# SECTION 12

# **ELLEVATION 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?"

Log in to Ellevation	
Login ID	lindseyAA
Password	
	Log in
	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.

		Welcome back, Lindsey Payson 🗸
🏛 Schools 🎽 Te	achers 📑 Reports 💌	My Information
	En reporte y	What's New
	Lach Visite Tread	Resource Center
	Last visit: Tueso	Visit InClass
t Name or #	Reports And Let	Log Out
Phone		Ext
Fax		Ext
Login ID *	lindseyAA	
Last Logon	5/10/2016 2:53:00 PM	
	Change Password	

## 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)				
<ul> <li>Select a single student</li> </ul>	Click to select   Click to select  Click			
<ul> <li>Select a saved filter</li> </ul>	-			
O Use a set of custom filter	s			
Sch	hool -			
Teac	Click to Select • Me			
ELP Designa	tion -			
Withdrawn/Gradua	ated -			
Grade Lo	evel -			
Gr	- voup			

- 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	Show -	
Signature Area	Hide -	]
Student Notes	Show -	]
Generate Report Clear		

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.

Student List				
Saved Filter:		\$	Save Changes	Save As Delete
Student Name or #	Last Name	School	Grade	Teacher Me
Active Yes x v	Group	Designation	Status	Overall Level     v
Add Filter   🗙 Clear	All Filters			Page Size: 10 +

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.

Select a filter	
	٩
BASIC INFORMATION	1
Active	
Has Audit Issues	

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.

Save Changes	Save As Delete
Grade	Teacher Me

b. Name the filter.

	Save Filter As	
Save filter as:	ELLs on an IEP - <u>Bethal</u> Juniro High	

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

Home > Students Student List Saved Filter:	6th g Betha Bethe / ELLs o	r Junior Bethal, ELL, Co I Junior High, 6th grad I – 7th – ESL SERVices on an IEP – Bethal Juni	omposite 4.0 ders, Level 2 ro High	anges sav
Student Name	or #	Last Name	School	

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 <u>blue Save Changes button once you have modified the filter</u>.

Student List				
Saved Filter: ELLs or	n an IEP – Bethal Juniro H	i 🗘 Changes save	Save Changes	Save As Delete
Student Name or #	Last Name	School v	Grade	Teacher Me
Active	Group	Designation	Status v	Overall Level

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.

Student List				
Saved Filter: ELLs o	n an IEP – Bethal Juniro H	ti 🗘 Changes save	d Save Changes	Save As Delete
Student Name or #	Last Name	School	Grade	Teacher Me
Active	Group	Designation v	Status v	Overall Level

# 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.

<b>L</b> EVATION	🔒 Home	👬 Students 🏛	Schools 🍎 Tea	chers 🏥 Reports 🛄 Resources 🔅 Admin
Welcome b	ack, Col	Student List	>	Last Visit: Friday, May 15, 2015 10:36:33 PM
TOTAL STUDENTS:	Students	Data Dashboard	ne or #	Reports And Letters
441	List	Goal Progress		Use the options below to select a Report, Parent Letter, Listing, or Data Analysis for viewing and printing. Click "Reset" at the
RECENT STUDENTS:	School All	\$	Grade	bottom to reset your filters. Select a Report
Carolina Lon	The second second		2000 B 100	÷

- 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.

3 of	421	student(s) selected				✓ Perform Action	1
		Name 🔻	Student #	Grade	School	Add To New G Add To Existin Batch Edit Stuc	roup g Group dents
•	1	Abajo, Victoria	8565420	1	Lincoln Elementary	Update Statuses and Dates Update LEP Services Update Accommodations	
2	1	Abajo, Juan	32589657	6	Bethel Junior High School	EL	2
	1	Abdullah, Kateb	1002000822	6	Bethel Junior High School	EL	4
C	1	Abdullah, Dhameer	1002507149	4	Lincoln Elementary	EL	3

#### 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
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
Seesment.  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 <u>Replace</u>:

- 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!

Bat	tch Update Accommodations
Confirm how you would lik	ke to handle any previously assigned Testing Accommodations for 2014/2015 - Year.
(Any accommodations prev replaced by these accommo	viously assigned for these tests in 2014/2015 - Year will be odations.)
Preserve (Any tests and accommoda preserved. Newly assigned accommodation records.)	ations previously assigned for 2014/2015 - Year will be accommodations will be added to students' 2014/2015 - Year
	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	l: Select a Li	sting				
	Select Listing	Students			•	
Step 2	2: Listing Op	otions				
	Saved Filter				-	
	Group				-	
	School	Kennedy	Junior High Scho	loi	. •	
	Teacher	Click to S	Select	-	Me	
	Grade Level					
	Student Filter	Missing /	Accommodations		-	<b>▶</b>
	Year & Semester	2015/201	6 <del>.</del>	All	-	
	ELP Designation	ELL			•	
	Include	Incluc their A	e students who Accommodations	do not have any tes s tab	sts on	
Generate	Listing					

# 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.

🔒 Home	** Students 1	🗓 Schools 🏾 🍎 Tea	achers 🏥 Reports 📑 Resources 🔅 Admin				
ack, Lind	Student List Student Groups		Last Visit: Saturday, August 8, 2015 10:16:14 AM				
Students	Data Dashboard	ne or #	Reports And Letters				
List F	Goal Progress Exit Center		Use the options below to select a Report, Parent Letter, Listing, or Data Analysis for viewing and printing. Click "Reset" at the				
School All	Meeting Center	Grade	bottom to reset your filters. Select a Report				
Teacher		Status	÷				

#### 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.
  - a. Use the filters on the left to narrow your student list by student name, school, or grade level.
  - b. To schedule a Meeting for a group of students, select individual students or all students at once. Navigate to *Perform Action* and select *Schedule* 
    - *Meetings(s).* **5th Year Reevaluation** 32 6 1 0 32 students meet the search criteria [Clear Filters] Perform Action 👻 Student Name Schedule Meeting Filter by name or ID STUDENT \$ STATUS Schools ۷ Faj, Thai UnScheduled -05-All ₫ GALIK, KENNET UnScheduled Grades Teacher lussain, Kasib 12 LinSchodulod All 10 袋 Kaczmarek, Gizela UnScheduled [Clear Filters] UnScheduled 🔄 Kapur, Hina ☆ -
  - c. 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*.



eview the fields below	to schedule or perform a 5th	Year Reevaluation for 3 students.	
Attendees	ESOL Contact	• ABDULLAH, MUHAM X •	
	Administrator or Designee	ABRAMCZYK, JANE X •	
	ESOL Teacher	- ABINSAY, MARK X -	
	Parent	• Other X •	
	-	Ms. Lopez	
	Add Attendee		
Meeting Date	8/8/2015	<b>E</b>	
dditional Signatories	0	•	

- 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 Meetings*(*s*). Alternatively, you can choose to unschedule the students' Meetings or to edit the Meeting date or attendees.

nd Year Annual Evaluation	3rd Year	r Annual Evaluation	Post-Exit Monito	ring Meeting	Additional R	eevaluation Meeting
5th Year Ree	evalua	ation				
28		4		6		1
UNSCHEDULED		SCHEDULED	c	DPEN		FINALIZED
Student Name	4 stud	ents meet the searcl	h criteria [Clear Fi	lters]		Perform Action 👻
Student Name Filter by name or ID	4 stud	ents meet the search	h criteria [Clear Fi GRADE ≎	lters] DATE	STATUS	Perform Action  Unschedule Meeting(s)
Student Name Filter by name or ID Schools	4 stud	ents meet the searcl STUDENT ≎ Faj, Thai	h criteria [Clear Fi GRADE ≎ 10	DATE 8/8/2015	STATUS	Perform Action  Unschedule Meeting(s) Open & Perform Meeting
Student Name Filter by name or ID Schools All	4 stud	ents meet the search STUDENT \$ Faj, Thai	GRADE \$	DATE 8/8/2015 8/8/2015	STATUS Scheduled	Perform Action  Unschedule Meeting(s) Open & Perform Meeting Edit Meeting dates(s)
Student Name Filter by name or ID Schools All Grades	4 stud I I I I I I I I I I I I I I I I I I I	ents meet the searc. STUDENT Faj, Thai GALIK, KENNET	GRADE \$	DATE 8/8/2015 8/8/2015	STATUS Scheduled Scheduled	Perform Action  Unschedule Meeting(s) Open & Perform Meeting Edit Meeting dates(s) Edit Meeting attendees
Student Name Filter by name or ID Schools All Grades All	4 stud © © ©	ents meet the searc STUDENT Faj, Thai GALIK, KENNET Hussain, Haajar	GRADE \$ 10 9 9	DATE 8/8/2015 8/8/2015 8/8/2015	SCheduled Scheduled Scheduled	Perform Action  Unschedule Meeting(s) Open & Perform Meeting Edit Meeting dates(s) Edit Meeting attendees

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 lefthand side of the screen. *Note: The decisions made in each Meeting are saved automatically.*

Faj, Thai	Faj, Thai Test ID #1001347795	Overall: 2 - Low Intermediate
GALIK, KENNET	Grade: 10	Listening & Speaking: 2 - Low Intermediate
	Language: Hmong	Reading: 1 - Beginning
Hussain, Haajar	LEP Status: LY (ELL Current)	Writing: 2 - Low Intermediate
	ESL Entry Date: 1/6/2011	Mary Taxa Davida
Hussain, Kasib		View Test Results
	Feb Mass Desushaster	Master Date 0/0/00/5
	Sui rear Reevaluation	meeting Date 6/6/2015
	Meeting Details	Edit Dates/Attendees
	Purpose	5th Year Reevaluation
	Grade	10
	Meeting Date	8/8/2015
	Attendees	Amanda Dickerson (ESOL Contact), Ali Jaffari (Administrator or
		Designee), Jainie Zamarripa (ESOL Teacher), Ms. Lopez
		(Parent)

- 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 Meetings*(*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.

28		0	1	0		1
	1 stude	ents meet the search	criteria [Clear Filt	ers		Perform Action 👻
Student Name	1 stude	ents meet the search	criteria [Clear Filt	ers]		Perform Action 👻
Student Name Filter by name or ID	1 stude	STUDENT \$	criteria [Clear Filt GRADE ≎	DATE	STATUS	Perform Action
Student Name Filter by name or ID Schools	1 stude	STUDENT \$	criteria [Clear Filt GRADE \$ 8	DATE 11/17/2014	STATUS	Perform Action



- **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.

Letter Version O	Initial	*
Number of ELP tests: @	Most Recent +	
Testing Period From O	08/19/2013 📑 to 02/28/2018 🖼	
Letter Mailing Date:	08/07/2017	Must select a mailing date
Language 😡	All translations	
Test Types:	All ELP Tests	*
ESOL Services Offered Page: 😡	Show	
SOL Services Year/Semester 😡	Most Recent	*
Return Letter To O		
Contact Name 😡		
Contact Phone:		
Display Size 😡	Reduced	*
Double-sided Printing O	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*.

etter	Queue	Once a parent letter	is confirmed to be pla	ced in the
o need t	o stay on the page. You can come back at any time	within 30 days to re	trieve your letter(s).	
REQU	JEST ATTRIBUTES	STUDENTS	STATUS	
	Notification of English Language Program Place	133	Waiting	<b>0</b> •
R	Report Filters: Saved Filter Name: HS ELL Group	30	Waiting	<b>\$</b> •
elp Des	Report Options: Testing Period Start: 09/01/2015, Testing Period End: 06/30/2016, Language(s): AUTO, Include English Version: False, Show Parent Acceptance Area: True, Show Parent Signature Area: True, Hide Parent Acceptance Area: False		©2015	Ellevation, LLC
	etter nd gene need t REQL	Partner Queue         Ind generated parent letters will appear in the table below. In the table below. In the table below. It is a present of the page. You can come back at any time         REQUEST ATTRIBUTES         Image: Notification of English Language Program Place         Image: Note Place Program Place         Image: Note Place Place Program Place         Image: Note Place Pla	Report Options: Testing Period Start:       30         09/01/2015, Testing Period Start:       30         Report Options: Testing Period Start:       09/01/2015, Testing Period Start:         09/01/2015, Testing Period End: 06/30/2016, Language(s): AUTO, Include English Version:       False, Show Parent Acceptance Area: True, Show Parent Signature Area: True, Hide Parent Acceptance Area: False	Recursion of English Language Program Place         Notification of English Language Program Place         Notification of English Language Program Place       133       Waiting         Report Filters: Saved Filter Name: HS ELL Group       30       Waiting         Report Options: Testing Period Start:       09/01/2015, Testing Period End: 06/30/2016, Language(s): AUTO, Include English Version:       5       E         Parent Acceptance Area: True, Show Parent Signature Area: True, Parent Acceptance Area: True, Blace       E       ©2015

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

our requested a ueue, there is no	nd generated parent letters will appear in the table below. o need to stay on the page. You can come back at any time	Once a parent letter within 30 days to re	is confirmed to be pla trieve your letter(s).	aced in the
DATE/TIME	REQUEST ATTRIBUTES	STUDENTS	STATUS	
8/27/2015 3:14:36 PM	Notification of English Language Program Place View Details	133	Walting	*•
				Remove



# 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.

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



7. Select the ELL Student Plan from the list of reports.

Step 1: Select Report	
ELL Summary WIDA ELP Standards Report	
ELL Plan	
Scale Score Comparison Report	
State Testing Accommodations Rep	port
Classroom Modifications Report	Ψ
Student Schedule Report	
Monitoring Report Form	
Student Goals Report	
Student Meeting Report	
Student Meeting Minutes Report	

8. **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.

Step 2: Select Stu	dent(s)
Select a single student     Click	ck to select • C Load Most Recent
<ul> <li>Select a saved filter</li> </ul>	-
O Use a set of custom filters	
School	
Teacher	Click to Select • Me
ELP Designation	-
Withdrawn/Graduated	-
Grade Level	-
Group	-



- 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 Op	tions	
Special Education Information	Show -	
Signature Area	Show -	
Student Notes	Show •	
Signature Areas	1 -	0
Generate Report Clear		

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.



# How to Use the Export Wizard

#### 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 Step 1: Select population to e	your export (Step 1) and what fire	elds you want to export (Step 2) below.
All students will be exported		
FILTER	OPERATOR	VALUE
Click 'add filter' below to get starte	d	
+ 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.



Cho	ose which students to include in you	r export (Step 1) and v
Ste	p 1: Select population to expo	rt
All s	students will be exported	
FI	LTER	OPERATOR
10	Select a filter	
		٩
	Race: American Indian/Alaska Native	
	ELL/LEP INFORMATION	0
S	ELP Designation	
	LEP Status	
1	Monitored	
	Receiving ESL Services	
	Current Tier	

Г

**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).

step 1: Select population to export	
	VALUE
LEP Status X - Foual to	- FL X

- **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.



<b>41</b> 2	Basic Demographics 🕨
٥	Address and Contact Information 🕨
Î	Dates 🕨
PH.	Flags 🕨
С	Retention/Promotion Information
-	Comments ►
ьlı	Most Recent ELP Test Results 🔸
0	Schedule 🕨
١	Modifications +
ø	Complex Exports 🕨

**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.

tep 2	2: Select Export Fields	
483	Basic Demographics 🕨	
8	Address and Contact Information 🕨	
	Dates 🕨	
-	Elana h	

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.



Step 2: Select Ex	port Fields		
4回 Basic Demog	raphics 🔻		
Select All			
🗹 Name			
Active			
School			
Teacher			
🗹 Test ID #			
Student #			
Gender			
Birthday			
Ethnicity			
Race			

- **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*.

Exports	Snapshots					
Filter by	r template					
Select.		•				
	TITLE	МВ	TEMPLATE	DATE	PROGRESS	1
	-	_	3rd Graders Brightwood - Most Recent	03/30/2015	Not Started	÷.

- **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.

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## 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.

	Search	٩
Ellevation Resource Center		Promoted articles
Getting Started	>	accommodations in my export using the Export Wizard?
Ellevation Documentation	>	How do I create a spreadsheet with student data using the Export Wizard? How do I save and reuse export templates in
For Admins	>	the Export Wizard? Beginning of the Year Setup
? Troubleshooting	>	For Administrators: How do I share an export in the Export Wizard?
4		For Administrators: How do I schedule an export in the Export Wizard?
Ellevation webinars	>	Can't find an answer to your question? We're here to help. Open a help desk ticket »



# 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.

LEVATION	Search	Q
Ellevation Resource Center		Promoted articles
Getting Started	>	accommodations in my export using the Export Wizard?
Ellevation Documentation	>	How do I create a spreadsheet with student data using the Export Wizard?
For Admins	>	the Export Wizard? Beginning of the Year Setup
? Troubleshooting	>	For Administrators: How do I share an export in the Export Wizard?
Ellevation Webinars	.>	export in the Export Wizard?
		Can't find an answer to your question? We're here to help. Open a help desk ticket »

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.

Complete and s your tickets.	end this form to contact Ellevation. Fields marked with an $st$ are require	d. Click here to vie
Our help desk your ticket wi for Memorial I	is open from 8:30am-5:30pm EST Monday - Friday. We will do ( thin 2-4 business hours! Please Note: Our Help Desk will be clos Day.	our best to respon ed Monday, May :
Identifying I	nformation	
Name:	Amber Thompson-Adams	
*Email:	ambert@ellevationeducation.com	
Phone:		
Subject:		
Attach months		
Attachment:	Choose File No file chosen	
Attachment:	Choose File No file Chosen	
Attachment: Studeet *Comments:	Choose File No file chosen	>
Attachment: Studeet Comments: Comments: Priority:	Low :	>
Attachment: Student - *Comments: Priority:	Low \$	>

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#### **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.