

Form Assist- Edugence EL+
Step-by-Step

Setting up your WMLS III as OLPT Upload



The Edugence EL+ management tool was created to assist Texas school districts manage English Learners (ELs) and the entire Language Proficiency Assessment Committee (LPAC) process.



Step-by-Step

... assistance to prepare for uploading your WMLS III as your OLPT which:

- Allows WMLS III scores to populate in Student Profile Assessment and Reports, and
- Pre-populates data into various forms

Go to your district's WMLS III website and sign in.



<https://www.wjsscore.com/WJIV/Home/Index?status=1>

Log In

Remember Me? | [Forgot Password?](#)

Log In

For Help accessing the Online Scoring and Reporting system please visit our [Log In Help](#) page.

Select the WMLS III box:

Please select which product you would like to access.



At the top of the WMLS III Landing page, select 'Reports'



Dashboard

Reports

Administration

Resources

Click 'Data Export', then 'New data export'

Dashboard

Reports

Administration

Resources

Reports

Create Report

Data Export

Report Options

• WMLS III

Data Export

Manage Data Exports *

- Select
- New data export
- Burr Trial
- Burr Trial 2
- ES
- MS
- PreK

[WMLS III variable list in PDF format](#)

[WMLS III variable list in CSV format](#)

This opens a new box. Make your selections, then be sure to click WMLS III in .CSV Format.

Data Export

Manage Data Exports * [Edit Data Export](#)

Burr Trial

Product *
WMLS III

Building Levels *
Middle School

Select All

Demographics [Advanced Examinee Filters](#)

Normative Basis *
Grade (K.0 – 12.9)

Age
 Grade (K.0 – 12.9)
 2-Year College (13.0 – 14.9)
 4-Year College/University (13.0 – 17.9)

[WMLS variable list in PDF format](#)
[WMLS III variable list in CSV format](#)

This will give you an Excel file download; be sure you save this on your desktop in .CSV format.

Save As

This PC > Documents

Name	Date modified	Type	Size
Camtasia Studio	10/24/2018 10:15	File folder	
Custom Office Templates	10/17/2018 3:18 PM	File folder	
Network Monitor 3	10/24/2018 9:05 AM	File folder	
Snagit	10/24/2018 10:15	File folder	
Zoom	10/24/2018 10:15	File folder	

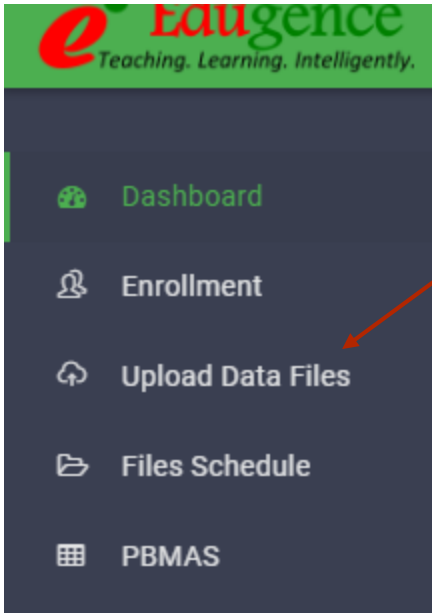
File name: WMLS III Export Format (2)

Save as type: CSV (Comma delimited)

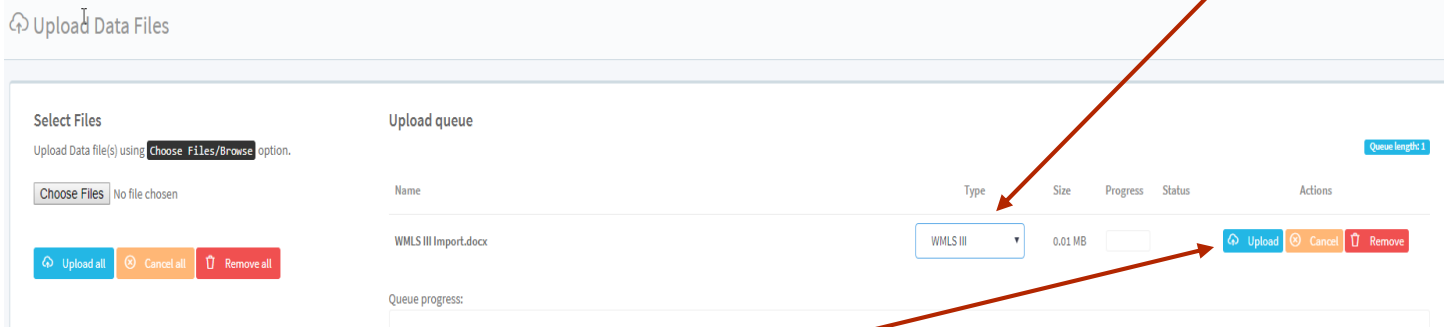
Authors: Jennifer Burr Tags: Add a tag Title: Add a title

Save Cancel

Now you are ready to load the file into Edugence EL+. Log in and click 'Upload Data Files'.



You are ready to upload your file from your desktop. Once you have selected the file, make sure you select WMLS III under 'Type' dropdown.



Click upload.

Once files are processed, you should see student WMLS III data in Student Profile, several reports, and auto-populated in several form fields.