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RAWBRIDG

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 <u>Subjects</u>. You can either choose Subjects from the top menu bar or in the middle of the screen.

≡ PLIC Go!				
In house employee images 🛛 🕿 Subjects 🛃	🖢 Download Exports 🛛 🖨 Print Layouts 🗋 Fi			
				FILES
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			Digital Services Updates and Procedures	C*

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.

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In house employee images	🕿 Subjects 🛛 🛓		🖶 Print Layouts						
I All Subjects + New Subject	🔒 Download Subje								
		i≣ 180 results							
		Teacher		Grade		Sort		Search	
		Teacher	-	Grade	÷	Last Name, First Nam	e 👻	Find by keyword	Q
		CAITLIN Ada	ams	SILVIA Agu	uilar	Cinders Akash	a	ANITA Al-Haje	eri
		Teacher	Digital Room	Teacher	Customer Service	Teacher	Yearbook	Teacher	Kit World
		Grade	CEA	Grade	SA	Grade	CA	Grade	ААН
		Student ID	1028	Student ID	1216	Student ID	1046	Student ID	1009





≡ PLIC Go!										
In house employee images	🖻 Subjects 🕹		🖨 Print Layouts							
🗮 All Subjects 🛛 🕂 New Subject	🔒 Download Subje	ect Directory Q	Find Duplicates							
		i≣ 180 results								
		Teacher		Grade		Sort		Search		
		Teacher	•	Grade	•	Last Name, First Nan	ne 👻	Find by keyword	Q	
		CAITLIN Ada Teacher Grade Student ID	Digital Room ccA 1028	SILVIA Ag Teacher Grade Student ID	uilar Customer Service SA 1216	Cinders Akash Teacher Crade Student ID	Yearbook CA 1046	ANITA AI-Haje Teacher Grade Student ID	Kit World AAH 1009	

2. You will arrive on the student profile page. Select Edit Data at the top of the student's profile.

i Info	🕼 Edit Data		🏝 Upload Photos	🕀 Print Layouts
The state of the s	- Art and the	First Name	Cinders	
		Last Name	Akasha	
-		Teacher	Yearbook	
		Grade	CA	
		Student ID	1046	
Carlos Carlos		Home Room	Yearbook	
10	5	Track		
		Position	Lead	
1 MAGE		Cafeteria ID		
		Prefix		
	(AAA)	Period		

3. Select the field of the data you would like to edit. Update the information. Click Save.

Cinders Akasha In house employee images			
i Info	🍞 Edit Data	🛓 Upload Photos	🖨 Print Layouts
First Name Cinders		Last Name Akasha	
Teacher Yearbook		Grade CA	
Student ID 1046		Home Room Yearbook	
Track		Position	
Cafeteria ID		Prefix	
Period			
🖺 Sav	e	¥ Can	cel

4. Confirm you would really like to save the changes by clicking

Really save changes?

provided by

Go! Using PLICGo!



Adding a New Student

1. From the main page, select Subjects.

PLIC

≡ PLIC Go!			
In house employee images 🔎 Subjects 🚽	🛎 Download Exports 🔒 Print Layouts 🗋 Files		
	SUBJECTS	PRINT LAYOUTS	FILES
	Brought to you by Strawbridge Studios	Support Links	
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		Power School Support Information	C#
	·	PlicGo Video Instructions	ß
		Digital Services Updates and Procedures	2

2. Click + New Subject under the Subjects menu.

≡ PLIC Go!											
In house empl	oyee images	🕿 Subjects 🕹		🔒 Print Layouts							
I All Subjects	🕂 New Subject	🔒 Download Subj		Find Duplicates							
			I 180 results								
			Teacher		Grade		Sort		Search		
			Teacher	•	Grade	•	Last Name, First N	ame 🔹		Q	
			CAITLIN Ad	ams	SILVIA Ag	uilar	Cinders Aka	sha	ANITA AI-H	ajeri	
			Teacher	Digital Room	Teacher	Customer Service	Teacher	Yearbook	Teacher	Kit World	
			Grade	CEA	Grade	SA	Grade	CA	Grade	AAH	
			Student ID	1028	Student ID	1216	Student ID	1046	Student ID	1009	

3. Enter the data for the new student you would like to add into the New Subject fields. When finished, click Save.

lew Subject house employee images	
First Name	Last Name
Teacher	Grade
Student ID	Home Room
Track	Position
Cafeteria ID	Prefix
Period	
🖺 Save	× Cancel

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?

JANE Doe In house employee images				
i Info	🕼 Edit	Data	🏝 Upload Photos	🖨 Print Layouts
i Subject has no photos Upload them now?	First Name	JANE		
	Last Name	Doe		
	Teacher			
	Grade			
	Student ID			
	Home Room			
	Track			
	Position			
	Cafeteria ID			
	Prefix			
	Period			

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

JANE Doe In house employee images			
i Info	🕼 Edit Data	🌲 Upload Photos	🖨 Print Layouts
			Browse

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

Open						×
← → × ↑ 🖡 >	This F	PC > Pictures > Save	ed Pictures	🗸 🖸 Search	Saved Pictures	Q
Organize - New f	older					
늘 Desktop	^	Name	Date	Туре	Size	Tags
Projects		🛋 Image	10/5/2018 11:47 AM	PNG File	19 KB	
 Documents Downloads Music Pictures Camera Roll Saved Pictures Videos Windows (C.) 						
F	ile nam	e: Image		 ✓ All files 		~
				0	pen	Cancel

8. Select Upload 1 Photo.

JANE Doe In house employee images

i Info	🕼 Edit Data	🔹 Upload Photos	🖨 Print Layouts					
C:\Us	sers\SSI-05051-IT\Pictures\Sav	ved Pictures\Image.PNG	Browse					
Image.PNG 19 kB Ready to upload X								
	Upload	1 Photo	÷					



Printing a Student Directory

1. From the main page, select **Subjects**.

≡ PLIC Go!				
In house employee images 🛛 🗢 Subjects 🕹 D	Download Exports 🖨 Print Layouts 🗋 Files			
	TRAWBRIDGE	EXPORTS PRINT LAYOUTS Support Links Main Sup Power School Support Information PlicGo Video Instructions	Piles	
		Digital Services Updates and Procedures	C.	

2. Select Download Subject Directory.

≡ PLIC Go!										
In house employee images	🕫 Subjects 🕹		🖨 Print Layouts							
I All Subjects + New Subject	🔒 Download Subje	ect Directory Q	Find Duplicates							
		I 180 results								
		Teacher		Grade		Sort		Search		
		Teacher	•	Grade	•	Last Name, First Nam	e -		۹	
		CAITLIN Ada	ams	SILVIA Agu	uilar	Cinders Akash	a Versheek	ANITA Al-Haje	eri Esti Madd	
		Grade	CEA	Grade	Customer Service	Grade	Yearbook	Grade	KIT WORLD	
		Student ID	1028	Student ID	1216	Student ID	1046	Student ID	1009	

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

F	ilter By*	
	Choose Subject Field	•
	Save	Cancel

4. Your Student Directory will take a few minutes to populate. Once it is ready, click **Download Now**.

Subject Directory Download Status Created a minute ago
Your subject directory is ready for download.
Let 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**.

≡ PLIC Go!						
In house employee images	🕿 Subjects	🕹 Download Exports	🕀 Print Layouts	🗅 Files		
				DOWNLOAD EXPORTS	PRINTLAYOUTS	FILES
			Brought to you b	oy Strawbridge Studios	Support Links	
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			studi		Power School Support Information	ď
					PlicGo Video Instructions	ď
					Digital Services Updates and Procedure	es 🗹

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

≡ PLIC Go!					
In house employee images	🞓 Subjects	🕹 Download Exports	🖨 Print Layouts		
		I All Layouts	🔊 Recent Prints		
		Certificates		•	

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**. Print Layout A11355- A Honor Roll (White House) 5x7

	J	he	A	
14	John	Doe		1
	INCREMENTED DIE AU CHIEF AUTONOLOUS IN AUSENBERG	L M A ADMAR RECORD COAL SID AND COND U CN ASSTRACE. IT C		ないため
	FOR THE PERIOD OF ,	10 A 1		- 28
	PRESENTED THIS	DAY OF	IN THE YEAR.	-
and the second se			DE DAY SEAL	





Printing Certificates- Continued

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

eacher		Grade		Sort		Search	
Teacher	÷	Grade	•	Last Name,	First Name	Find by keyword	
Select Subject	s: All (182)	Current Filter (18	2) None				
CAITLIN Adams		SILVIA Aguilar	R	CINDEF Akasha	25	ANITA Al- Hajeri	
Teacher	Digital Room	Teacher	Customer Service	Teacher	Yearbook	Teacher	Kit World
Grade	CEA	Grade	SA	Grade	CA	Grade	ААН
Student ID	1028	Student ID	1216	Student ID	1046	Student ID	1009
DENETTE Allen		LEE Aller		MURAE	O Allen	Christine Ancona	
Teacher	Digital Room	Teacher	Finishing	Teacher	Digital Room	Teacher	Front Office
	DCA	Grade	LA	Grade	ROD	Grade	CRA
Grade					1100	Student ID	10.10

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







Printing Certificates- Continued

provided by

11:11:

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

2018-10-05 06-44-02 PM_A11355- A Honor Roll (White House) 5x7_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 certificates will open automatically when the download is complete. You will now be ready to save and/or print your certificates.



Printing ID Cards

1. From the main page, select **Print Layouts**.

= PLIC Go!							
In house employee images	🗃 Subjects	📥 Download Exports	🖨 Print Layouts	🗅 Files			
		P	180		rts PRINT LAYOUTS	FILES	
			Brought to you by	vy Strawbridge Studios	Support Links	Main Support	
			s t ų d T		Power School Support Informa	ation	C.
			·		PlicGo Video Instructions		C.
					Digital Services Updates and Pr	rocedures	2

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

In house employee images	🞓 Subjects	🛓 Download Exports	🔒 Print Layouts	[] Files	
		I All Layouts	ව Recent Prints		
		ID Cards		v	

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.

Preview Layout	
	Elementary School
	John Doe Grade: 8
	2018 - 2019
Student ID: 2006002	
CONTINUE	



Printing ID Cards- Continued

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

eacher		Grade		Sort		Search	
Teacher	•	Grade	-	Last Name, Fi	rst Name 👻	Find by keyword.	
Select Subjects	s: All (182) Cu	rrent Filter (182	2) None				
CAITLIN Adams		SILVIA Aguilar		CINDERS	5	ANITA Al- Hajeri	
Teacher	Digital Room	Teacher	Customer Service	Teacher	Yearbook	Teacher	Kit World
Grade	CEA	Grade	SA	Grade	CA	Grade	ААН
Student ID	1028	Student ID	1216	Student ID	1046	Student ID	1009
DENETTE Allen		LEE Allen		MURAD	Allen	Christine Ancona	R
Teacher	Digital Room	Teacher	Finishing	Teacher	Digital Room	Teacher	Front Office
Grade	DCA	Grade	LA	Grade	ROD	Grade	CRA
Student ID	1064	Student ID	1151	Student ID	1180	Student ID	1042
			Nex	t Page			

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

Elementary School CATLIN Adams Grade: CFA 2018 - 2019 CATLIN Adams CATLIN Adams	Elementary Civers Akasha Grade: CA 2018 - 2019	Elementary School LEE Allen Grade: LA 2018 - 2019 Student ID: 1151	Elements Student ID: 1180 MURAD Allen	
CAITLIN Adams	CINDERS Akasha	LEE Allen	MURAD Allen	



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

In house employee images Image: Subject Simple Simple Subject Simple Subject Simple Si	≡ PLIC Go!				
Image: Subjects Image: Subject	In house employee images 🛛 👼 Subjects	📥 Download Exports 🖶 Print Layouts	🗅 Files		
SUBJECTS DOWNLOAD EXPORTS PRINT LAYOUTS FILES Brought to you by Strawbridge Studios Support Links STRAWBRDDGE Main Support Information C* Power School Support Information C* PilcGo Video Instructions C*		180) 📩	Ð	Ľ
Main Support Power School Support Information		SUBJECTS Brought to you I	DOWNLOAD EXPORTS	PRINT LAYOUTS	FILES
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PlicGo Video Instructions		\$ <u>1</u> 3		Power School Support Information	1 2 ⁸
		·		PlicGo Video Instructions	Ø
Digital Services Updates and Procedures				Digital Services Updates and Procedures	2

2. From the drop down menu at the top of the screen, identify which type of export you will need. Click **Download**.

•	Choose Export Format	 *	Download	"C	

3. Complete the Export Options and click Download. Once you click Download, click Back to Exports.

Dow	Jownload PowerSchool Export							
	Configure Export Options							
ø	Select Subjects							
Ø	Check for Duplicate Subjects							
4	Download							
	Your export is being rendered and prepared for download.							
	This may take a few minutes, but feel free to leave this page — We'll email you as soon as your download is ready.							
	New							
	DOWNLOAD 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.

Downloads Sta	andard Formats Custom Formats		
■ 7 results			Auto Refresh
Chosen Format	Date Exported	Status	
PowerSchool	Fri Oct 05 2018 12:04:02 GMT-0400	Complet	ed 2 minutes ago



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_houzip (20.8 MB)? From: plic-io.s3.amazonaws.com		Open	Save	Cancel	X
6. Once you choose your optio	on, open the folder.				
Name	Туре	Compressed size	Password	Size	

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	~ Туре		Compre	ssed size	Password	Size	
📜 Photos	File f	older					ł
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.