## Saving an ELL Student Plan

This is meant to be used as a resource for how to generate and save an ELL Student Plan that is then filterable in the Student List - New to verify completion.

1. After logging into Ellevation, go to "Student List - New" and filter for a set of students for whom you want to save a report.

ELL EVATION Stude	nts - Reports - Instruction -		٩	Find	~ <b>\$</b> ~ <b>\$</b>	Testing Database 3 (Testing) ≓ Switch District
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AND OR	BYLINA, ROLDE	1002486466		Portuguese		South Daybreak Ele
	Calderon, Roberto	734584		Spanish	3.2 - Developing ACCES	S- 3/31/2011 Needham B. Broug
	Chang, Cong	1002040572		Chinese		South Daybreak Ele
	Chang, Da Wei	1002438916		Chinese		South Daybreak Ele

2. Select all of the students for whom you want to generate the report.

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3. Select the "Reports" button and then click on "Reports" and "ELL Student Plan"

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	Calderon, Roberto	734584	Spanish	3.2 - Developing ACCESS · 3/31/2011	Needham B. Broug

4. Next it will direct you to a new screen to confirm and generate the report. All of the items that were filtered for on the front page will be selected and you will click "Generate" at the bottom.

WIDA ELP Standards Report         Scale Score Comparison Report         State Testing Accommodations Report         Classroom Modifications Report         Student Schedule Report         Student Keeling Report         Student Schedule Report         Student Schedule Report         Student Keeling Report         Student Keeling Report         Student Schedule Report         Student Schedule Report         Student Keeling Report         Student Schedule Schedu	ELL Student Plan	
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5. From there, the report will generate in a new screen. You will still have the ability to print the report but you will also see a new feature titled "Save".

	Print   Download PDF   Save   Close
Report	Cover Page
Report:	ELL Plan (CFR01Standard)
Date:	8/31/2018 2:06:57 PM
Students Selected:	39
"Save", it now stores a copy to the "Documents	" tab on the Student Demographic Profile page
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7. If your particular learning style is better done by watching, <u>here is a quick video for you</u>.

6. By clicking