
SECTION 12

ELLELEVATION HOW TO GUIDE

In this section, you will find information on the following:

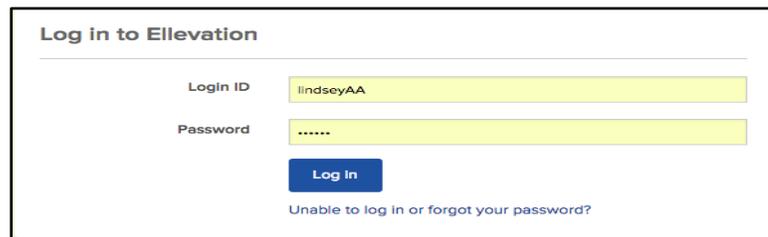
- **How do I Login into ELLevation**
- **How to Generate and ELL Plan**
- **How to Create and Save Filters**
- **How to assign Testing Accommodations**
- **How to Manage Meetings in the Meeting Center**
- **How to Generate Parent Letters**
- **How to Use the Export Wizard**
- **How to access ELLevation Resource Center**
- **How to access ELLevation Help Desk**

ELlevation ACCESS

ELlevation is a web-based system for documenting and monitoring ESOL services for English Language Learners(ELLs). All documentation in ELlevation is required in order to meet the state and district ESOL program requirements as per the approved District ELL Plan. Each school is allotted two (2) users per school. The ELlevation Access Form must be updated when there is a new ESOL Contact assigned to the location.

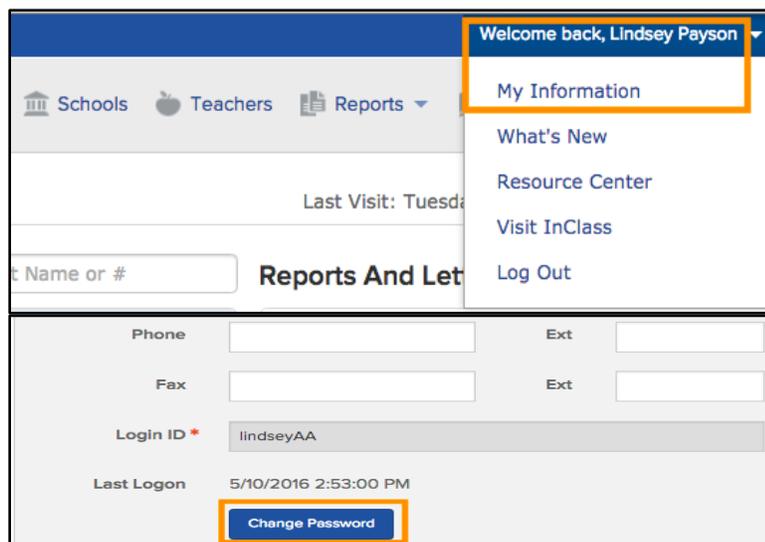
How do I log in to Ellevation?

1. Open an Internet browser and navigate to ellevation.me on your tablet or computer.
2. Enter your login credentials:
 - a. If you forgot your login or password, click on the “Unable to log in or forgot your password?”



The screenshot shows the 'Log in to Ellevation' page. It features two input fields: 'Login ID' with the text 'lindseyAA' and 'Password' with masked characters '.....'. Below the fields is a blue 'Log In' button. At the bottom, there is a link that says 'Unable to log in or forgot your password?'.

3. If you are logging in for the first time, you will be redirected to the *My Information* section; when this section opens:
 - a. Change your password by clicking on the *Change Password* button.
 - b. Please note – you do **not** need to fill out the rest of the information in the *My Information* section.



The screenshot shows the user profile page for Lindsey Payson. At the top, a blue header says 'Welcome back, Lindsey Payson'. Below this is a navigation menu with 'My Information' highlighted in an orange box. Other menu items include 'What's New', 'Resource Center', 'Visit InClass', and 'Log Out'. The main content area shows a form with fields for 'Phone', 'Fax', 'Login ID *' (containing 'lindseyAA'), and 'Last Logon' (5/10/2016 2:53:00 PM). A blue 'Change Password' button is highlighted in an orange box at the bottom of the form.

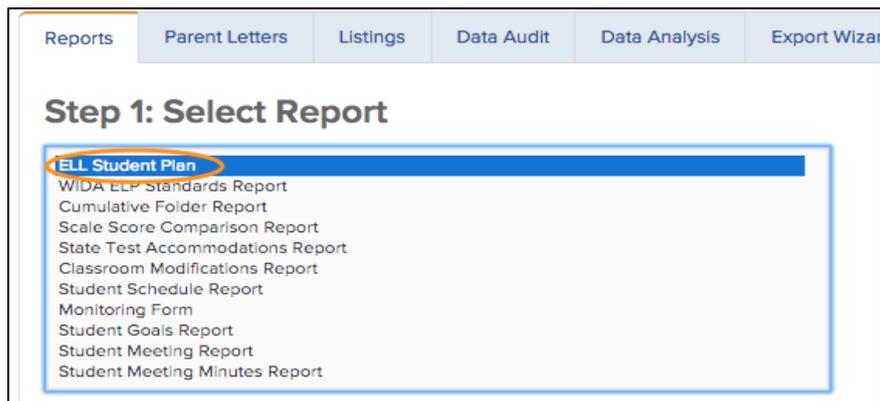
How to Generate an ELL Student Plan

The *ELL Student Plan* pulls together a student's most recent English Language Proficiency (ELP) test scores, services, and accommodations, in order to easily share this information with parents and other educators. It shall be filed in the ELL folder every time it is updated (at the beginning of each school year, whenever a program change occurs, when an ELL meeting is convened, etc.). *All pertinent panels on TERMS must be accurate and updated in order for ELLevation to capture students correctly.* It is imperative that the ESOL Contact and IMT/IMS communicate regularly. TERMS feeds nightly to ELLevation – it is a one-way communication, ELLevation does not feed to TERMS therefore, any and all required dates for meetings, plans etc. will continue to be entered on TERMS and as a result will be reflected on ELLevation within 24-48 hours.

1. Navigate to the *Reports* sub-tab in the *Reports* menu.



2. Select the *ELL Student Plan* from the list of reports.



-
3. **Select your student filters.** You can set filters to generate plans for a specific population students. You can filter for a specific group of student, select an individual student or use one of your saved filters or student groups.

Step 2: Select Student(s)

Select a single student

Select a saved filter

Use a set of custom filters

School

Teacher

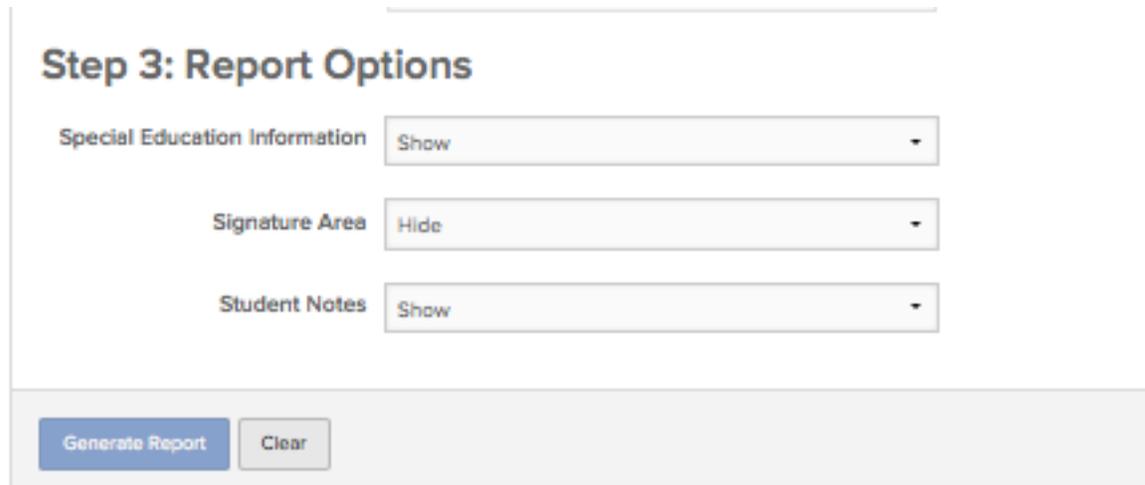
ELP Designation

Withdrawn/Graduated

Grade Level

Group

-
4. **Set your report options.** Once you have selected the *ELL Student Plan* and your student population, the bottom of your screen will show a number of report options you can set. These options help to customize the *ELL Student Plan* for your needs by choosing the information you would like to include.
 - a. *Special Education Information*: Choose to show
 - b. *Signature Area*: Choose to show a place for signatures
 - c. *Student Notes*: Choose to hide



Step 3: Report Options

Special Education Information

Signature Area

Student Notes

5. **Click *Generate Report* to generate your ELL Student Plans** and file in the ELL Folder. Please wait until **all data is updated on TERMS before generating plans.**

How to Create and Save Filters

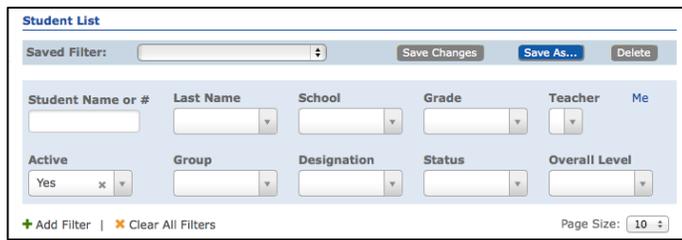
You can use the filters in the *Student List* to create and save customized filters. Saved filters change as the student data in ELlevation changes; for example, if new students are added who meet the filter criteria, these students will automatically appear in the filtered list.

1. Navigate to the *Student List* in the *Students* menu.

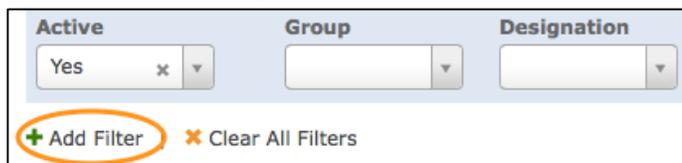


2. Build a filter.

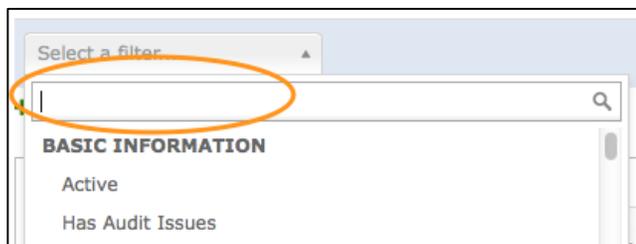
- a. First, select the applicable filters from the top of the page.



- b. Next, click on the green + *Add Filter* link to add additional filters.



- c. After clicking on the + *Add Filter* link, a dropdown menu will appear. From this menu, select the appropriate filter and filter criteria.



Note: If needed, you can continue to add additional layers to your filter by clicking on the + Add Filter link. You can add as many layers to the filter as needed.

3. Save your filter.

- a. Save and reuse the filter by clicking on the blue *Save As...* button at the top of the page.



- b. Name the filter.



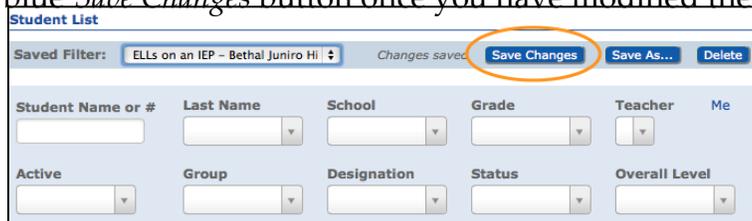
- c. Access the saved filters by selecting the *Saved Filter* dropdown menu at the top of the page.



Note: The saved filters are unique to your login ID, so only you have access to your saved filters.

4. Follow these recommendations:

- a. **Modifying a filter.** If you would like to modify a saved filter, first select the filter you would like to modify from the *Saved Filter* dropdown menu. Click the blue *Save Changes* button once you have modified the filter.



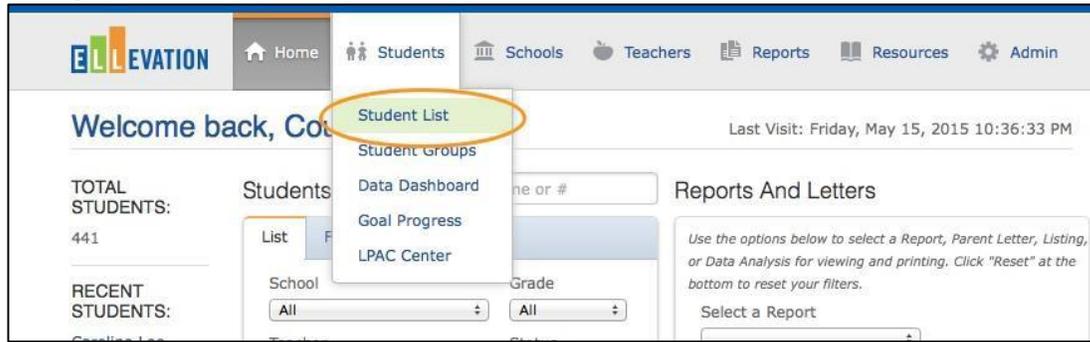
-
- b. **Deleting a filter.** If you would like to delete a saved filter, first select the filter you would like to delete from the *Saved Filter* dropdown menu. Once you have selected the filter you would like to delete, click the blue *Delete* button.

The screenshot shows a web interface titled "Student List". At the top, there is a "Saved Filter:" dropdown menu with the text "ELLs on an IEP - Bethal Juniro HI" and a small downward arrow. To the right of the dropdown, it says "Changes saved". Further right are three buttons: "Save Changes", "Save As...", and "Delete". The "Delete" button is highlighted with a blue border and a yellow circle. Below the filter controls, there are two rows of dropdown menus. The first row has labels: "Student Name or #", "Last Name", "School", "Grade", "Teacher", and "Me". The second row has labels: "Active", "Group", "Designation", "Status", and "Overall Level". Each label is followed by a dropdown menu.

How to Add Testing Accommodations

If you wish to assign Testing Accommodations to multiple students at a time, you can do so using the batch “Update Accommodations” function from the Student List.

1. Navigate to *Student List* in the *Students* menu.



2. Use the filters provided to find the students for whom you wish to assign the same accommodations. Check the box next to each student’s name or click the box at the top of the list if you want to assign Accommodations to all of the students in the filter.
3. Navigate to the *Perform Action* dropdown menu and select *Update Accommodations*. A window will pop up and you can begin the process.



4. Choose an update method.
 - a. Assign new accommodations:
 - i. Pick the current school Year and for Semester choose Year
 - ii. Select “All State and District Assessments” from the dropdown list below
 - iii. Select the accommodation(s) you would like to give these students.
 - iv. Click *Next* when you are ready to proceed.

Batch Update Accommodations

Select an option below to batch assign accommodations for the 26 selected student(s).

- Update Method:**
- Assign new accommodations
 - Copy existing accommodations from another Year/Semester

*Year: 2016/2017 *Semester: Year

ALL State and District Assessments

Guidance:

Accommodations are provided to active ELLs (LY) in the administration of statewide and districtwide Assessments. The same Accommodations must also be provided on a regular basis during classroom instruction and assessment.

- Exempt from Testing
- Regular Testing without Accommodations

- Flexible Scheduling
- Approved Dictionary
- Flexible Setting
- Assistance in the Heritage Language
- See IEP

Next **Cancel**

5. **Choose to Replace:**

- a. Replace: This option will replace any existing accommodations these students
- b. Click *Assign* when you are ready for the accommodation(s) to be assigned.

*Note: It might take a few moments for this operation to be complete. **Careful!** Batch assignment of accommodations cannot be undone!*

Batch Update Accommodations

Confirm how you would like to handle any previously assigned Testing Accommodations for 2014/2015 - Year.

Replace
(Any accommodations previously assigned for these tests in 2014/2015 - Year will be replaced by these accommodations.)

Preserve
(Any tests and accommodations previously assigned for 2014/2015 - Year will be preserved. Newly assigned accommodations will be *added* to students' 2014/2015 - Year accommodation records.)

Assign **Close**

6. **Generate a Report:** On the final screen, once accommodations have been assigned, click the *Generate Report* button and print or save a copy of the report. This will be a record of which accommodations were assigned to these students by this operation.
7. **Generate an ELL Plan:** Once Accommodations have been assigned for the school year, ELL Plans shall be generated to ensure all required information is listed on the ELL Plan.

How to Check for Students Missing Testing Accommodations

This report is designed to check for students who have not been assigned Testing Accommodations.

1. **Select the 'Students' Listing Report** under the Listings section in the 'Select a Report' dropdown in the 'Reports and Letters' section of the homepage
2. **Use the filters to:**
 - a. Select an Assigned School, Teacher and/or Grade Level
 - b. Select 'Missing Accommodations' from the Student Filter
 - c. Select a 'Year & Semester'
 - d. Select 'ELL' from the 'ELP Designation' menu
 - e. Click on Generate Report

Reports Parent Letters Listings Data Audit Data Analysis Export Wizard Exports (legacy)

Step 1: Select a Listing

Select Listing

Step 2: Listing Options

Saved Filter

Group

School

Teacher

Grade Level

Student Filter

Year & Semester

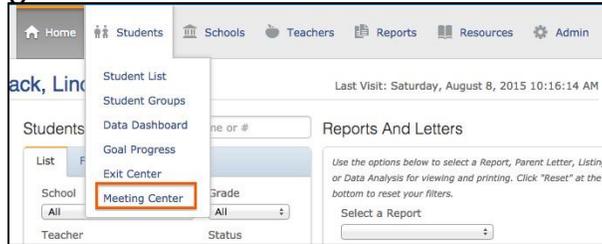
ELP Designation

Include Include students who do not have any tests on their Accommodations tab

How to Manage Meetings in the Meeting Center

The Meeting Center allows you to hold meetings efficiently and systematically for a group of students. To learn about navigating ELlevation's Student Meeting Center, follow the step-by-step instructions below.

1. Navigate to *Meeting Center* under the *Students* tab.

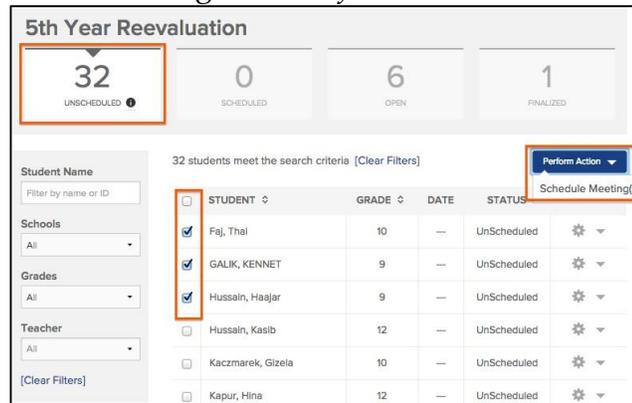


2. Select the appropriate Meeting type.



3. *Unscheduled view*: This view allows you to see all students who are due for a Meeting based on criteria established by your district's ELlevation administrator.

- Use the filters on the left to narrow your student list by student name, school, or grade level.
- To schedule a Meeting for a group of students, select individual students or all students at once. Navigate to *Perform Action* and select *Schedule Meeting(s)*.



- Select the appropriate Meeting attendees and Meeting date. If a particular attendee name does not appear as an option, type "Other" and enter the attendee's name in the text field that appears. Click *Save*.

4. **Scheduled View:** This view allows you to see students who have a Meeting date scheduled and attendees assigned to them.
 - a. Utilize the filters on the left to view Scheduled Meetings by school, grade level, Meeting Attendee, or date range. *Quick tip: You can quickly find today's meetings by clicking "Today" on the From/To date filters on the left.*
 - b. To begin conducting the Meetings, select students individually or all once.
 - c. Navigate to *Perform Action* and select *Open and Perform Meeting(s)*. Alternatively, you can choose to unschedule the students' Meetings or to edit the Meeting date or attendees.

STUDENT	GRADE	DATE	STATUS
Faj, Thal	10	8/8/2015	Scheduled
GALIK, KENNET	9	8/8/2015	Scheduled
Hussain, Haajar	9	8/8/2015	Scheduled
Hussain, Kasib	12	8/8/2015	Scheduled

If you've chosen to *Open and Perform Meetings*, you will be immediately taken to the *Hold Meetings* view of the Meetings forms for those students and can conduct the meeting. Alternatively, you can revisit previously opened Meetings by clicking on the *Open* tile above the student list.

5. **Hold Meetings view:** Once you have opened one or more student Meetings from the *Scheduled* or *Open* pages, you will be taken to the "Hold Meetings" view, where you can complete each student's Meeting form.
 - a. Navigate from one student's Meeting to the next by selecting a name from the left-hand side of the screen. *Note: The decisions made in each Meeting are saved automatically.*

- b. When all decisions have been made for a student, finalize individual Meetings at the bottom of each form by clicking *Finalize*. Alternatively, you can save time by moving back to the meeting list's *Open* view, selecting multiple students, and selecting *Finalize Meeting(s)* from the Perform Action menu.
6. **Finalized view:** This view allows you to see all students who have finalized Meetings that are ready to be printed and signed.
 - a. Utilize the filters on the left to view finalized Meetings by a particular school, grade, attendee, or date range.
 - b. To print student Meetings forms or Meeting minutes, select students individually or all students at once. Navigate to *Perform Action* and select the desired report.

- **Student Meeting Report:** This option allows you to batch print individual Meeting forms for all selected students. Each student's form will be printed for meeting attendees to sign.
- **Meeting Minutes:** This option allows you to generate minutes that will summarize the purpose of the meeting and the key decisions that were made for each student. Simply enter a brief summary of the Meeting and select a Minutes taker (select *Me* if you facilitated the Meeting). Finally, select *Generate Meeting Minutes* and choose either to print or to download and save the minutes as a PDF.

Note: You can generate a Student Meeting Report or a Meeting Minutes report at any time. In fact, you can even do so repeatedly should you want to select different students or amend your minutes and print again.

8. **Generate an ELL Plan:** Once Meetings have been convened and all required data is entered on TERMS (PLAN Date, REEVAL Date, Test Scores, etc.) generate an updated ELL Plan and file in the ELL folder.

How to Generate Parent Notification Letters

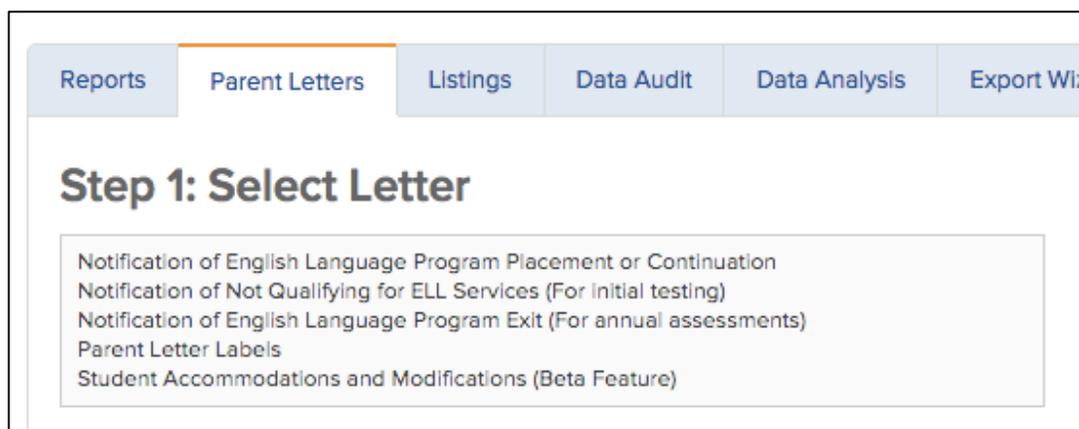
There are three different types of parent notification letters that you can generate in ELLevation in over 30 languages. Follow the directions below to learn how.

5. Navigate to the *Reports* and select the *Parent Letters* tab.



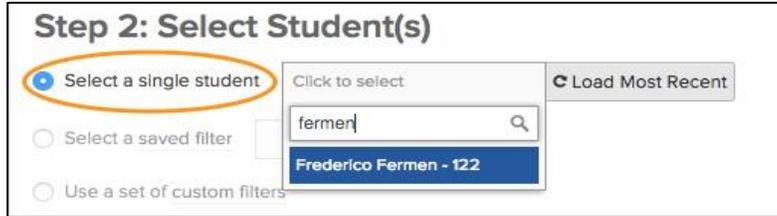
6. Choose which letter you would like to generate. There are three types of parent notification letters that can be generated in ELLevation:

- a. *Notification of Qualifying for ELL Status*: This letter is sent home to parents after the student is initially identified as ELL, or after their annual ELP assessment determines they should continue in the program. It notifies them that they will be served in the ELL program.
- b. *Notification of Not Qualifying for ELL Status*: This letter is sent home to parents after initial screener testing determines the student is not ELL.
- c. *Notification of Exiting ELL Status*: This letter is sent home to parents after an ELL student has achieved English proficiency as determined by their annual ELP assessment and other factors.



7. Set your student filters by choosing one of the options below.

- a. To generate a letter for one student, type in the first or last name of the student in the *Select Student* box.



- b. To generate letters for one of your saved filters, select a filter from the *Saved Filters*



8. Set your report options.

- a. *Number of ELP tests*: The default is *Most Recent*.
- b. *Letter Mailing Date*: This is the date you will mail the letters. **Important, it is required to date your letters. Remember Annual Review and REEVAL letters must be generated within 30 days of the students anniversary date based on DEUSS date.**
- c. *Language*: The default is *All Translations*, which will automatically translate the letters into the students' home language listed on their ELLevation profile.
- d. *Include English Version*: By checking this box, you can automatically include the English translation of the letters.
- e. *Test Type*: The default is *All*, which will include the most recent ELP assessment scores in the letters.
- f. *ELL Services Offered Page*: Regulations require that ELL parent letters include a list of programs or services offered by the district. **Set to show**
- g. *ELL Services Year/Semester*: **Leave as default.**
- h. *Parent Acceptance*: Provides a Yes/No checkbox where parents can note their acceptance or refusal of placement. **Please leave as hide.**
- i. *Parent Signature*: Provides a signature line where parents can acknowledge their receipt of the letter. **Please leave as default to show.**
- j. *Contact Name/Number*: Provide the name and phone number of the person parents should call if they have questions.

Step 3: Parent Letter Options

Letter Version: Initial

Number of ELP tests: Most Recent

Testing Period From: 08/19/2013 to 02/28/2018

Letter Mailing Date: 08/07/2017

Language: All translations Include English version

Test Types: All ELP Tests

ESOL Services Offered Page: Show

ESOL Services Year/Semester: Most Recent

Return Letter To: [Empty]

Contact Name: [Empty]

Contact Phone: [Empty]

Display Size: Reduced

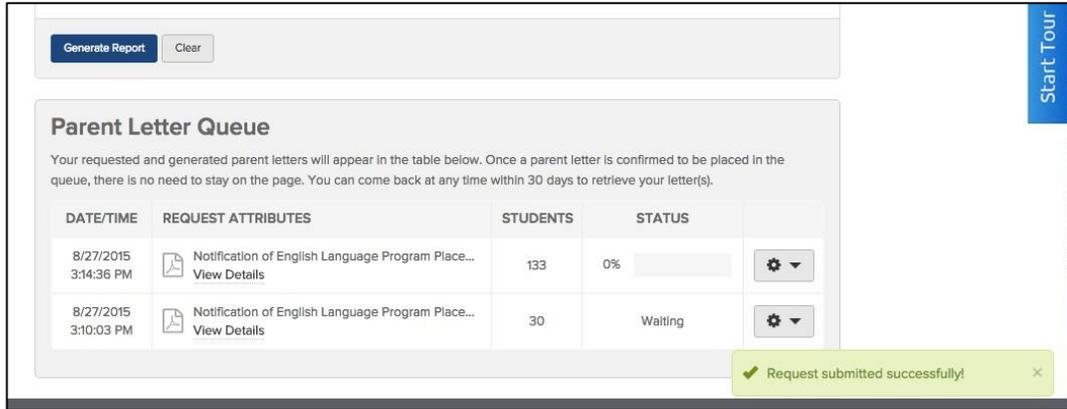
Double-sided Printing: Yes

- k. *Display Size*: Selecting "Reduced" shrinks the font size of the letter slightly.

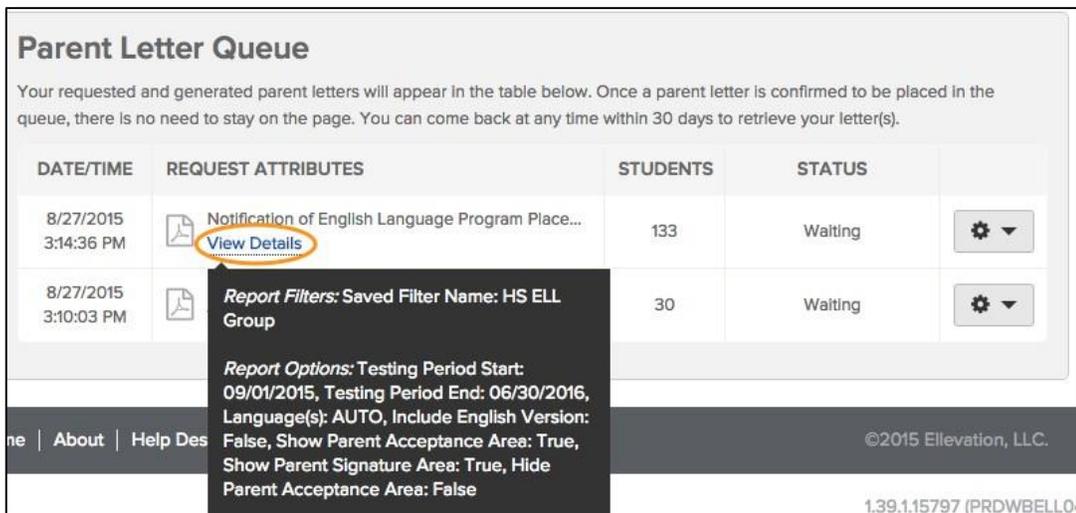
9. Click *Generate Report* to generate the letters

10. Once you have selected *Generate Reports*, the report will be added to the *Parent Letter Queue*.

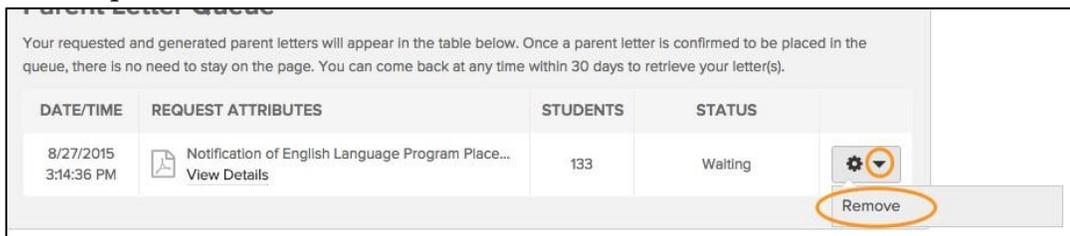
- a. Letters will generate within the queue even when you navigate away from the page.



- b. To see more details about the letters that are generating, move the cursor over *View Details*.



- c. To cancel a parent letter request or remove it from the queue, select remove from the drop down box.



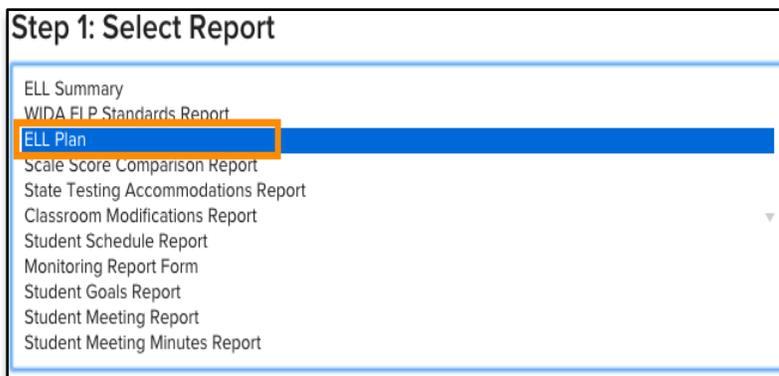
How to Generate an ELL Student Plan

The *ELL Student Plan* pulls together a student's most recent ELP test scores, services, accommodations, modifications, and language goals in order to easily share this information with parents and other educators.

- Navigate to the *Reports* sub-tab in the *Reports* menu.



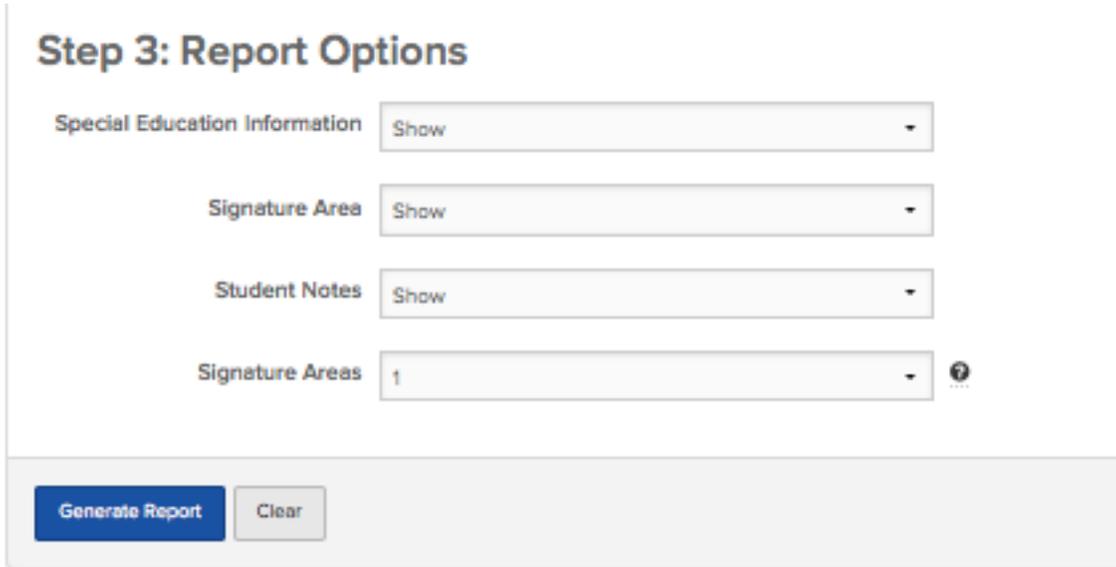
- Select the *ELL Student Plan* from the list of reports.



- Select your student filters. You can set filters to generate plans for a specific population of students. You can filter for a specific group of students, select an individual student or use one of your saved filters or student groups.

A screenshot of a form titled 'Step 2: Select Student(s)'. The form includes three radio button options: 'Select a single student' (selected), 'Select a saved filter', and 'Use a set of custom filters'. Below these are several filter fields: 'School' (dropdown), 'Teacher' (dropdown with 'Me' button), 'ELP Designation' (dropdown), 'Withdrawn/Graduated' (dropdown), 'Grade Level' (dropdown), and 'Group' (dropdown). There is also a 'Click to select' dropdown and a 'Load Most Recent' button.

9. **Set your report options.** Once you have selected the *ELL Student Plan* and your student population, the bottom of the screen will show a number of report options you can set.
 - a. *Special Education Information*: Always should be set to **Show**
 - b. *Signature Area*: Choose to **show** a place for signatures



Step 3: Report Options

Special Education Information

Signature Area

Student Notes

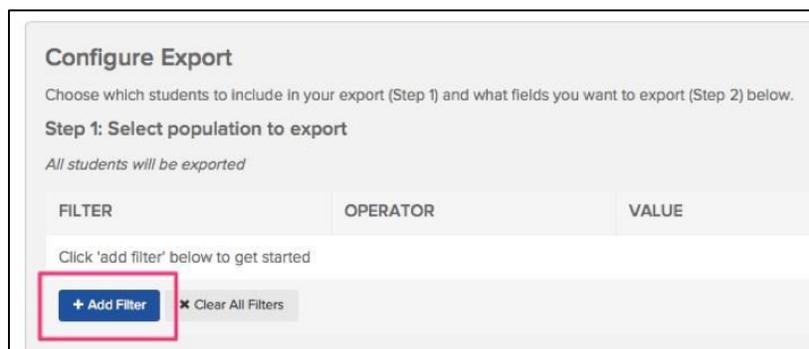
Signature Areas

10. **Click *Generate Report* to generate ELL Student Plans.** Always file the updated ELL Plan in the ELL Folder and **NEVER** throw away a previous ELL Plan. These are legal documents and must never be discarded.

Export Wizard Overview

The Export Wizard is a data analysis tool that allows you to export student data into a spreadsheet right from your ELLevation database. The advanced filters allows you to decide which students will be included in the export. You can select student data a la carte from a wide range of student information in your database and choose which data fields will be included in and excluded from your spreadsheet. There is the ability to include multiple years of ELP scores, testing accommodations, and instructional accommodations/modifications. Additionally, you do not have to wait around for your export - you will receive an e-mail once your export is ready.

- 1. From the home page, select *Reports and Export Wizard*.** Start by going to the top of the home page. Select the *Reports* tab and click on the *Export Wizard*.
- 2. Begin filtering your student list.** *Step 1: Select Student population to export* will allow you to select the students to include in your export by selecting the + *Add Filter* button. Please note – you can add multiple filters. If you do not set any filters, all of your students will be included in the export, including inactive students.



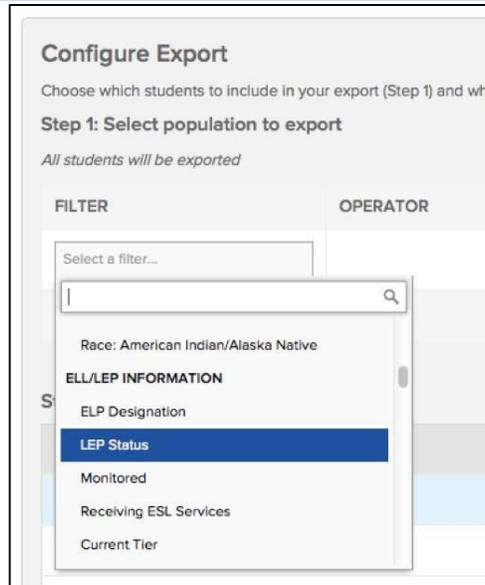
Configure Export
Choose which students to include in your export (Step 1) and what fields you want to export (Step 2) below.

Step 1: Select population to export
All students will be exported

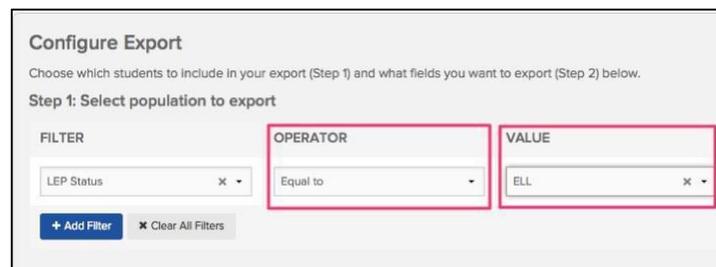
FILTER	OPERATOR	VALUE
Click 'add filter' below to get started		

+ Add Filter x Clear All Filters

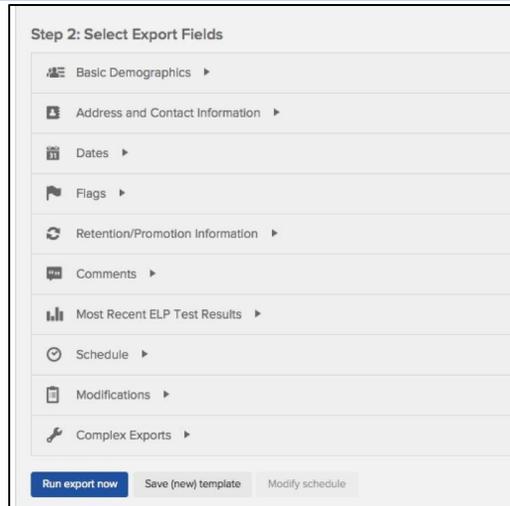
- 3. Choose a filter.** Once you have added a filter, select criteria from the FILTER dropdown menu. This dropdown includes a long list of demographic and testing information for your students. Type the name of the field you are filtering for, or find and select it in the dropdown.



- 4. Choose an *Operator* and a *Value* for your filter.** Once you have selected the filter, select an Operator (e.g., equal to, with x days) and then a Value (e.g., ELL, 30 days).



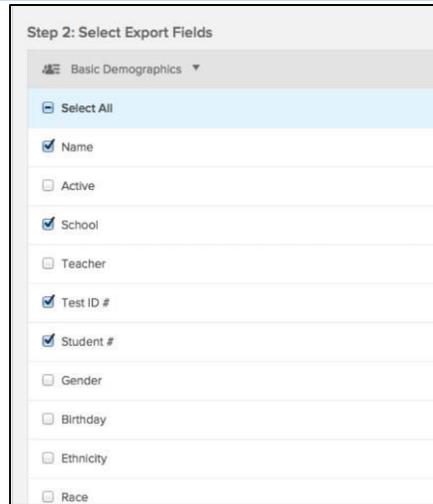
- 5. Add additional filters.** If there are additional criteria you would like to add to your filter, repeat steps 3-4. For example, if you only want to export your actively enrolled ELLs, you can add a filter for *Active*.
- 6. Decide which data fields you would like to include.** *Step 2: Select Export Fields* in order to select which data fields to include in the export spreadsheet. Each field you select will add an additional column to your spreadsheet.



7. **Select a data field.** A good place to start is adding basic student demographic information to your export. Start by clicking on the *Basic Demographics* category.



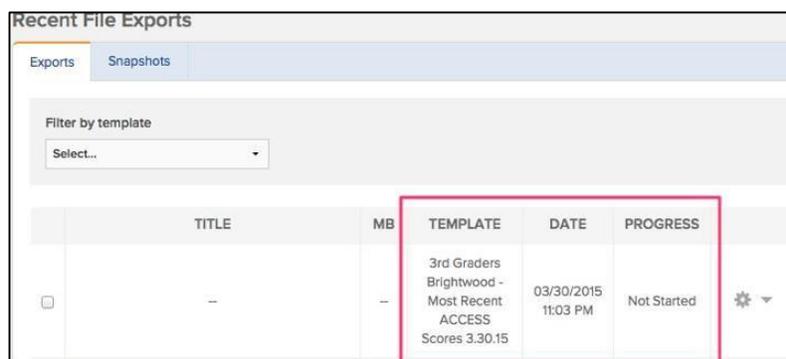
8. **Select data fields from a data category.** Once you select a data category, it will expand to show all possible fields to select from. You can select data fields from that data category to add to the export. Four data fields in the *Basic Demographics* category will be selected automatically: *Name*, *School*, *Test ID #* and *Student #*. These four fields will be included in every export unless you uncheck these fields. There is a long list of demographic information you can add; just check a box and it will appear as another column in your spreadsheet.



9. Add data fields from other data categories. If you would like to include additional data fields, click on another data category in the list. For example, add recent ELP test scores in order to include current proficiency levels in the export

10. Run your export. Click *Run Export Now* at the bottom of the screen to run your export.

11. Check the status of your export. You can check on the status of the export by looking under *Recent File Exports*.



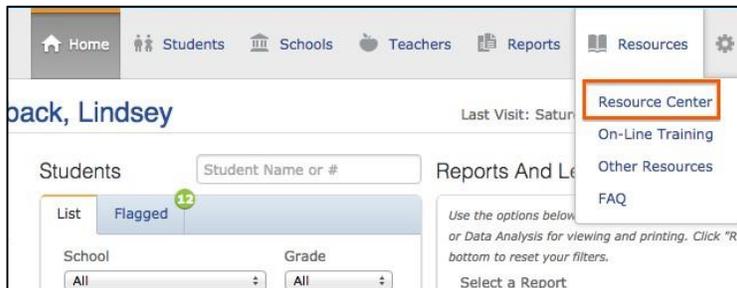
12. View your final export. Once the export is ready, you will receive an e-mail informing you of its completion.

13. The Bilingual/ESOL Department will periodically “push out” via, email, pertinent reports to assist you in staying update to date and in compliance.

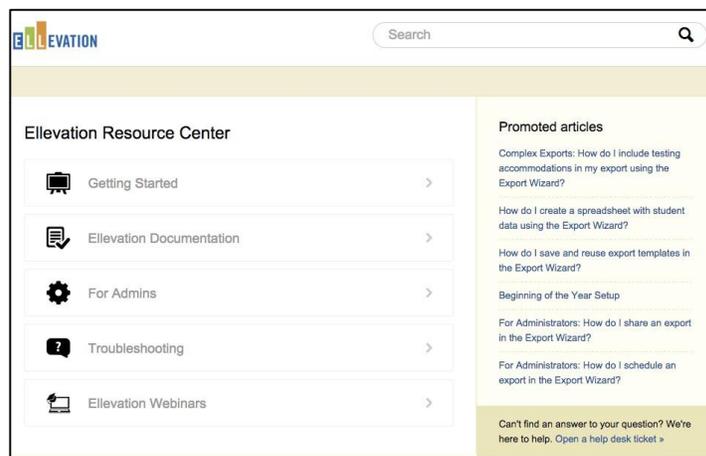
How to Access the ELlevation Resource Center

The ELlevation Resource Center allows you to easily search through a library of how-to articles, troubleshooting tips and a variety of other tools that are designed to help find answers to most questions.

1. **Navigate to the Resource Center.** Select the *Resource Center* link under the *Resources* tab on the Homepage.



2. **View resources.** Type a key word or words into the search bar, or click on any of the topics below to view the lists of available resources.

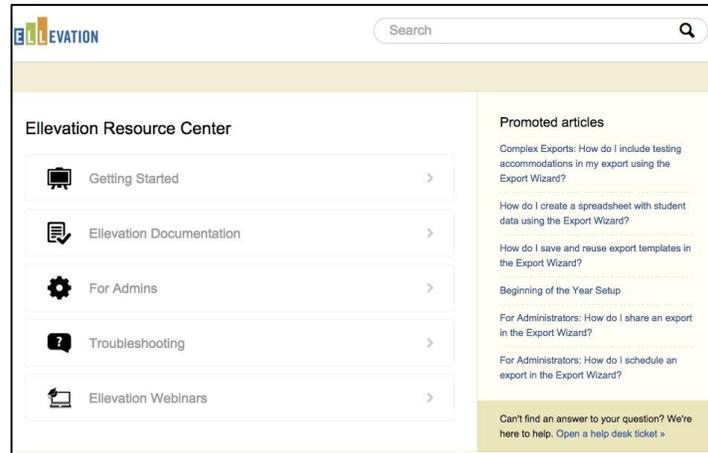


How to Access the ELlevation Help Desk

If you can't find an answer to your questions in the Resource Center, submit a question directly to the ELlevation Help Desk, and you will receive a response within 2 to 4 business hours. Or click on the button at any time.



1. **Navigate to the Resource Center.** Select the *Resource Center* link under the *Resources* tab on the Homepage and click on the *Create a Request* link to open up a Help Desk form.



2. **Fill out the Help Desk form.** Select a topic from the *Subject* dropdown and add your question to the *Comments* section. Once you have added your subject and questions click on the *Send* button. The more detailed the comments the faster the ticket can get answered so please provide as much detail about the issue you are experiencing as possible.

Frequently Asked Questions

Q: How can I get access to ELLevation?

A: School administrators shall complete the ELLevation ACCESS Form found on the Bilingual/ESOL Department. website esol.browardschools.com under the Forms tab. Once completed, follow the instructions on the form to submit for approval.

Q: What can cause the data on ELLevation to be different from the data on TERMS?

A: The data on TERMS is transmitted to ELLevation nightly but it may take up to 48 hours to be reflected on ELLevation.

Q: Whom do I call if I am unable to run parent letters?

A: Parent letters and some reports require scores in order to generate letters. If you get an error message when attempting to generate letters, check that all data is accurate on TERMS and wait at least 48 hours for all data to be reflected on ELLevation.

Q: Do I still have to keep ESOL folder?

A: Yes. We are required by state board rule to maintain hard copies of certain documents in the ELL Folder.

Q: Do I have to convene ELL Committee meetings on ELLevation?

A: Yes. All ELL Committee Meetings are now conducted on ELLevation. At the meeting, an ELL Committee Meeting report shall be generated for all present to sign.

Q: What if I make a mistake on ELLevation?

A: There are some features once "locked" are finalized, in this case, if an error is made a note can be made on the hard copy and filed in the ELL folder.