

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.

- 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 'Students' page. The 'Students' tab is selected in the top navigation bar. 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 filtered to show only 'Current ELL' students.

Student	Test ID #	Birth Country	Native Language	Composite Level	School
Bautista, Igme	1001860098		Filipino, Tagalog		South Daybreak Ele...
Bhatnagar, Indira	1001178836		Hindi		Needham B. Broug...
Blok, Nadeah	1001804571		Russian		South Daybreak Ele...
BOCHNAK, EDSON	1002509377		Portuguese		South Daybreak Ele...
BRYJA, JOYMINA	1002557776		Turkish		Needham B. Broug...
Bui, Ly	1002014091		Vietnamese		Needham B. Broug...
Bui, Mai Ly	1002017017		Vietnamese		Needham B. Broug...
BYLINA, ROLDE	1002486466		Portuguese		South Daybreak Ele...
Calderon, Roberto	734584		Spanish	3.2 - Developing ACCESS: 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.

The screenshot shows the Ellevation 'Students' page with 149 students selected. The 'Student' checkbox in the filter panel is checked, and the 'Test ID #' column is visible in the table.

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

The screenshot shows the Ellevation 'Students' page with the 'Reports' menu open. The 'Reports' button is highlighted, and the 'ELL Student Plan' option is selected in the dropdown menu.

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.

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

Student Notes

Signature Area

Inactive Students

Generate Report

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”.



Report Cover Page

Report: ELL Plan (CFR01Standard)
Date: 8/31/2018 2:06:57 PM
Students Selected: 39

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

HOME > STUDENTS > [JENNIFER LUCIA ALBARRAN-HERNANDEZ](#)

Filter: None << < > >>

JENNIFER LUCIA ALBARRAN-HERNANDEZ
Student ID: 454379

Select Student Report

Report Summary: 8/31/2018 2:06:57 PM - ELL Plan (CFR01Standard) - 39 Students Selected

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 All Document Types

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

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