



provided by

STRAWBRIDGE
STUDIOS INC.

PLIC *Go!*

Step by Step

Instructions



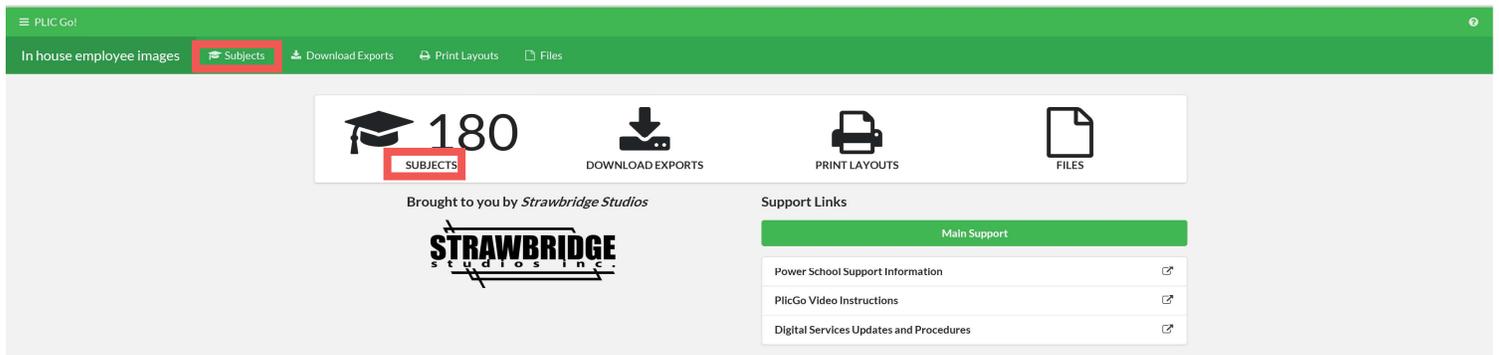
Instructions for Using PLICGo!



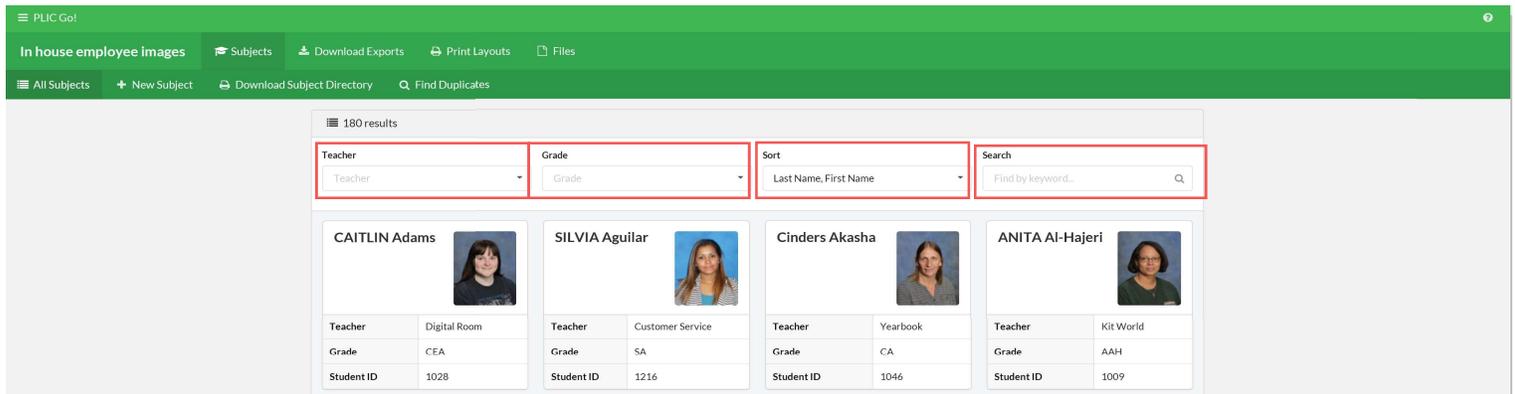
How to Find a Student

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.



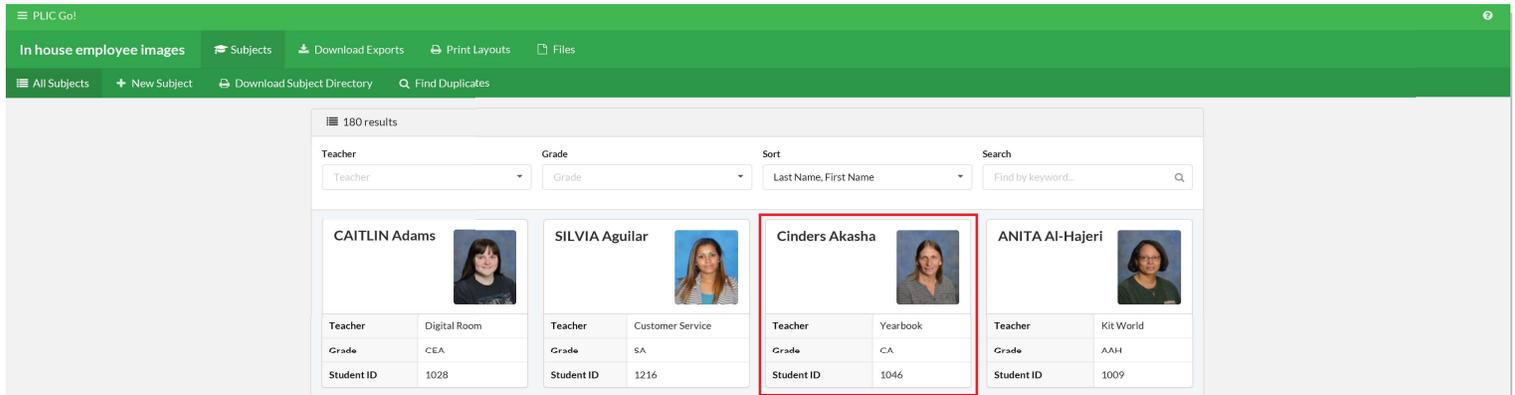


Instructions for Using PLICGo!

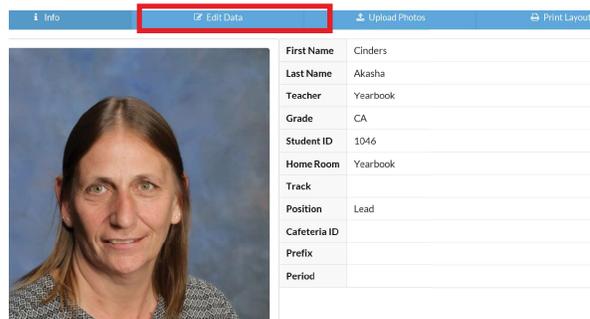


Correcting Student Data

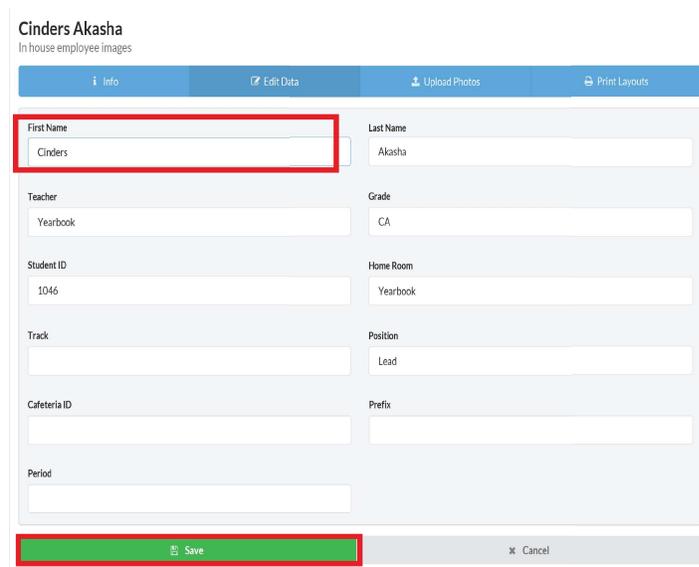
1. If there is an error in a student's data, don't worry! You can fix it! Click on the student you would like to fix.



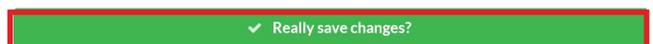
2. You will arrive on the student profile page. Select **Edit Data** at the top of the student's profile.



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



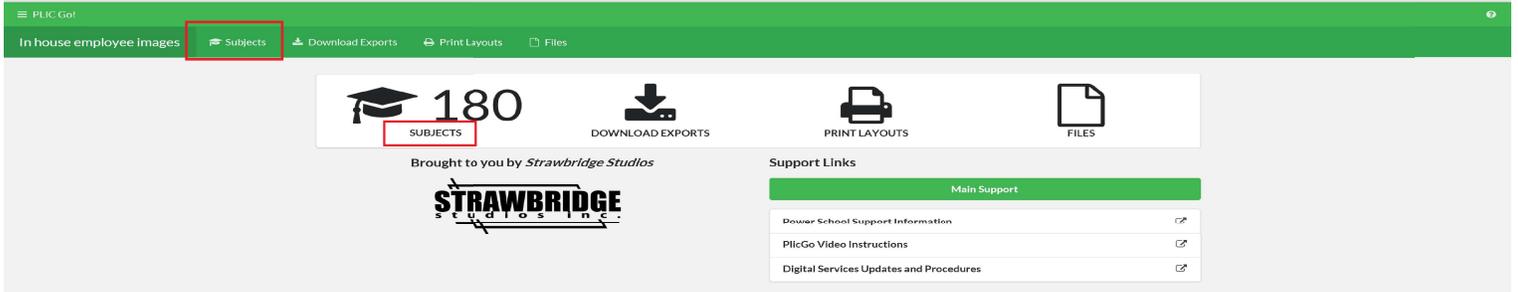


Instructions for Using PLICGo!

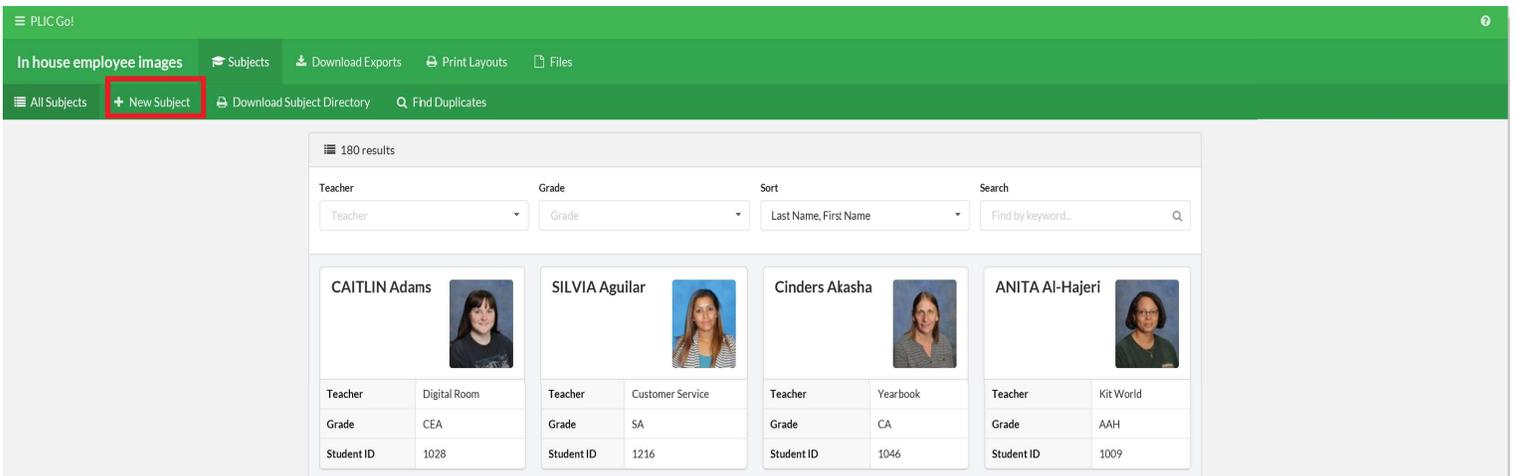


Adding a New Student

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**.

New Subject
In house employee images

| | |
|----------------------|----------------------|
| First Name | Last Name |
| <input type="text"/> | <input type="text"/> |
| Teacher | Grade |
| <input type="text"/> | <input type="text"/> |
| Student ID | Home Room |
| <input type="text"/> | <input type="text"/> |
| Track | Position |
| <input type="text"/> | <input type="text"/> |
| Cafeteria ID | Prefix |
| <input type="text"/> | <input type="text"/> |
| Period | |
| <input type="text"/> | |

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



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

Info Edit Data Upload Photos Print Layouts

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 | |

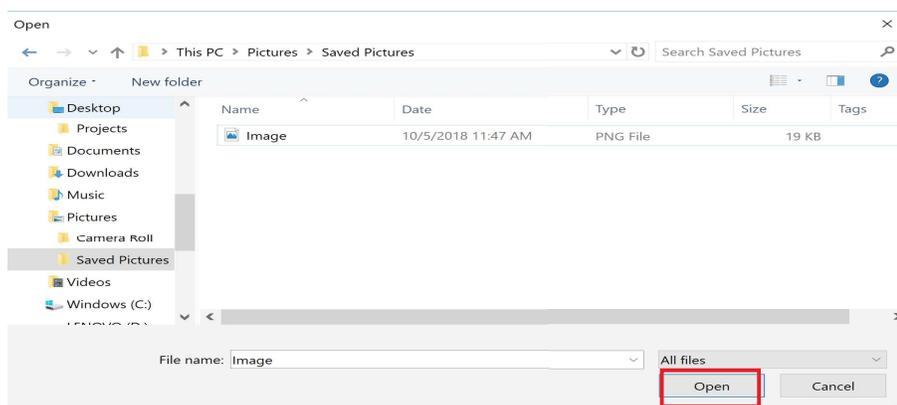
6. You will then need to find the image you would like to upload. Click **Browse.**

JANE Doe
In house employee images

Info Edit Data Upload Photos Print Layouts

Browse...

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



8. Select **Upload 1 Photo.**

JANE Doe
In house employee images

Info Edit Data Upload Photos Print Layouts

C:\Users\SSI-05051-IT\Pictures\Saved Pictures\Image.PNG **Browse...**

Image.PNG 19 kB Ready to upload

Upload 1 Photo

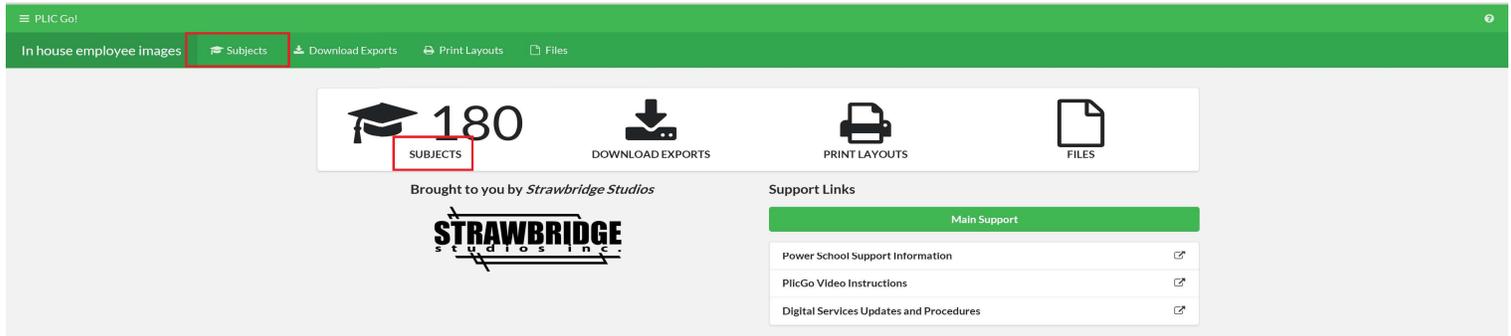


Instructions for Using PLICGo!

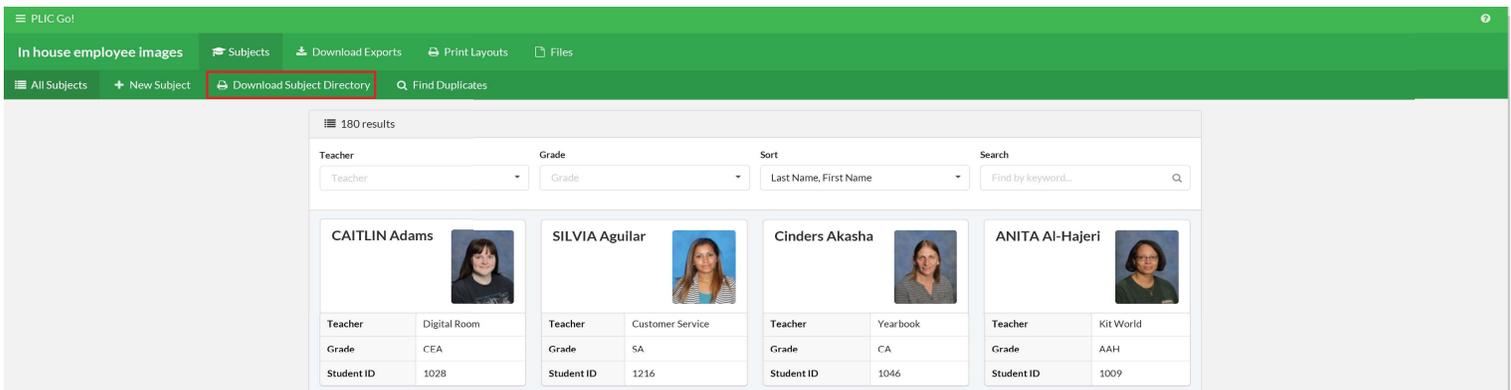


Printing a Student Directory

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



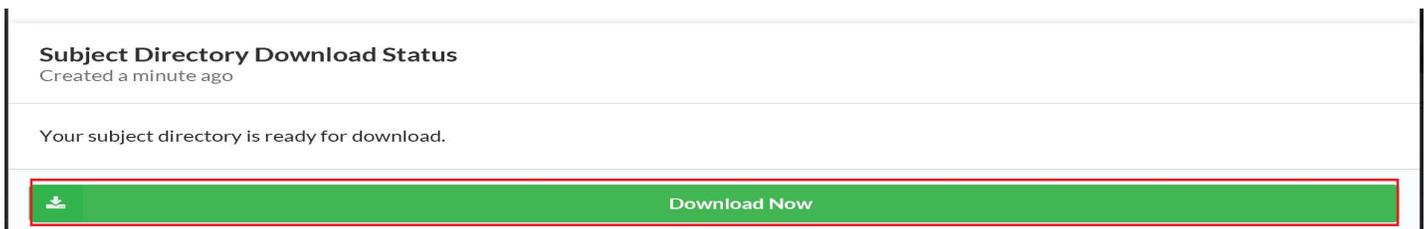
2. Select **Download Subject Directory**.



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.

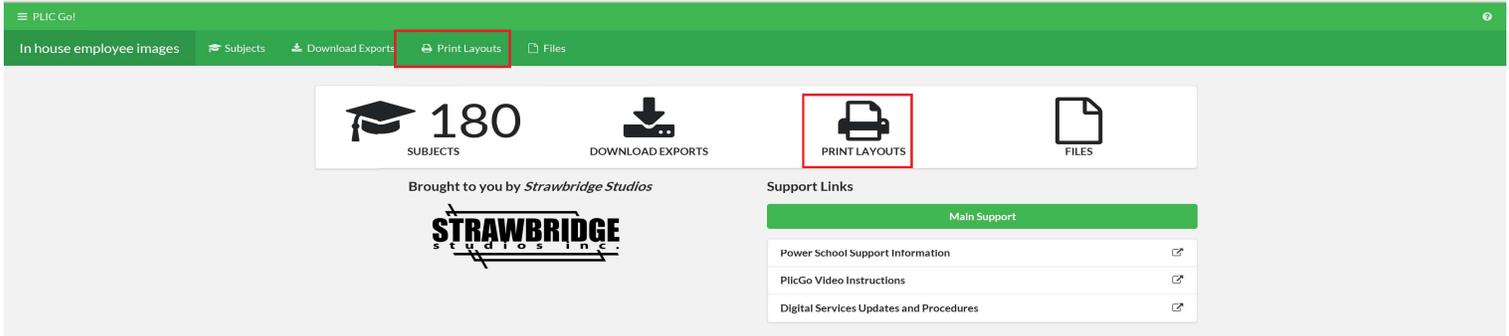


Instructions for Using PLICGo!



Printing Certificates

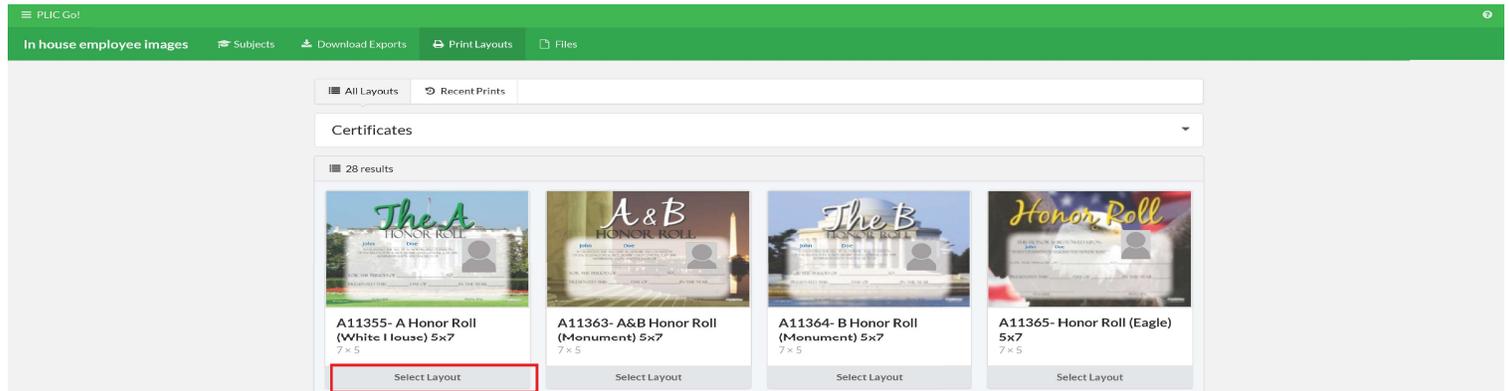
1. From the main page, select **Print Layouts**.



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**.

Select Subjects

182 results 4 selected

Teacher: Grade: Sort: Search:

Select Subjects: All (182) Current Filter (182) None

| | | | |
|---|---|---|--|
| CAITLIN Adams Teacher: Digital Room Grade: CEA Student ID: 1028 | SILVIA Aguilar Teacher: Customer Service Grade: SA Student ID: 1216 | CINDERS Akasha Teacher: Yearbook Grade: CA Student ID: 1046 | ANITA AI-Hajeri Teacher: Kit World Grade: AAH Student ID: 1009 |
| DENETTE Allen Teacher: Digital Room Grade: DCA Student ID: 1064 | LEE Allen Teacher: Finishing Grade: LA Student ID: 1151 | MURAD Allen Teacher: Digital Room Grade: ROD Student ID: 1180 | Christine Ancona Teacher: Front Office Grade: CRA Student ID: 1042 |

Next Page

CONTINUE BACK

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

3 Confirm and Print

Photo to Use:

| | | | |
|---|---|---------------------------------------|-----------------------------------|
| <p>CAITLIN Adams</p> <p>CAITLIN Adams</p> | <p>CINDERS Akasha</p> <p>CINDERS Akasha</p> | <p>MURAD Allen</p> <p>MURAD Allen</p> | <p>LEE Allen</p> <p>LEE Allen</p> |
|---|---|---------------------------------------|-----------------------------------|

PRINT 4 SUBJECTS BACK



Instructions for Using PLICGo!

provided by



Printing Certificates- Continued

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

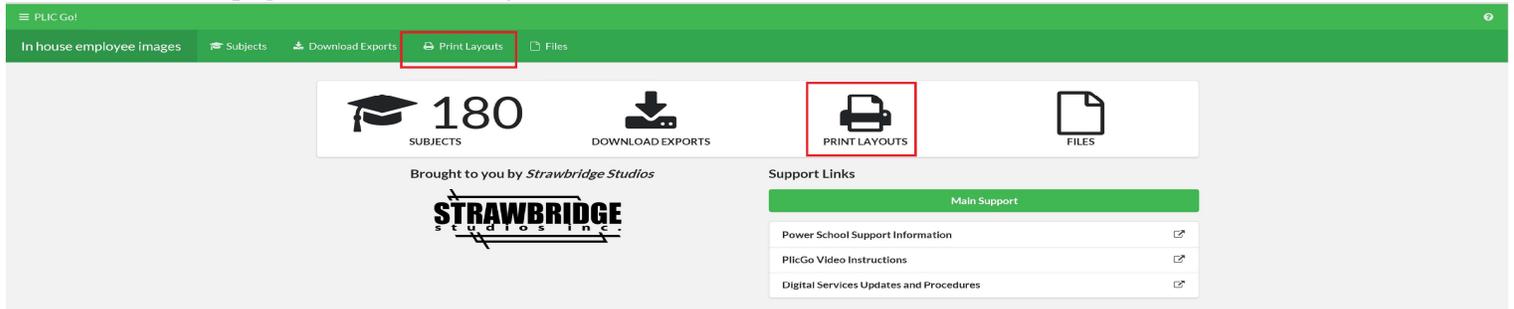
Your layout render is ready for download.



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**.



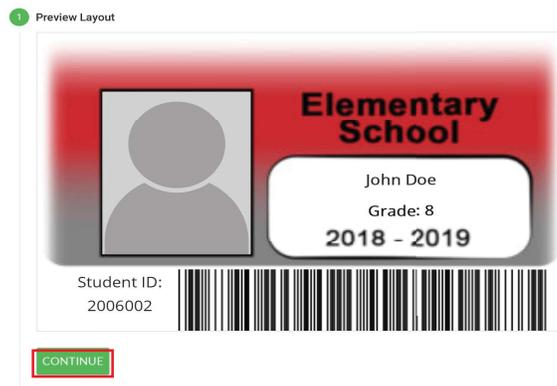
2. From the Print Layouts page, be sure **ID Cards** is showing in the dropdown menu.



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**.

2 Select Subjects

182 results 4 selected

Teacher: Grade: Sort: Search:

Select Subjects: All (182) Current Filter (182) None

| | | | |
|---|--|---|---|
| CAITLIN Adams | SILVIA Aguilar | CINDERS Akasha | ANITA Al-Hajeri |
| Teacher: Digital Room Grade: CEA Student ID: 1028 | Teacher: Customer Service Grade: SA Student ID: 1216 | Teacher: Yearbook Grade: CA Student ID: 1046 | Teacher: Kit World Grade: AAH Student ID: 1009 |
| DENETTE Allen | LEE Allen | MURAD Allen | Christine Ancona |
| Teacher: Digital Room Grade: DCA Student ID: 1064 | Teacher: Finishing Grade: LA Student ID: 1151 | Teacher: Digital Room Grade: ROD Student ID: 1180 | Teacher: Front Office Grade: CRA Student ID: 1042 |

Next Page

CONTINUE BACK

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

3 Confirm and Print

Photo to Use:

| | | | |
|---------------|----------------|-----------|-------------|
| | | | |
| CAITLIN Adams | CINDERS Akasha | LEE Allen | MURAD Allen |

PRINT 4 SUBJECTS BACK



Instructions for Using PLICGo!

provided by



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

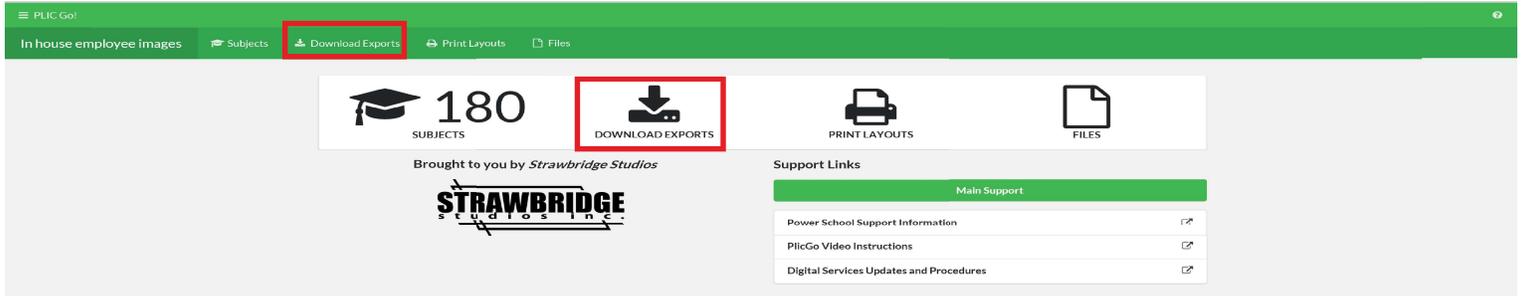
Your layout render is ready for download.

 [Download Now](#)

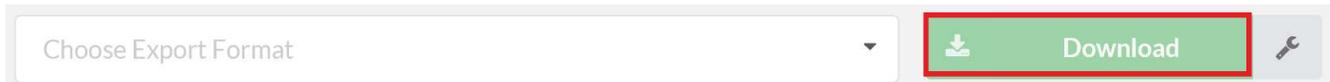
8. Your ID cards will open automatically when the download is complete. You will now be ready to save and/or print your ID Cards. .

Downloading an Export

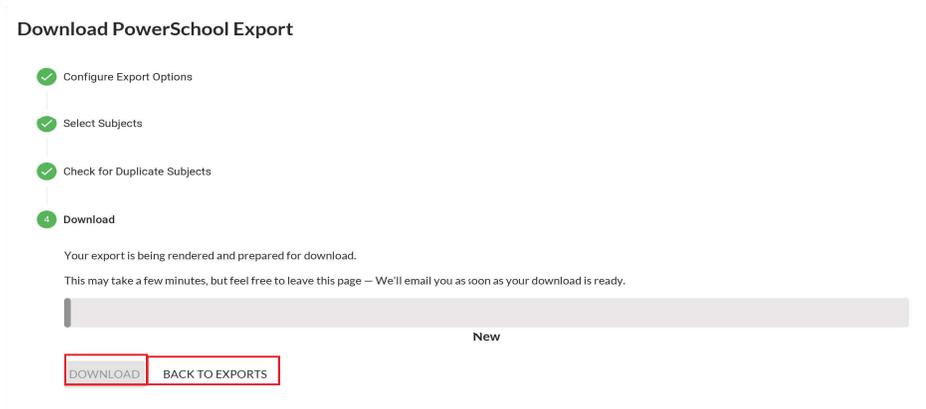
1. From your main page, select **Download Exports**.



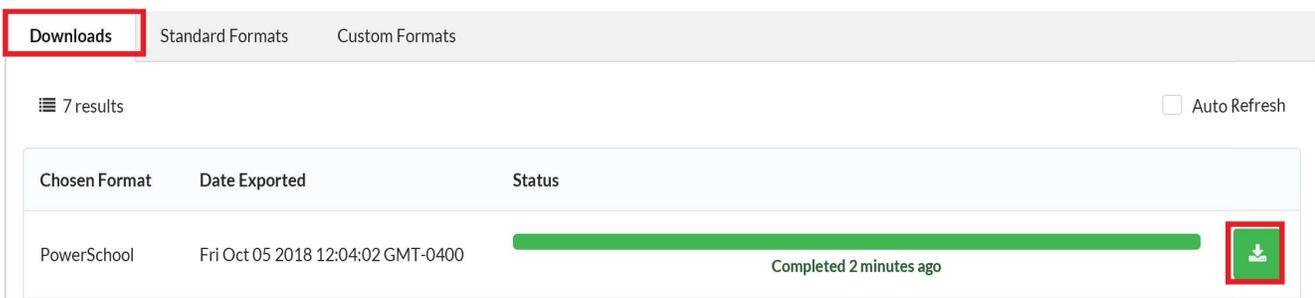
2. From the drop down menu at the top of the screen, identify which type of export you will need. Click **Download**.



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.





Using PLICGo!

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.)



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.