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## 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 an ELL Plan**
- **How to Create and Save Views**
- **How to assign Testing Accommodations**
- **How to Electronically sign (e-sign) Meetings**
- **How to Generate Parent Letters**
- **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?”

The screenshot shows the 'Log in to Ellevation' page. It has two input fields: 'Login ID' with the text 'lindseyAA' and 'Password' with six dots. Below these is a blue 'Log In' button. At the bottom, there is a link that says '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.

The screenshot shows the 'My Information' section of the ELlevation interface. At the top, a blue header says 'Welcome back, Lindsey Payson'. Below this is a navigation menu with 'My Information' highlighted. Other menu items include 'What's New', 'Resource Center', 'Visit InClass', and 'Log Out'. The main content area shows a form with fields for 'Phone', 'Fax', 'Login ID \*' (containing 'lindseyAA'), and 'Last Logon' (showing '5/10/2016 2:53:00 PM'). A blue 'Change Password' button is highlighted at the bottom.

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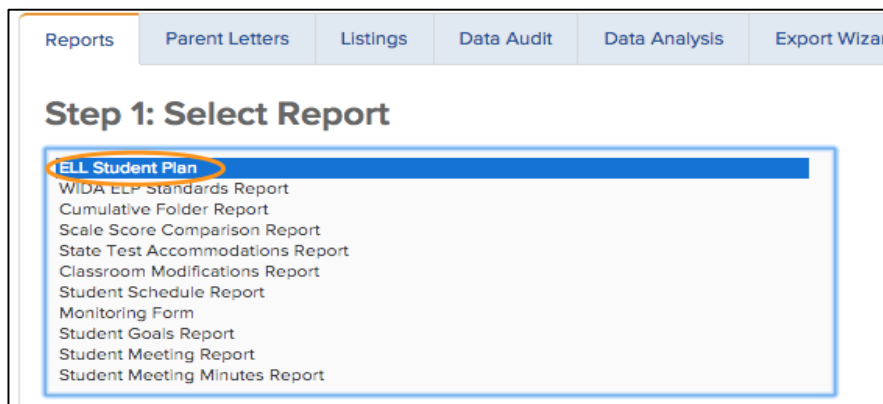
## How to Generate an ELL Student Plan

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 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 Student(s)**

☐ Select a single student 

Click to select

Load Most Recent

☐ Select a saved filter

☐ Use a set of custom filters

School

Teacher

Click to Select

Me

ELP Designation

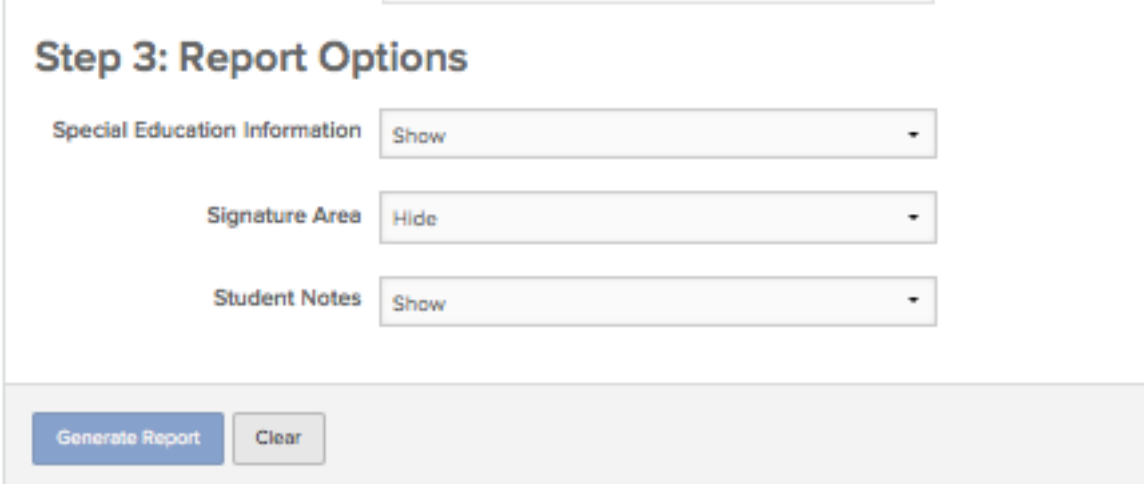
Withdrawn/Graduated

Grade Level

Group

- 
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

Signature Area

Student Notes

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.

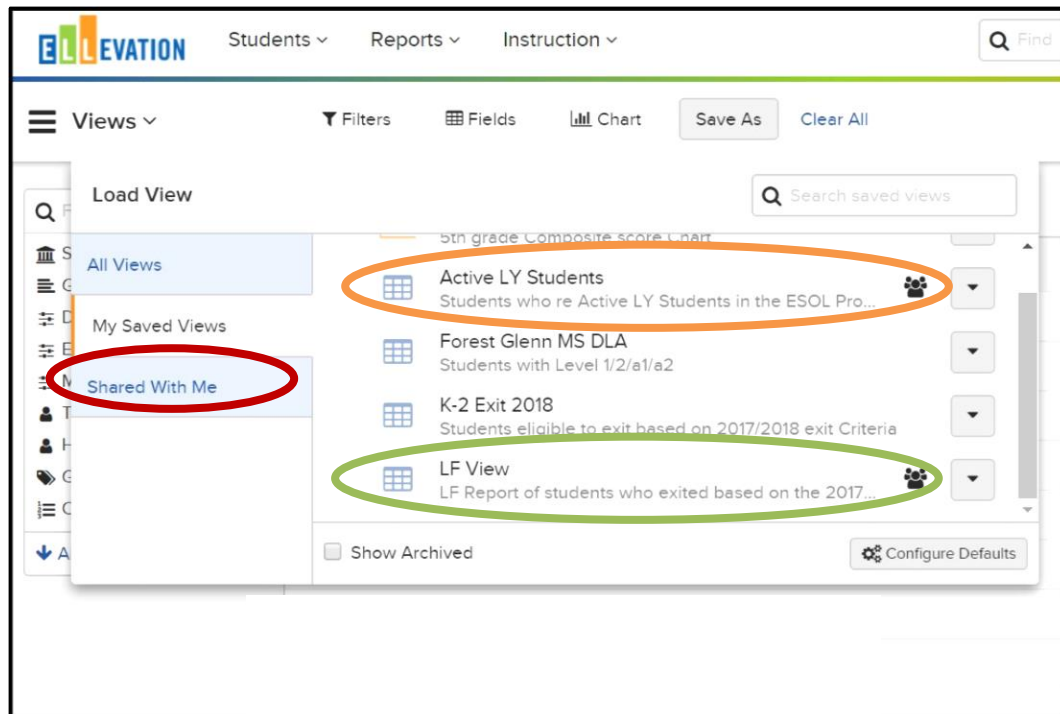
## How to Create and Save Views

You can use the views in the *Student List* to create and save customized views. 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. To view a detailed video click [here](#).

### Saved Views:

Saved View hold and populate students who meet the specific criteria. These views are available on your Shared with me tab under the Views icon.

- Active LY Students:
- LF View:
- Immigrant View:



## How to Add Testing Accommodations

Testing accommodations must be documented on ELlevation as part of the student's ELL Plan. These same accommodations must also be provided on a regular basis, during classroom instruction and documented as ESOL Instructional Strategies in the teacher's plan book

### Assigning Accommodations- ELlevation

**STEP 1- LY VIEW and add any applicable filters**

**STEP 2- Select applicable students**

**STEP 3- Assign applicable Accommodations**

Student Name	ESOL Status	Grade Level	School	Date Entered U.S.	Home Language	ESOL Program
0617089733	LY (ELL Current)	K		8/14/2019	English	8/16/2019
0619196370	LY (ELL Current)	K		8/15/2018	Spanish	8/21/2018
0620044256	LY (ELL Current)	K		8/14/2019	Spanish	8/14/2019
0619141922	LY (ELL Current)	K		6/21/2017	English	12/19/2017
0619141343	LY (ELL Current)	K		8/14/2019	English	8/14/2019
0620028205	LY (ELL Current)	K		8/14/2019	English	8/15/2019
0619088103	LY (ELL Current)	K		8/14/2019	English	8/15/2019

#### Step 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.

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**Choose to Replace:**

- b. Replace: This option will replace any existing accommodations these students
- c. 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!*

**Batch Update Accommodations**

Confirm how you would like to handle any previously assigned Testing Accommodations for 2014/2015 - Year.

☒ **Replace**  
(Any accommodations previously assigned for these tests in 2014/2015 - Year will be replaced by these accommodations.)

☐ **Preserve**  
(Any tests and accommodations previously assigned for 2014/2015 - Year will be preserved. Newly assigned accommodations will be added to students' 2014/2015 - Year accommodation records.)

**Assign** **Close**

- 2. **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.
- 3. **Generate and save an ELL Plan:** Once Accommodations have been assigned for the school year, ELL Plans shall be generated, saved and printed 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

ReportsParent LettersListingsData AuditData AnalysisExport WizardExports (legacy)

Step 1: Select a Listing

Select ListingStudents

Step 2: Listing Options

Saved Filter

Group

SchoolKennedy Junior High School

TeacherClick to Select

Me

Grade Level

Student FilterMissing Accommodations

Year & Semester2015/2016

All

ELP DesignationELL

Include

☒ Include students who do not have any tests on their Accommodations tab

Generate Listing

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## How to Electronically Sign (E-Sign) Meetings

Once you are finished with your meetings, go to the Opened Bucket, choose your students, and under Perform Action choose E-Sign Meeting.

The screenshot shows the Ellevation Meetings interface. At the top, there are four buckets: UNSCHEDULED (333), SCHEDULED (1), OPEN (4), and FINALIZED (39). The 'OPEN' bucket is highlighted with an orange box. Below the buckets, there are filters for Student Name, School, Grade, and Teacher Name. A table lists 4 students meeting the search criteria. The 'Perform Action' dropdown menu is open, and 'E-Sign and Finalize Meeting(s)' is highlighted with an orange box.

Student	Grade	Date	Status
Aguilar-Jeronimo, Helen	K	4/5/2017	Open
Ali, Shirley	6	4/5/2017	Open
Amendola, Catalina	9	4/5/2017	Open
Anreivich, Leonid	3	4/5/2017	Open

### Drawing Your Signature

When using the Draw option, you will use your mouse, or you can use your finger on the touchpad to sign.

The screenshot shows the Ellevation Meetings interface for signing. On the left, there is a list of signatories: Ali Jaffari (ELL Teacher) and Tomas Duma (ELL Admin). An orange arrow points from the 'Add Signatory' button at the bottom left to the 'DRAW' button. The 'DRAW' button is highlighted with an orange box. Below the 'DRAW' button, there is a signature field with a handwritten signature 'Ali Jaffari'. Below the signature field, there is a checkbox labeled 'By clicking Sign, I agree that the signature will be the electronic representation of my signature - just the same as a pen-and-paper signature.' and a button labeled 'Sign as Ali Jaffari'.

### Can I add signatories?

Yes! Use the 'Add Signatory' button along the bottom left to add a signatory. You will be presented with a field to search for the person and automatically add that person if they are not already in Ellevation. You will also be required to add a meeting role. Adding signatories is particularly useful for recording Parent Representatives or anyone added last-minute.

### Can I remove a signatory?

Yes and no. If a person is listed as a meeting attendee, then you have to remove them as an attendee (using the edit attendees action). If you are adding a signatory on-the-fly, you can remove them before applying signatures.

## Applying Signatures

Once you have collected signatures, you will have the option to ‘apply’ signatures. Applying a signature will add it to **any selected meetings in bulk**. It’s important to note that signatures can only be applied to meetings that are ready to be finalized.

The screenshot shows a sidebar on the left with a list of signatories: Ali Jaffari (ELL Teacher (50)) and Tomas Duma (ELL Admin (50)). Both have checkmarks next to their names. The main area displays a signature of Ali Jaffari and a red button labeled 'Remove signature'. At the bottom, there is a '+ Add Signatory' button, a 'Cancel' button, and a blue 'Apply signatures' button which is highlighted with an orange box.

**To print out the Student Meeting Report, select your students, select Student Meeting Report under Perform Action and you will see the signatures.**

The screenshot shows a dashboard with four tabs: 329 UNSCHEDULED, 1 SCHEDULED, 2 OPEN, and 45 FINALIZED. Below the tabs, there are filters for Student Name, School, Grade, and Teacher Name. A table lists 45 students meeting the search criteria. The first three rows are selected with checkboxes. A 'Perform Action' dropdown menu is open, showing options: View Meeting, E-Sign Meeting, Student Meeting Report (highlighted with an orange box), Meeting Minutes, Reopen Meeting(s), and Delete Meeting(s). The table data is as follows:

Student	Grade	Meet			
<input checked="" type="checkbox"/> Abajo, Victoria	2	4/4/2017			
<input checked="" type="checkbox"/> Abajo, Juan	6	7/8/2017			
<input checked="" type="checkbox"/> Abajo, Juan	6	4/4/2017	4/4/2017	2/2	
<input type="checkbox"/> Abajo, Victoria	2	7/8/2015	3/30/2017	--	

### Attendee Signatures:

ELL Teacher Fatima Gilarranz:	Signed by: <i>Fatima Gilarranz</i> January 29, 2018 at 12:35pm	Date: 1/29/2018 1:36:08 PM
Classroom Teacher Ali Jaffari:	Signed by: <i>Ali Jaffari</i> January 29, 2018 at 12:35pm	Date: 1/29/2018 1:36:08 PM
ELL Admin Adriana Garcia:	Signed by: <i>Adriana Garcia</i> January 29, 2018 at 12:36pm	Date: 1/29/2018 1:36:08 PM

### Batch E-Signing from Finalized Bucket

Another option is to batch e-Sign meetings after you have finalized if you forget to batch e-Sign in the Open Bucket.

The screenshot shows a meeting management interface with four buckets: UNSCHEDULED (329), SCHEDULED (1), OPEN (2), and FINALIZED (45). The FINALIZED bucket is highlighted with an orange box. Below the buckets, there are filters for Student Name, School, Grade, and Teacher Name. A table lists 45 students meeting the search criteria. The table has columns for Student, Grade, and Meeting. The first three rows are highlighted with blue checkboxes. A dropdown menu is open, showing options: View Meeting, E-Sign Meeting (highlighted with an orange box), Student Meeting Report, Meeting Minutes, Reopen Meeting(s), and Delete Meeting(s). A 'Perform Action' button is also visible.

Student	Grade	Meeting
Abajo, Victoria	2	4/4/2017
Abajo, Juan	6	7/8/2017
Abajo, Juan	6	4/4/2017
Abajo, Victoria	2	7/8/2015

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## 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.

There are three different types of Parent Notification Letters that you can generate in ELLevation in over 30 languages

### Notification of English Language Program **Placement** or Continuation

- This letter is sent home to parents/guardians after the student is initially identified as ELL
- It notifies them that they will be served in the ESOL Program

### Notification of English Language Program Placement or **Continuation**

- This letter is sent home to parents/guardians after an ELL's annual ELP assessment determines they should continue in the program

### Notification of English Language Program Exit (for annual assessments)

- This letter is sent home to parents/guardians after an ELL student has achieved English proficiency as determined by their annual ELP assessment and other factors

### Notification of English Language Program (Temporary) Placement (for LP students)

- This letter is sent home to parents/guardians after the student is temporarily identified as ELL pending an initial language proficiency assessment
- It notifies them that they will temporarily be served in the ESOL Program

#### Student Information

Student	Khawla Akpo-oku	Grade Level	12	School	Needham B. Broughton HS
Student ID	514192	ELP Designation	ELP	ELL Status	Pre-K (Not receiving services)
Home Language		Native Language	Hakha	Date enrolled in US	9/4/2010
Years in US Schools	>5	Birth Country	Algeria	City/Town of Birth	N'Djamena
Date of Birth	12/20/1995				

Our school district provides a program of language instruction for English Language Learners (ELPs) to attain English proficiency, and meet the same challenging academic content and student achievement standards expected of all students.

Upon enrollment, a language other than English was noted on your child's Home Language Survey. According to state and federal law, our school district is required to assess the English language proficiency of your child in listening, speaking, reading, and writing. Based on the results of the ACCESS for ELLs 2.0, a state-approved assessment for measuring English language proficiency, we are pleased to inform you that your child is eligible for services for English Language Learners. Below, please find results that have informed our decision, information about our language programs, and your rights as a parent.

#### English Language Proficiency Tests

Each ELL student takes an English Proficiency test when they enroll and each spring. Each student receives a proficiency level in each domain (listening, speaking, reading, and writing) based on their raw scores. Once the student achieves specific levels in all four domains, and meets additional district and state exit criteria, they will no longer be considered an ELL student and will not receive ELL services.

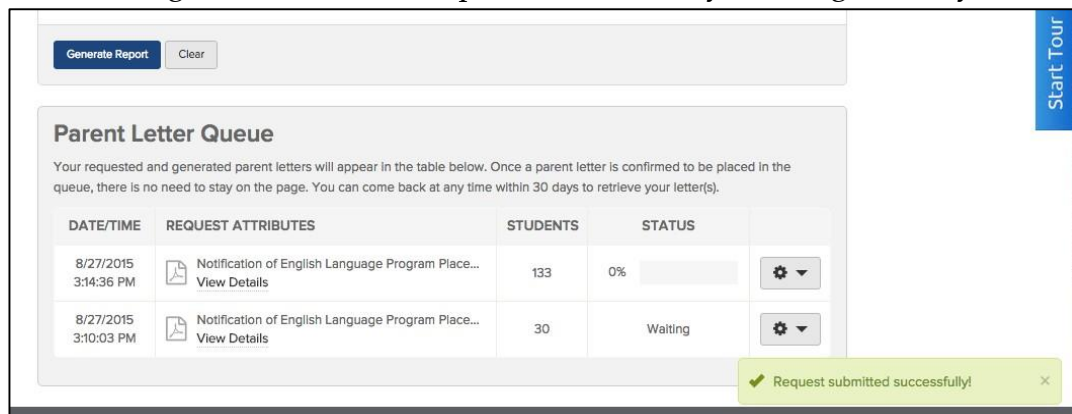
- 
- a. *Number of ELP tests*: The default is *Most Recent*.
  - b. *Letter Mailing Date*: This is the date you will mail the letters. **Important, it is required to date your letters. Remember Annual Review and REEVAL letters must be generated within 30 days of the student's anniversary date based on 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.

- k. *Display Size*: Selecting "Reduced" shrinks the font size of the letter slightly.

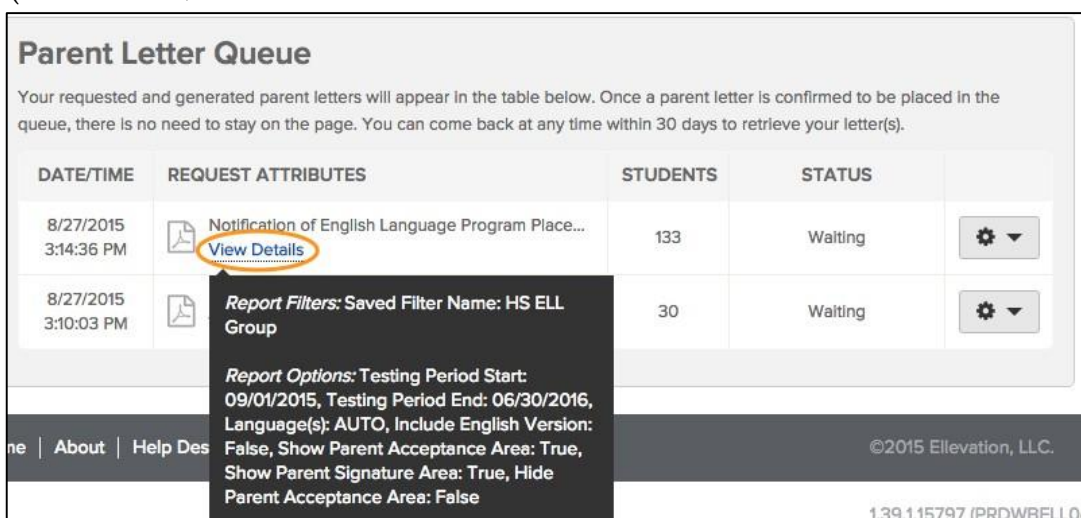
## 9. Click *Generate Report* to generate the letters

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*).



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



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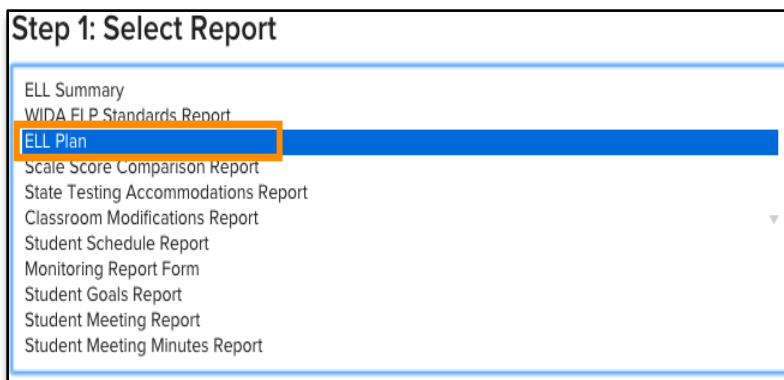
## How to Generate an ELL Student Plan

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.



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.

A screenshot of a form titled 'Step 2: Select Student(s)'. It has three radio button options: 'Select a single student', 'Select a saved filter', and 'Use a set of custom filters'. The 'Select a single student' option is selected. Below it, there is a 'Click to select' dropdown menu and a 'Load Most Recent' button. The 'Select a saved filter' option is also visible with a dropdown menu. The 'Use a set of custom filters' option is selected. Below it, there are several filter fields: 'School' (dropdown), 'Teacher' (dropdown with 'Me' button), 'ELP Designation' (dropdown), 'Withdrawn/Graduated' (dropdown), 'Grade Level' (dropdown), and 'Group' (dropdown).




- 
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 Options**

Special Education Information Show

Signature Area Show

Student Notes Show

Signature Areas 1 

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 upload a Meeting Summary Report to Document Storage

After the meeting is conducted, in the Meeting Center, do the following:

- Click the checkbox next to the appropriate student
- Click on "Perform Action"
- Under the "Perform Action" drop down menu, click on "Student Meeting Report"

Remember to generate, sign, and upload (the signature page of) the Student Meeting Report at the time of the meeting.  
**After 48 hours:** Generate, print, save, upload and file the Parent Notification Letter; Generate, print, save, and file the ELL Plan.

## Sample Student Meeting Report

**Post 3rd Year Recommendation**  
 You must select one recommendation, and provide criteria below:  
☐ Student Exits Program - In Accordance With ELL Committee Action.  
☒ Student Remains in Program.

# Student Meeting Report Signature Page

Post 3rd Year Reevaluation Criteria

You must select a minimum of two criteria used to determine recommendation.

☐ Extent and nature of prior educational and social experiences; and student interview. (Documentation must be attached).

☒ Written recommendation and observation by current and previous instructional support services staff. (Documentation must be attached).

☐ Level of mastery of basic competencies or skills in English and/or home language according to appropriate local, state and national criterion-referenced standards. (Documentation must be attached).

☒ Grades from the current or previous years.

☐ Test results other than those used in initial language proficiency assessment. (Documentation must be attached).

Meeting Notes

5th Year REEVA  
Author: \_\_\_\_\_ Date: 11/21/2019

Student will increase ACCESS for ELLs composite score by .3. Student will continue to receive accommodations.

Additional Signatories

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attendee Signatures:

Administrator or Designee  
\_\_\_\_\_  
Date: \_\_\_\_\_

ESOL Parent  
\_\_\_\_\_  
Date: \_\_\_\_\_

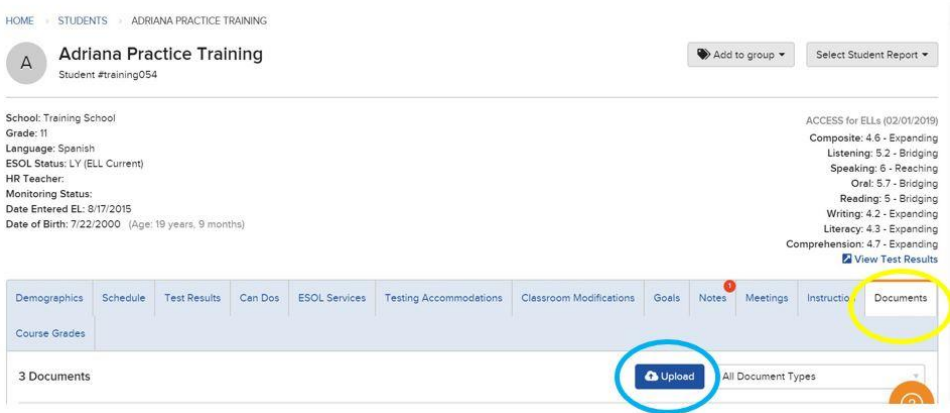
ESOL Teacher  
\_\_\_\_\_  
Date: \_\_\_\_\_

Parent via phone  
\_\_\_\_\_  
Date: \_\_\_\_\_

## Uploading a Student Meeting Report

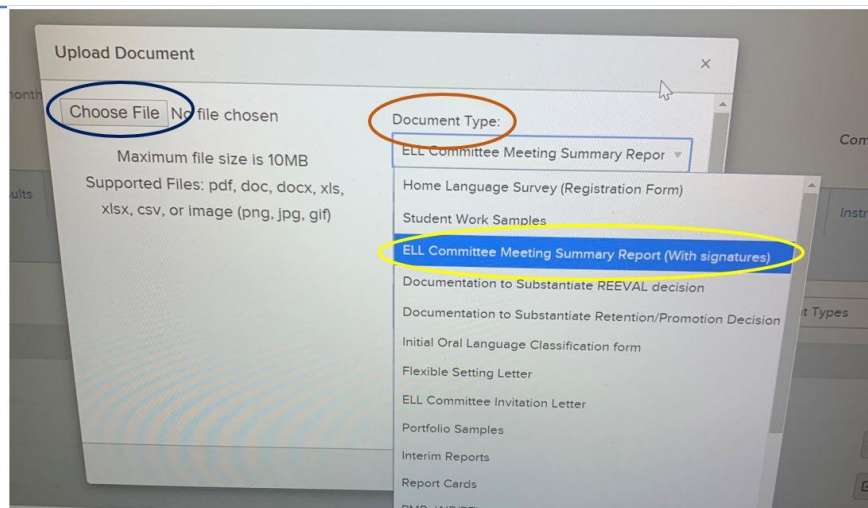
On the Student's Demographic Profile, do the following:

- Click on the "Documents" tab
- Click on the "Upload" button



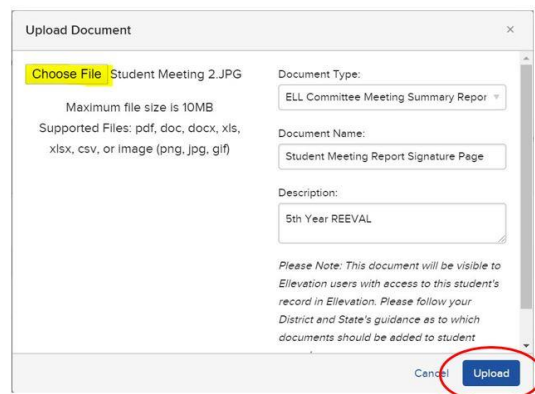
## Document Selection

- After clicking the "Upload" button, click on "Choose File" and select appropriate file
- Click on "Document Type" and select "ELL Committee Meeting Summary Report (With signatures)" from the drop down menu



## Naming Conventions

- After you've chosen the appropriate file, ensure the following:
  - "Document Type" selected is "ELL Committee Meeting Summary Report (With signatures)"
  - "Document Name" represents the signature page (i.e. "Student Meeting Report Signature Page")
  - "Description" includes the type of meeting held (i.e. "5th Year REEVAL")
  - Finally, click the "Upload" button on the bottom right



## Documents Tab

- Under the Student's Demographic Profile, click on the "Documents" tab
- You will see the document uploaded to include:
  - "Document Name"
  - "Document Type"

- "Uploaded" (displaying the upload date)
- "Uploaded By" (displaying your name)

Document Name	Document Type	Uploaded	Uploaded By
Student Meeting Report Signature Page	ELL Committee Meeting Summary Report (With signatures)	in a few seconds	Your Name
ELL Plan -641637-9/12/2019	Saved ELL Plan	8 months ago	
ELL Plan -641637-8/28/2019	Saved ELL Plan	8 months ago	
ELL Plan -641637-8/6/2019	Saved ELL Plan	9 months ago	Guest 1

## 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.

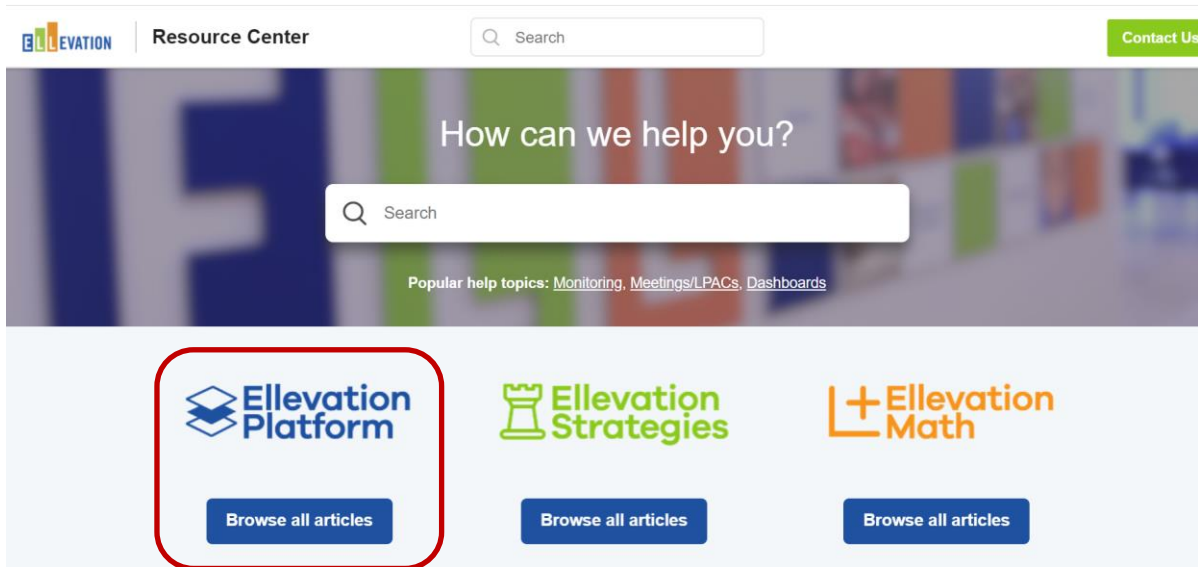
1. **Navigate to the Resource Center.** Select the *Resource Center* link under the *Resources* tab on the Graduation Cap icon.

ELLEVATION Students ▾ Reports ▾ Instruction ▾


Find

- Help Desk
- Resource Center
- Ellevation Academy

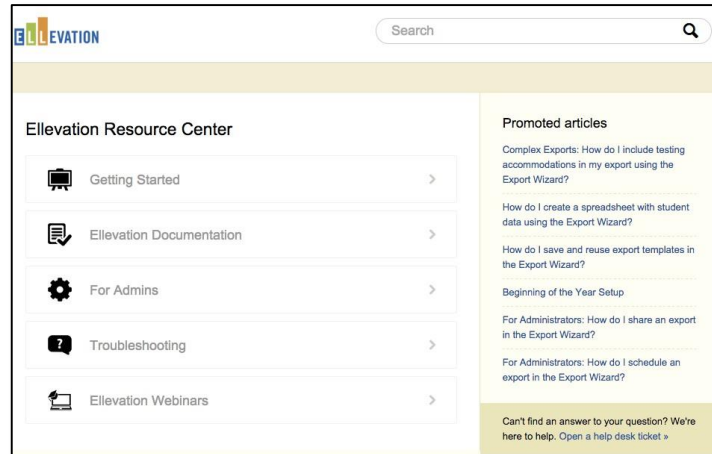
2. **Select ELlevation Platform.** Type a key word or words into the search bar or click on any of the topics on the side bar to view the lists of available resources.



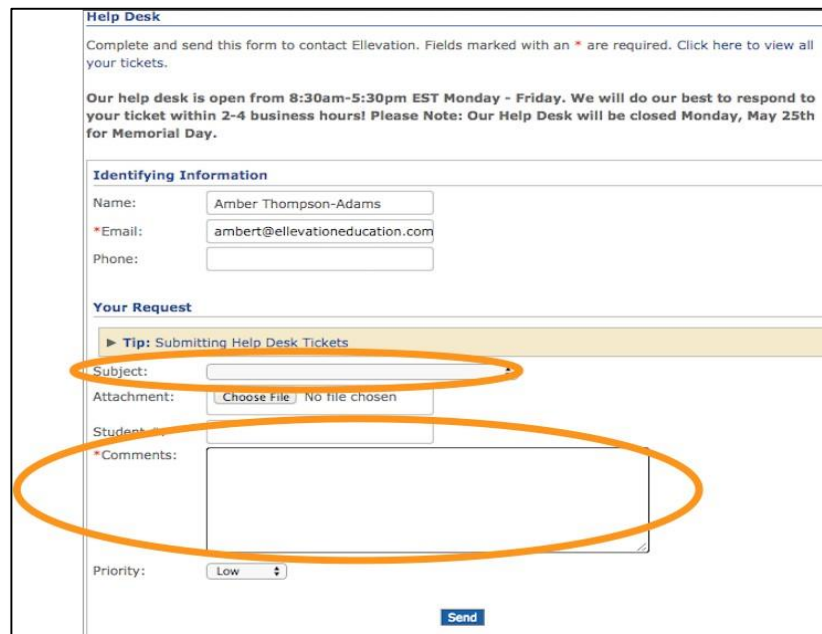
## How to Access the ELlevation Help Desk

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.



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.

The screenshot shows the ELlevation Help Desk form. It includes a header with the ELlevation logo and a search bar. Below the header, there's a section titled 'Ellevation Resource Center' with links to 'Getting Started', 'Ellevation Documentation', 'For Admins', 'Troubleshooting', and 'Ellevation Webinars'. To the right, there's a 'Promoted articles' section. At the bottom right, there's a message: 'Can't find an answer to your question? We're here to help. Open a help desk ticket >'. The form itself is titled 'Help Desk' and includes instructions: 'Complete and send this form to contact Ellevation. Fields marked with an \* are required. Click here to view all your tickets.' Below this, there's a section titled 'Identifying Information' with fields for 'Name' (Amber Thompson-Adams), '\*Email' (ambert@ellevationeducation.com), and 'Phone'. There's also a section titled 'Your Request' with a 'Subject' dropdown menu, an 'Attachment' field (Choose file), a 'Student ID' field, and a '\*Comments' text area. At the bottom, there's a 'Priority' dropdown menu (Low) and a 'Send' button. The 'Subject' dropdown and the 'Comments' text area are circled in orange.

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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 Canvas Course (<https://browardschools.instructure.com/courses/598658>) 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.