

## 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.

The screenshot shows the Ellevation interface with the 'Students' tab selected. A filter panel on the left is open, showing 'EL Status' with 'Current ELL' selected. The main table displays 149 students with columns for Student, Test ID #, Birth Country, Native Language, Composite Level, and School. The table is partially visible, showing students like Bautista, Igme and Bhatnagar, Indira.

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

The screenshot shows the Ellevation interface with the 'Students' tab selected. The filter panel on the left is open, showing 'EL Status' with 'Current ELL' selected. The main table displays 149 students with columns for Student, Test ID #, Birth Country, Native Language, Composite Level, and School. The table is partially visible, showing students like Bautista, Igme and Bhatnagar, Indira.

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

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- 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.

**Step 1: Select Report**

- ELL Student Plan
- WIDA ELP Standards Report
- Cumulative Folder Report**
- Scale Score Comparison Report
- State Testing Accommodations Report
- Classroom Modifications Report
- Student Schedule Report
- Monitoring Form
- Student Goals Report
- Student Meeting Report
- Student Meeting Minutes Report

**Step 2: Select Student(s)**

**Please note: generating a large number of documents may take several minutes to complete.**

**Selected filters (149 students)**

- Active is equal to Yes
- AND
- EL Status is any of Current ELL

**Step 3: Report Options**

Special Education Information: Show

Student Notes: Show

Signature Area: Hide

Inactive Students: Show

**Generate Report** Clear Options

- 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

- By clicking “Save”, it now stores a copy to the “Documents” tab on the Student Demographic Profile page.

HOME > STUDENTS > [Student Name]

Filter: None << < > >>

**PRINCEDEER LUCIA ALBARRAN-HERNANDEZ** Select Student Report Data Audit

Composite: 1.8 - Entering  
 Listening: 3.7 - Developing  
 Speaking: 1.4 - Entering  
 Reading: 1.8 - Entering  
 Writing: 1.6 - Entering  
 Literacy: 1.7 - Entering  
[View Test Results](#)

Demographics Schedule ELP Testing Test Accommodations Classroom Modifications Goals History Meetings Instruction Documents

1 Document [Upload](#) All Document Types

Document Name	Document Type	Uploaded	Uploaded By
ELL Plan -454379-8/31/2018	Saved ELL Plan	in an hour	Lauren Dill

- If your particular learning style is better done by watching, [here is a quick video for you.](#)