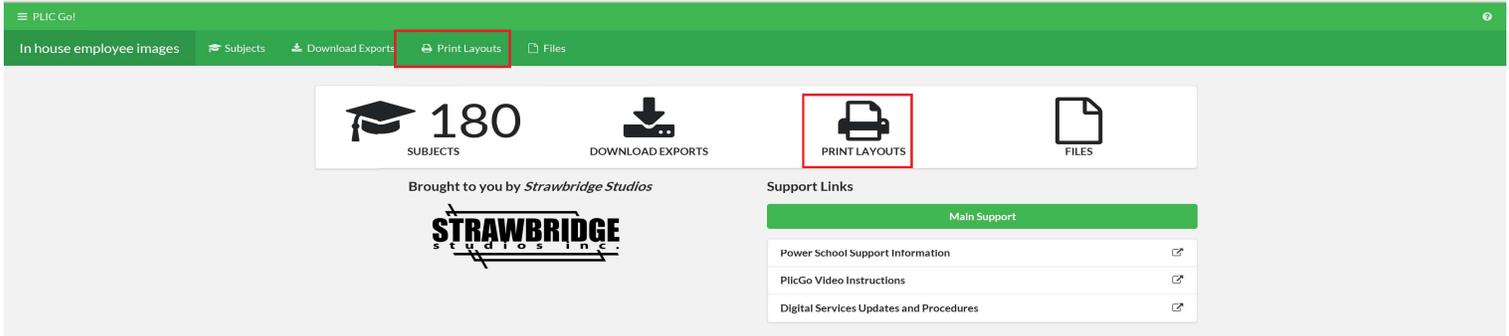
2. From the Print Layouts page, be sure **Certificates** is showing in the dropdown menu.

3. Choose the certificate layout you would like to print. Click **Select Layout.**
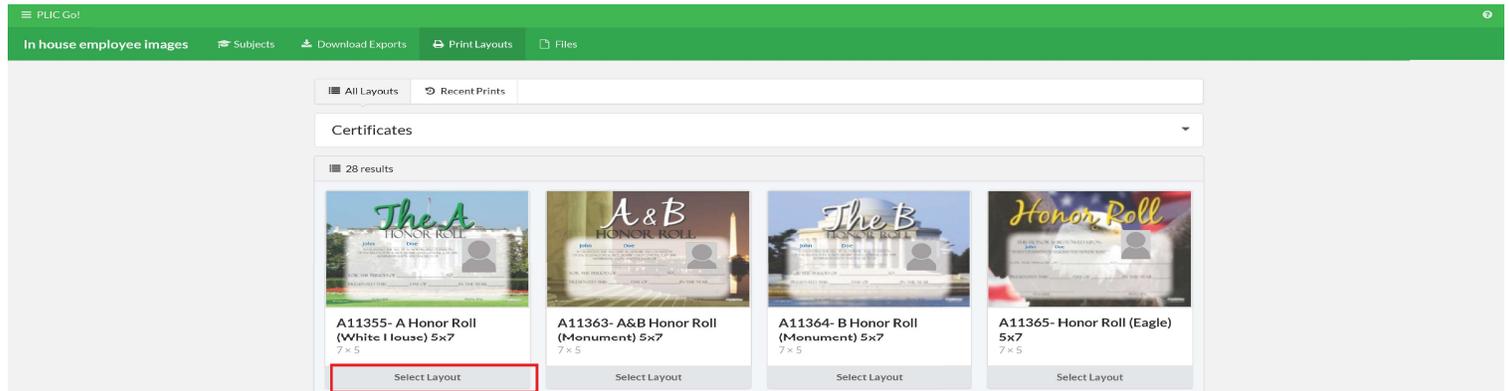
4. Preview the certificate to be sure it is the one you want to print. Click **Continue.**

Printing Certificates- Continued

5. Select the students that will be receiving that certificate. When you've selected all students, click **Continue.**

6. Preview the certificates to be sure all students are included. Click **Print # Subjects**.

Printing Certificates- Continued

7. Your certificates will take a few minutes to populate. Once they are ready, click **Download Now**.

8. Your certificates will open automatically when the download is complete. You will now be ready to save and/or print your certificates.

Instructions for Using PLICGo!

Printing ID Cards

1. From the main page, select **Print Layouts**.
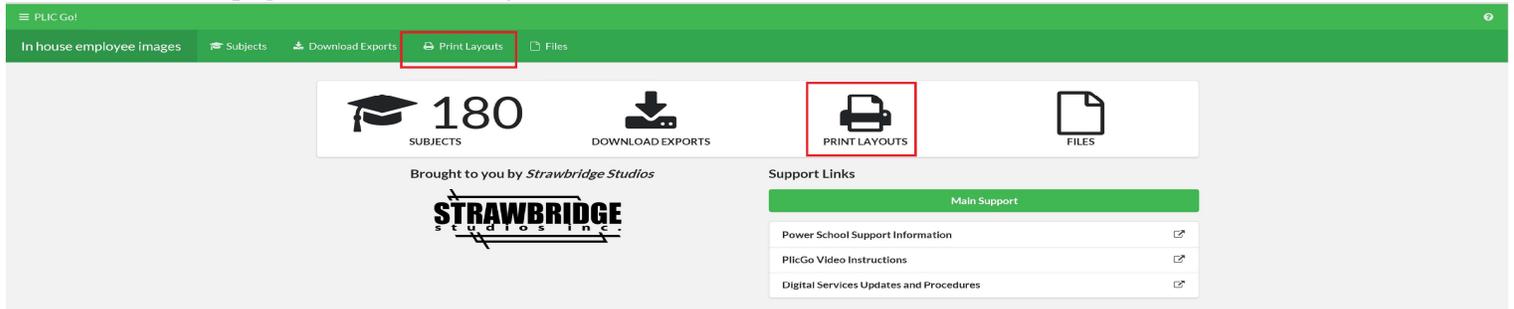
2. From the Print Layouts page, be sure **ID Cards** is showing in the dropdown menu.

3. Choose the ID card you would like to print. Click **Select Layout**.

4. Preview the ID card to be sure it is the one you want to print. Click **Continue**.
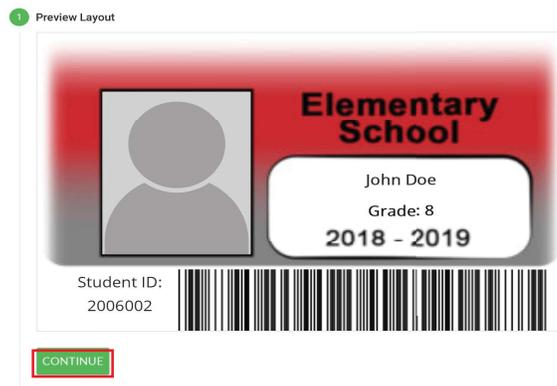
Printing ID Cards- Continued

5. Select the students that will be receiving an ID card. Click **Continue.**

6. Preview the ID cards to be sure all students are included. Click **Print # Subjects**.

Printing ID Cards- Continued

7. Your ID Cards will take a few minutes to populate. Once they are ready, click **Download Now**.

2018-10-05 06-39-15 PM_Generic ID for Plic_131000 Strawbridge Studios Demo Fall 18_19.pdf Download Status
Created a few seconds ago

Your layout render is ready for download.

⬇   Download Now

8. Your ID cards will open automatically when the download is complete. You will now be ready to save and/or print your ID Cards. .

# *Downloading an Export*

1. From your main page, select **Download Exports**.
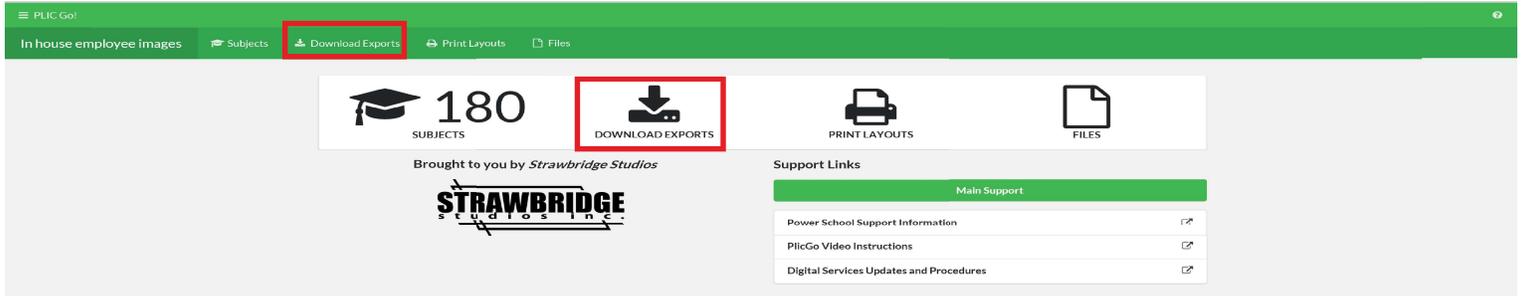
2. From the drop down menu at the top of the screen, identify which type of export you will need. Click **Download**.

-
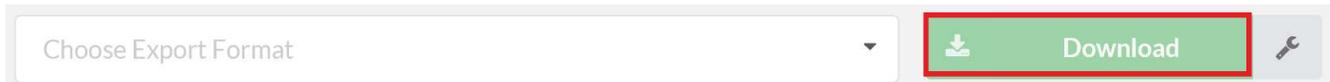
3. Complete the Export Options and click **Download.** Once you click Download, click **Back to Exports**.
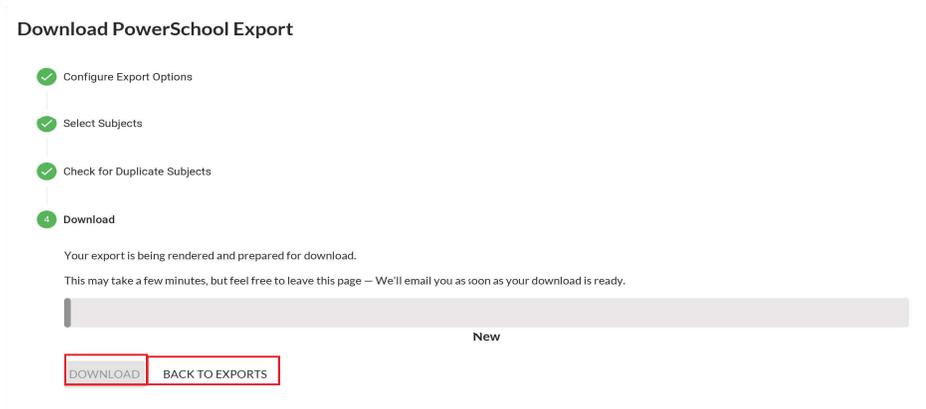
4. Your download may take a few minutes. You will receive an email when the download is complete or you can check the status on the **Downloads** tab. Once it is complete, click the down arrow to access your download.
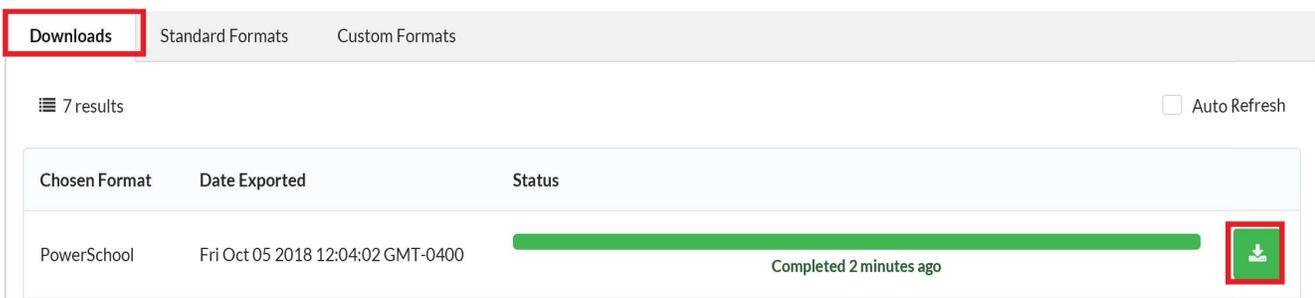
Downloading an Export- Continued

5. Once you click the arrow, you will be prompted to open or save the files. Choose your option.
(This view will vary depending on which browser you are using.)

What do you want to do with 20181005_in_hou....zip (20.8 MB)? From: plic-io.s3.amazonaws.com	Open	Save	^	Cancel	X

6. Once you choose your option, open the folder.

Name	Type	Compressed size	Password ...	Size
📁 PowerSchool	File folder			

7. In that folder, you will see the photos and the data output from PLIC Go! (This view may vary depending on the type of export you selected.)

Name	Type	Compressed size	Password ...	Size	
📁 Photos	File folder				
📄 DataFile	Text Document	3 KB	No	6 KB	
📄 ReadMe	Text Document	1 KB	No	1 KB	

8. If you require an additional export or a different export, you can follow the directions from the beginning to create a new export that meets your needs.