

English Language Learners (ELL) Module User Guide

Last Modified: Oct 11, 2012

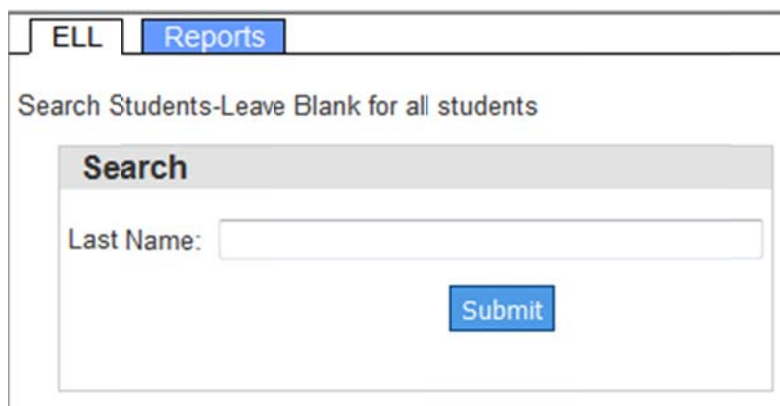
ELL Teachers/Admin Screen

Admin Users - From Powerschool, the ELL Module is launched from Special Functions -> School Functions -> English Language Learners (ELL)

Teachers – From Powerteacher, the ELL Module is launched from the Links menu -> English Language Learners (ELL)

Finding Students

- The first screen you will see is the Student Search screen:



ELL Reports

Search Students-Leave Blank for all students

Search

Last Name:

Submit

- Start typing in the Last Name field to narrow your search down. Entering a single letter will pull up students whose last name begins with that letter. Enter a combination of letters to further narrow your search. Leave the search box blank to search for all students. If you log in through Powerteacher, your search results are restricted to students you teach. If you log in through Powerschool, you will see all 301, 302, and 303 students at your school.
- Click Submit.
- You will now see your search results:

[Search Students](#)> Student List

| Students | | | | | | | |
|---|--------------|------------|-----------|----------|---------|---------|-------------|
| Enter student proficiency levels using the dropdown lists. All changes are saved immediately. | | | | | | | |
| Student No | Surname | First Name | Listening | Speaking | Reading | Writing | Overall ELP |
| 15127167 | Thiyagarajan | Bharath | 3 | LFS | 3.5 | 4.5 | 3 |
| 14909895 | Tung | Agamjot | Pre-1 | 3 | 1 | N/A | 3.5 |

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- This screen allows you to quickly enter proficiency levels for all your students. Select the levels using the dropdown lists. **All changes are saved immediately.**
- Click a student number to view that student's details.

Entering Information

Header Information - This data is entered and modified by school admin staff in Powerschool (on the Citizenship/ Guardianship screen) and cannot be changed here EXCEPT FOR Years of ESL Eligibility.

| School Year: 2012-2013 | | | Snapshot: Select... | | | print | | |
|--|--|--|---------------------|--|--|------------------------|--|--|
| ENGLISH LANGUAGE LEARNERS | | | codes 301, 302, 303 | | | School Year: 2012-2013 | | |
| Years of ESL eligibility: <input type="text"/> | | | Grade: 3 | | | DOB: February 20, 2005 | | |
| ESL Type: 303 | | | | | | | | |
| The student's primary language is: Punjabi | | | Country: | | | | | |

Immigrant Documentation – This information is completed by ELL Consultants and cannot be edited by staff/teachers. Remember this section applies only to foreign-born ELL students.

For foreign-born ELLs only

Immigrant Document: Canadian Citizenship Card

Years of education: 5

Level of schooling: 2

Date of arrival into Canada: 03-10-2011



Education setting: Rural Public

First language proficiency: Unable to determine

Proficiency – Proficiency levels can be modified using the dropdown boxes.

Proficiency

Listening ESL Level: 3

Reading ESL Level: 3.5

Overall English language Proficiency Level: 3

Speaking ESL Level: LFS

Writing ESL Level: 4.5

Requirements –Academic and Programming requirements can be entered by teachers or school staff. Consultant Notes are for viewing only.

Requirements:

Academic requirements:

Programming requirements:

Consultant Notes:

- Click **Submit** to save changes

Changing School Years and Snapshots

- If data exists for a previous school year, the School Year dropdown list will have other years in it.
- Snapshots in time will be taken at regular intervals during the school year. To view a specific snapshot, use the Snapshot dropdown
- To print the ELL form, click the Print button

School Year: 2012-2013 ▼ Snapshot: Select... ▼ [print](#)

Reports

- Click the Reports tab at the top
- Currently, there is only one report – a student summary of proficiency levels.

ELL Reports

School Year: 2012-2013 ▼ Snapshot: Current ▼

Sort by: Student: Grade:

| | | |
|-----|----|--|
| Br | >> | |
| So | > | |
| Ku | < | |
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| Pa | | |
| Pe | | |
| Ha | | |
| Jo | | |

[Print](#)

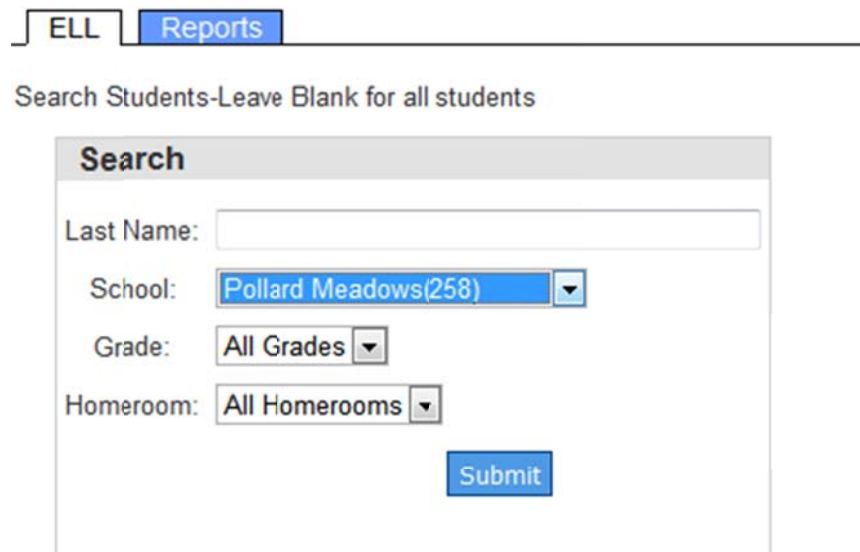
- Select the School Year and Snapshot you wish to print
- Select how you would like the report to be sorted – by student or by grade
- Select the students you want from the list on the left. Select multiple students by holding down the Ctrl key. Click the arrow to move them to the box on the right
- Admin users are able to search by Grade and by Homeroom. Regular users will see the students they teach.
- Click Print

ELL Consultant Screens

From Powerschool, the ELL Module is launched from Special Functions -> School Functions -> English Language Learners (ELL)

Finding Students

- The first screen you will see is the Student Search screen:



ELL Reports

Search Students-Leave Blank for all students

Search

Last Name:

School:

Grade:

Homeroom:

- Select the school you wish to view and the grade and/or the homeroom. We do NOT recommend selecting All Schools – this is potentially a lot of data and will take significant time to load.
- Start typing in the Last Name field to narrow your search down. Entering a single letter will pull up students whose last name begins with that letter. Enter a combination of letters to further narrow your search. Leave the field blank to search for all students.
- Click Submit.
- You will now see your search results:

ELL Reports

[Search Students](#) > Student List

| Students | | |
|--------------------------|---------|------------|
| Student No | SurName | First Name |
| 14909895 | Student | Joe |
| 14604656 | Student | Josh |

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- Click a student number to view that student's details.

Entering Information

Header Information - This data is entered by school admin staff in Powerschool (on the Citizenship/Guardianship screen) and cannot be changed here.

| | | | |
|---|---------------------|--|--------------------------------------|
| School Year: <input type="text" value="2012-2013"/> | | Snapshot: <input type="text" value="Select..."/> | <input type="button" value="print"/> |
| ENGLISH LANGUAGE LEARNERS | codes 301, 302, 303 | School Year: 2012-2013 | |
| Years of ESL eligibility: 4 | Grade: 4 | DOB: April 11, 2003 | |
| ESL Type: 303 | | | |
| The student's primary language is: Punjabi | | Country: | |

Immigrant Documentation - This section is filled out for foreign-born ELL students only. Mandatory fields are indicated by the red asterisk.

For foreign-born ELLs only

Immigrant Document:
Canadian Citizenship Card

Years of education: 5

Level of schooling: 2

Date of arrival into Canada: 03-10-2011
(dd-mm-yyyy)

Education setting: * Rural * Public

First language proficiency: * Unable to determine

Proficiency – This information is entered by school staff and cannot be modified by consultants.

Proficiency

| | | | | | |
|----------------------|---|--------------------|---|---|---|
| Listening ESL Level: | 5 | Reading ESL Level: | 5 | Overall English language Proficiency Level: | 5 |
| Speaking ESL Level: | 5 | Writing ESL Level: | 4 | | |

Requirements – Consultants can view, but cannot modify, teacher notes regarding Academic and Programming requirements. Consultants can add their own notes in the Consultant Note box.

Requirements:

Academic requirements:

Programming requirements:

Consultant Notes:

- Click **Submit** to save changes

Changing School Years and Snapshots

- If data exists for a previous school year, the School Year dropdown list will have other years in it.
- Snapshots in time will be taken at regular intervals during the school year. To view a specific snapshot, use the Snapshot dropdown
- To print the ELL form, click the Print button

School Year: Snapshot:

Reports

- Click the Reports tab at the top
- Currently, there is only one report – a student summary of proficiency levels.

School Year: Snapshot:

Sort by: Student: Grade:

School:

Grade:

Homeroom:

| | | |
|----|---|--|
| Ab | <input type="button" value=">>"/> | |
| Ab | <input type="button" value=">"/> | |
| Ab | <input type="button" value="<"/> | |
| Ab | <input type="button" value="<<"/> | |
| Ab | | |
| Ab | | |
| Ac | | |
| Ad | | |

- Select a school and grade/homeroom and click Search Students
- Select how you would like the report to be sorted – by student or by grade
- A list of students will appear in the box on the left. Select the students you want (select multiple students by holding down the Ctrl key) and click the arrow to move them to the box on the right
- Click Print