



provided by

STRAWBRIDGE
STUDIOS INC.

PLIC *Go!*

Step by Step

Instructions



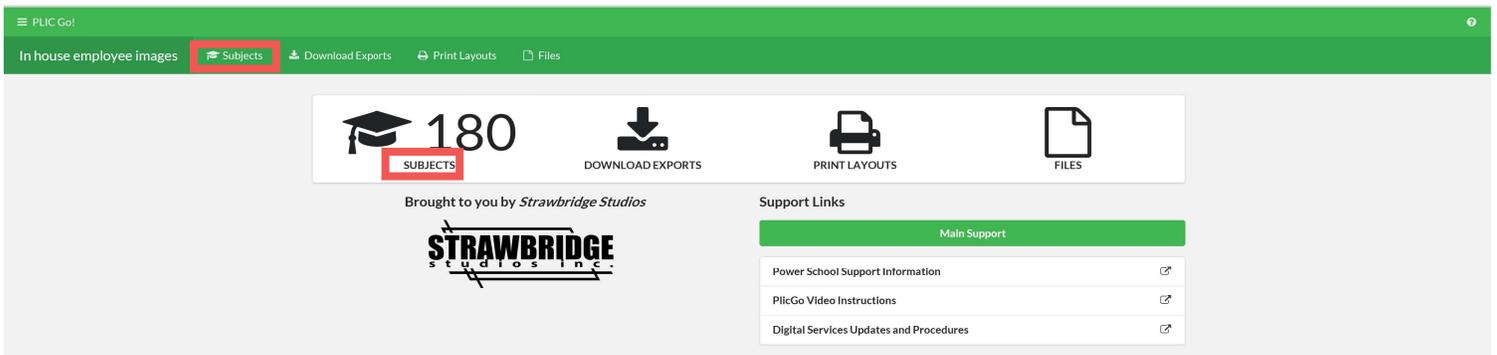
Instructions for Using PLICGo!



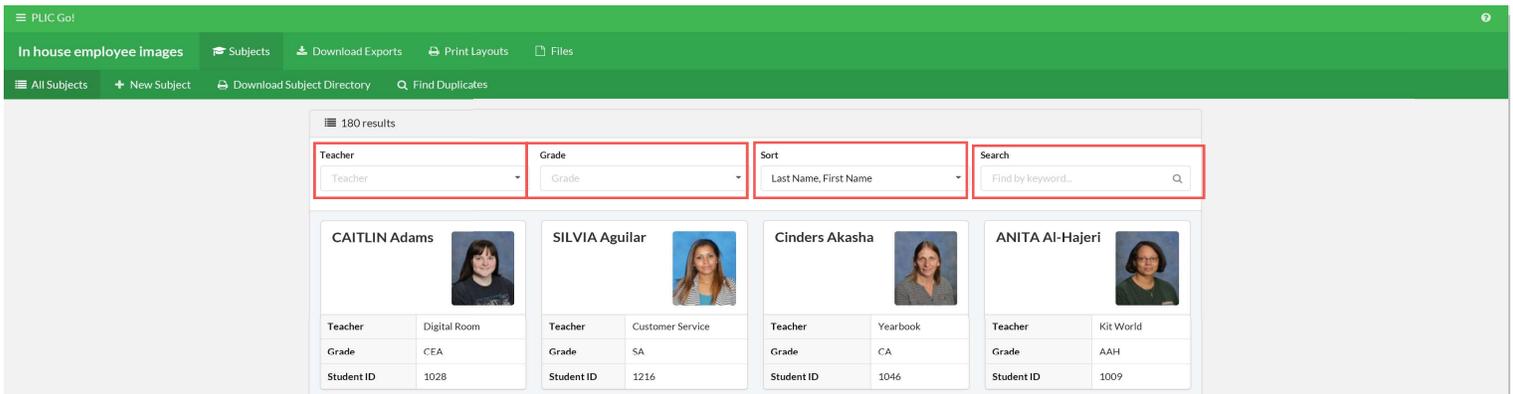
How to Find a Student

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.



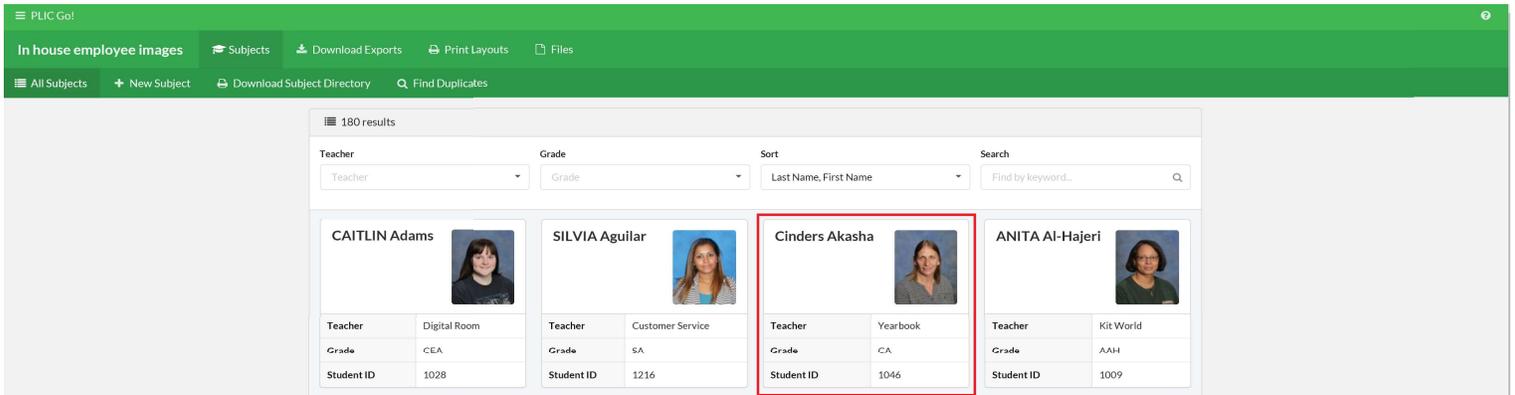


Instructions for Using PLICGo!



Correcting Student Data

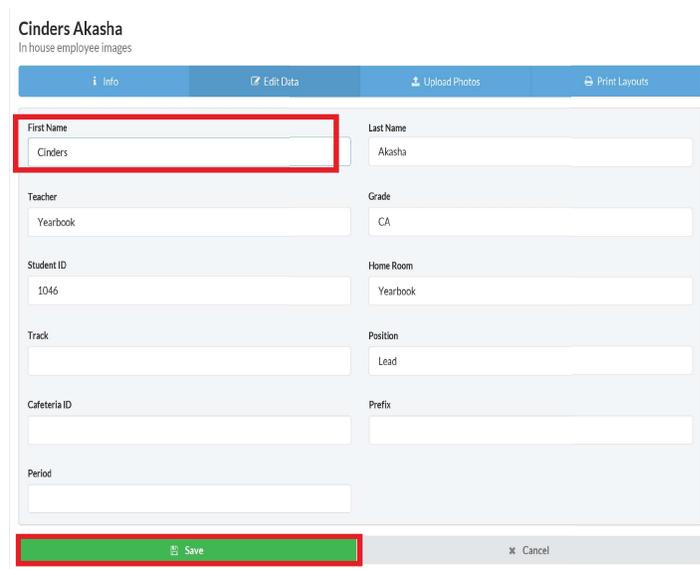
1. If there is an error in a student's data, don't worry! You can fix it! Click on the student you would like to fix.



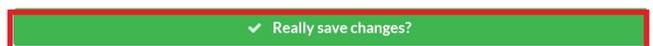
2. You will arrive on the student profile page. Select **Edit Data** at the top of the student's profile.



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



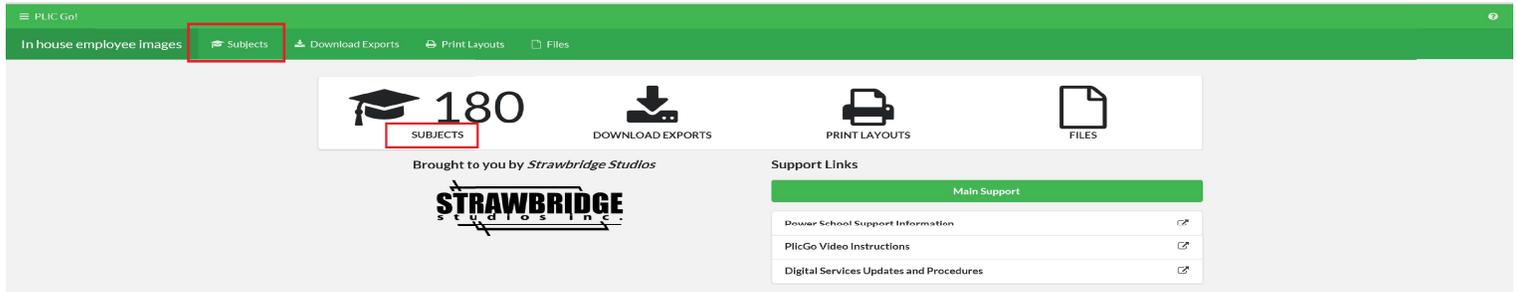


Instructions for Using PLICGo!

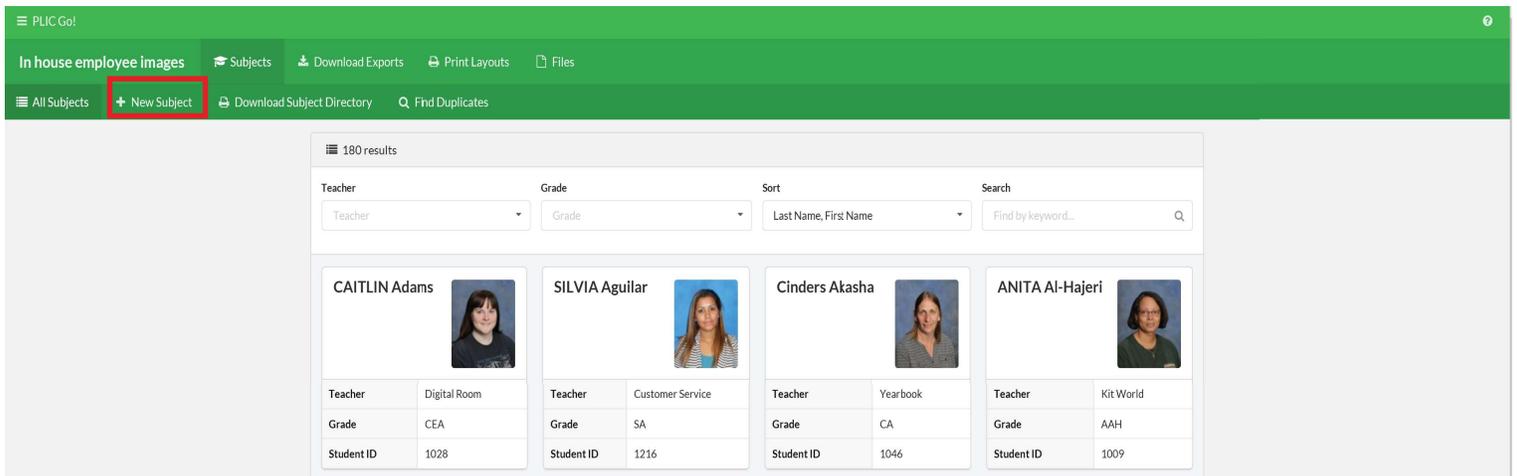


Adding a New Student

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	

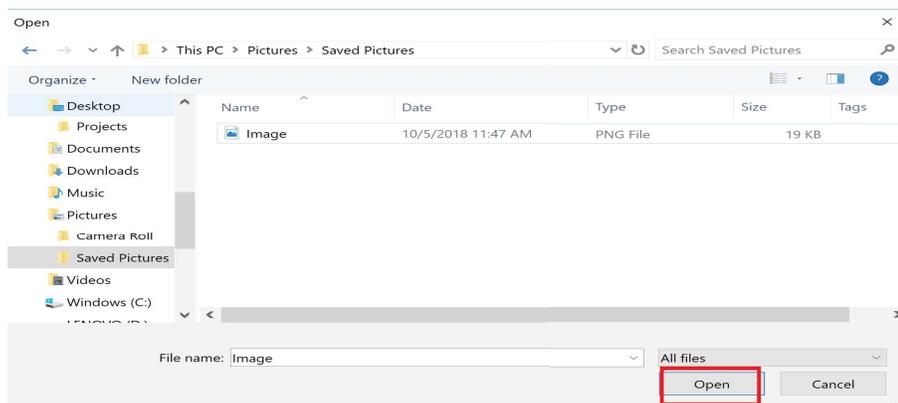
6. You will then need to find the image you would like to upload. Click **Browse.**

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 →

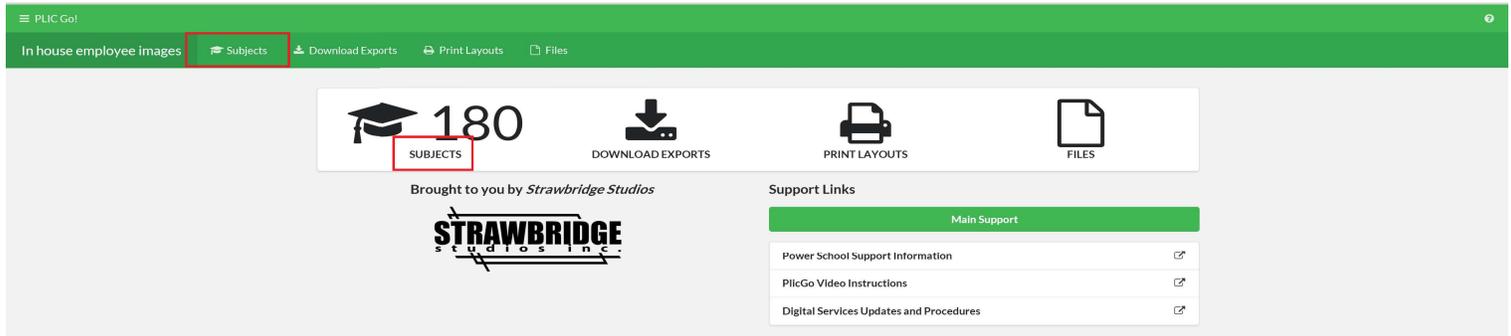


Instructions for Using PLICGo!

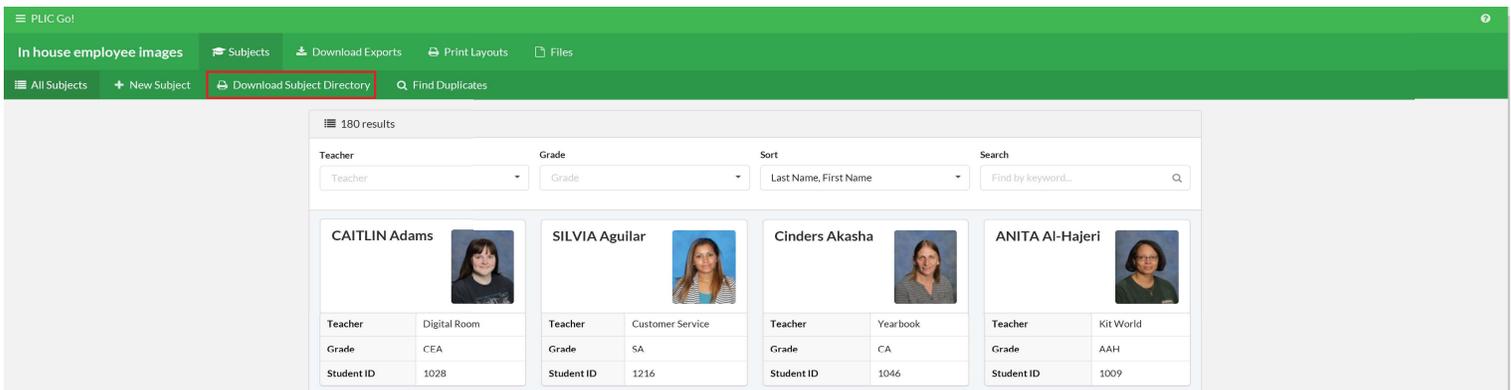


Printing a Student Directory

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



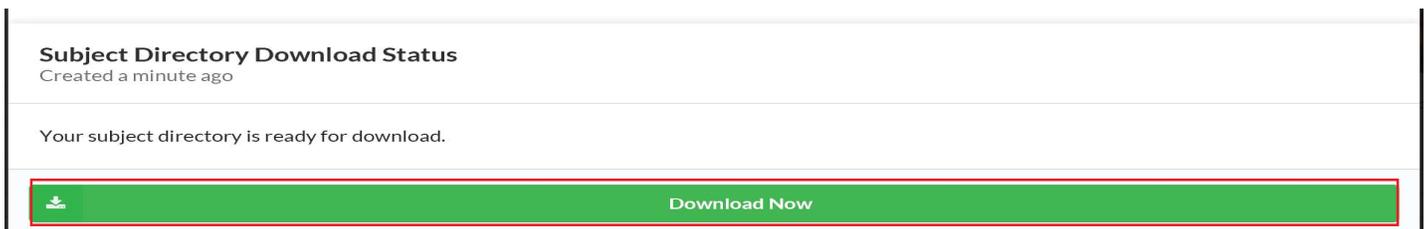
2. Select **Download Subject Directory**.



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.

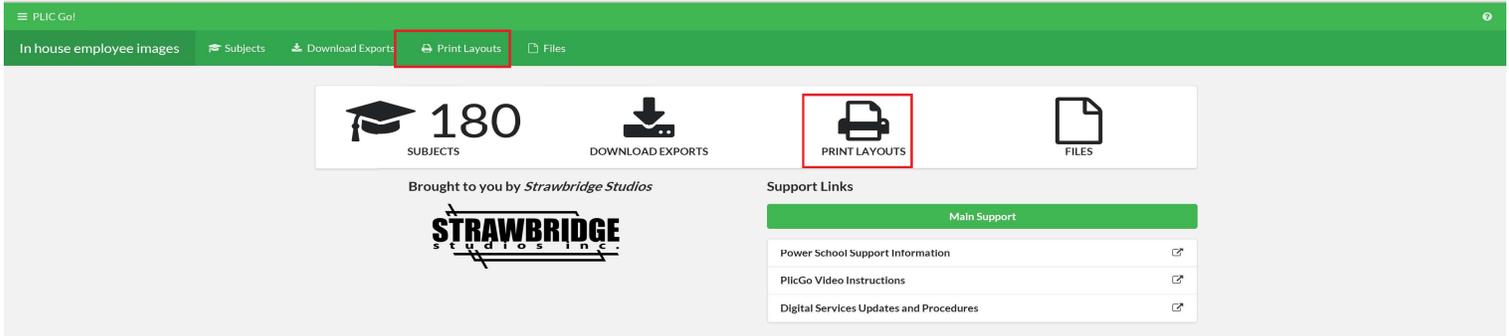


Instructions for Using PLICGo!



Printing Certificates

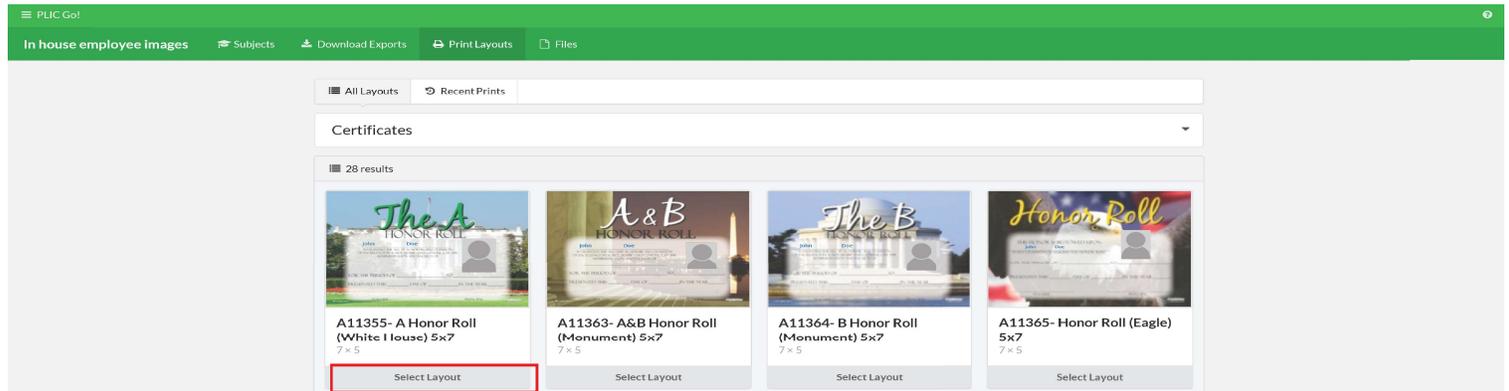
1. From the main page, select **Print Layouts**.



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

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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>
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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

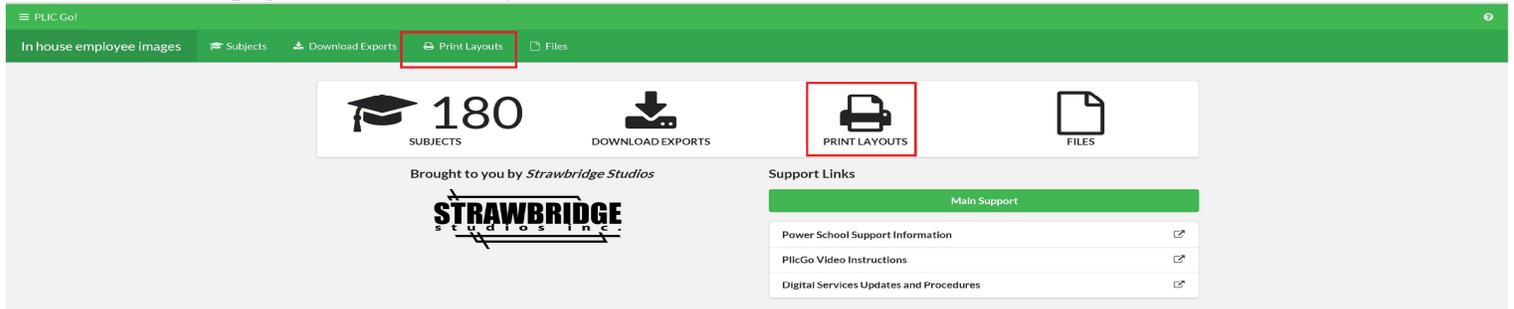
Your layout render is ready for download.



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**.



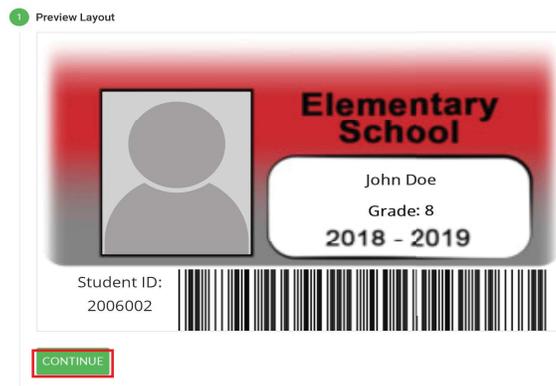
2. From the Print Layouts page, be sure **ID Cards** is showing in the dropdown menu.



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**.





Instructions for Using PLICGo!



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:

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PRINT 4 SUBJECTS BACK



Instructions for Using PLICGo!



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

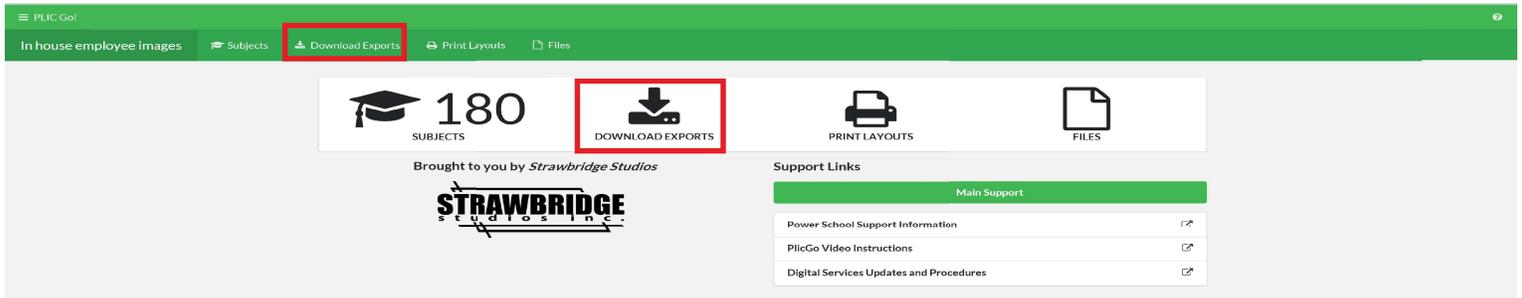
Your layout render is ready for download.

 [Download Now](#)

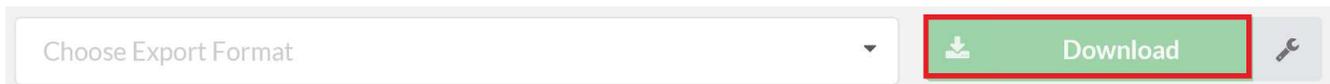
8. Your ID cards will open automatically when the download is complete. You will now be ready to save and/or print your ID Cards. .

Downloading an Export

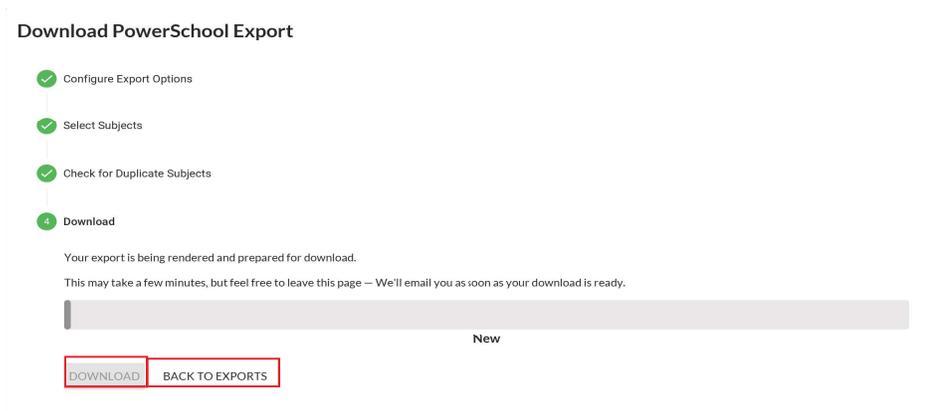
1. From your main page, select **Download Exports**.



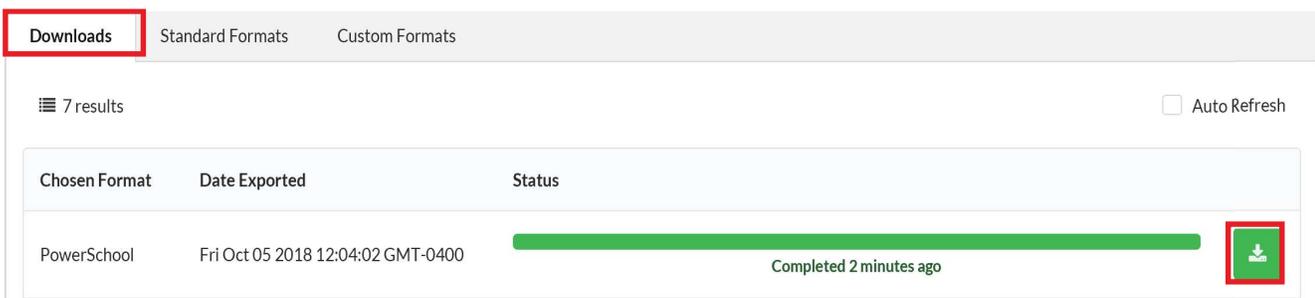
2. From the drop down menu at the top of the screen, identify which type of export you will need. Click **Download**.



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.