



PreK Web Site Frequently Asked Questions

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How do I log into the PALS-PreK Web site?

1.	Go to the PALS Web site at http://pals.virginia.edu/
2.	Locate and hover over the yellow-highlighted header "Enter Scores and View Reports." (The header is located in the upper right corner of the page).
3.	From the pull-down menu that appears, select the second link, "Virginia PreK." The screen that appears is the default page for a returning user.
4.	Enter your login information. Click the "login" button.

As a consortium, program, or site director, how do I create a teacher account on the PALS-PreK Web site?

1.	For this process, you will need your Registration Code. The Registration Code is listed within the dark grey band on the Administrative tab of the Site Level page.
2.	Once you have the Registration Code, go to the PALS Web site at http://pals.virginia.edu/
3.	Locate and hover over the yellow-highlighted header "Enter Scores and View Reports." (The header is located in the upper right corner of the page).
4.	From the pull-down menu that appears, select the second link, "Virginia PreK."
5.	On the page that appears, click the link, " New? Click to Register."
6.	On the page that appears, enter your Registration Code; the other two text boxes should read, "Virginia PreK" and "teacher". Click the "Register" link.
7.	On the page that appears, enter the teacher's first and last name, and email address, and create a password. Verify the password by entering it a second time. Then, using the pull-down menu, select the site location. Lastly, check the box that reflects the correct grade level (and length of day).
8.	Note the login information and, once you have completed this process, share the login with the teacher.
9.	Click the continue link.
10.	The screen that appears should have a THANK YOU message, and a link for accessing the teacher's PALS-PreK Web site Class Level page.

As a teacher, how do I create an account on the PALS-PreK Web site?

1.	For this process, you will need your Registration Code. If you do not know your program's Registration Code, please contact your program's director. The director has access to the Registration Code.
2.	Once you have the Registration Code, go to the PALS Web site at http://pals.virginia.edu/

3.	Locate and hover over the yellow-highlighted header "Enter Scores and View Reports" (located in the upper right corner of the page).
4.	From the pull-down menu that appears, select the second link, "Virginia PreK."
5.	On the page that appears, click the middle link, " New? Click to Register."
6.	On the page that appears, enter your Registration Code; the other two text boxes should read, "Virginia PreK" and "teacher". Click the "Register" link.
7.	On the page that appears, enter your first and last name, and email address, and create a password. Verify the password by entering it a second time. Then, using the pull-down menu, select the site location. Lastly, check the box that reflects the correct grade level (and length of day).
8.	Store your login information (first and last name, and password) in a location that allows secure, easy access.
9.	Click the continue link.
10.	The screen that appears should have a THANK YOU message, and a link for accessing your PALS-PreK Web site Class Level page.

As a teacher, how do I transfer to a new site/school WITHIN MY PROGRAM?

1.	For this process, you will need your program's Registration Code. If you do not know your program's Registration Code, please contact your program's director. The director has access to the Registration Code. (It is displayed for directors on each site-level page---within the dark grey band.)
2.	Log into your account.
3.	If it is the first time this school year that you are logging into your account, you will be asked to verify your account information. You will NOT be able to change the site on this page. You will be able to make the changes in just a few steps; for now, click the "UPDATE" link. If you've formerly logged into your account this school year, proceed to step 4.

4.	On the page that appears, within the dark grey band, on the far right, click on the link, "CHANGE SCHOOLS."
5.	On the page that appears, enter your program's registration code. (The "state" and "role" remain as "Virginia PreK" and "Teacher.") Click the link, "change sites."
6.	On the page that appears, use the pull-down menu, "Select site," to find the site where you are now teaching. At this time, you can also change, if needed, your email address and grade (Pre-Kindergarten A.M., Pre-Kindergarten P.M., or Pre-Kindergarten Full Day). Click, "Continue."
7.	On the page that appears, you will see a message that you have successfully changed sites, and a "THANK YOU." Additionally, there is a link, "ENTER SITE."

As a teacher, how do I transfer to a new site/school WITHIN A DIFFERENT PROGRAM?

1.	Please email the PALS office and ask that the account associated with your former program and former school be deactivated.
2.	To create a new account in your new program, please follow the steps listed under the FAQ, " <i>As a teacher, how do I create an account on the PALS-PreK Web site?</i> "

As a consortium, program, or site director, how do I transfer a teacher account on the PALS-PreK Web site?

1.	For this process, you will need your program's Registration Code. (It is displayed for directors on each site-level page---within the dark grey band.)
2.	Log into your account.
3.	The page that appears is either the program level or site level page. If it is the program level page, choose the site location where the teacher taught last school year. If it is the site level page, go to the next step.

4.	On the site level page, click on the teacher's name and proceed to Step 5. IF the teacher's name is not listed yet (because the teacher has not yet logged into her/his account this school year), you will need to, using the teacher's login information, log into the teacher's account. Then proceed to the next step listed, Step 5.
5.	If it is the first time this school year that you are logging the teacher's account, you will be asked to verify the teacher's account information. You will NOT be able to change the site on this page. You will be able to make the changes in just a few steps; for now, click the "UPDATE" link.
6.	On the Class Level page that appears, within the dark grey band, on the far right, click on the link, "CHANGE SCHOOLS."
7.	On the page that appears, enter your program's registration code. (The "state" and "role" remain as "Virginia PreK" and "Teacher.") Click on the link, "change sites."
8.	On the page that appears, use the pull-down menu, "Select site," to find the site where the teacher will be located this school year. At this time, you can also change, if needed, the teacher's email address and grade (Pre-Kindergarten A.M., Pre-Kindergarten P.M., or Pre-Kindergarten Full Day). Click, "Continue."
9.	On the page that appears, you will see a message that you have successfully changed the teacher's site, and a "THANK YOU." Additionally, there is a link, "ENTER SITE."

As a teacher, how do I enter the names of my students to my Class List?

1.	Once logged into your account, you are, by default, on the Administrative tab of your Class Level page.
2.	If no students have been entered, you will see the following message in the CLASS LIST section of the page: Your Pre-Kindergarten class This class is currently empty.

3.	<p>To the right of the CLASS LIST section is a section entitled, CHILD ACTIONS. Within that section, choose the link, “Add or Transfer a Child.”</p>
4.	<p>On the page that appears, there are two options for moving a child into your class. The two options are the State Testing Identifier (STI) or the Child’s Name, Birthdate, and Gender.</p> <p>STIs are unique testing numerals generated by the Commonwealth of Virginia’s Department of Education. The numbers are often (not always) dispensed through your school division by way of your school secretary.</p> <p>Many Pre-K students do not yet have STIs; in this case, move to Option Two, which is explained in the sixth step of this procedure.</p>
5.	<p>To use Option One, enter the STI for the student. Once the number is entered, choose the link, “Search for student.”</p> <p>On the screen that appears, if there is a child currently in our PALS-PreK system with that STI number, you will see the message that the student has instantly been transferred into your class (and is now on your class list).</p> <p>If the STI does not match a student in the PALS-PreK system, you are prompted to return to the previous page and use Option Two.</p>
6.	<p>To use Option Two, enter the student’s first and last name, birthdate, and gender. Then choose the link, “Search for student.” One of two messages will then appear.</p> <p><i>Message One:</i> On the page that appears, if you get the message, “NO MATCH FOUND!”, click the link, “ADD STUDENT.” And add the student to your class list.</p> <p><i>Message Two:</i> On the page that appears, if you get the message, “POSSIBLE MATCH FOUND,” your request has been sent to the PALS office. Once the staff at PALS reviews your request, you will be notified that the student has been transferred into your class OR that no match was found.</p>
7.	<p>To view the status of your child transfer requests, from your Class Level page, Administrative tab, go to the section, CLASS MANAGEMENT. Within the section, click the link, “View the status of your child transfer requests.”</p> <p>On the page that appears, you will see the status of all your requests. IF your transfer was denied, choose the link, Click here to add student manually.</p>

As a teacher, how do I check to see the status of my transfers?

1.	To view the status of your child transfer requests, from your Class Level page, Administrative tab, go to the section, CLASS MANAGEMENT . Within the section, click the link, "View the status of your child transfer requests."
2.	On the page that appears, you will see the status of all your requests. IF your transfer was denied, choose the link, Click here to add student manually . If your transfer was approved, the student's name will appear on your Class List.

When are transfers "denied?"

1.	Transfers are "denied" when there is no existing account in the PALS-PreK database for a child with the name and birthdate of the student you are requesting.
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In creating student accounts in the PALS-PreK database, why might there already be an account for the student (making me wait for a transfer status)?

1.	There are two reasons that an account cannot, in some cases, be instantly created.
2.	Reason One: The student may have previously attended PreK, and therefore, may already have an account in the database. If the student is already in the PALS-PreK database, someone on the PALS staff will transfer the student into your Class List.
3.	Reason Two: There may be a student in the PALS-PreK database whose name and birthdate closely resembles that of your student's. If the student is the same student who is in the PALS-PreK database, someone on the PALS staff transfers the student into your Class List. If the student is not the same student, someone on the PALS staff denies the transfer. If your request is denied, you are prompted to create an account for the student.