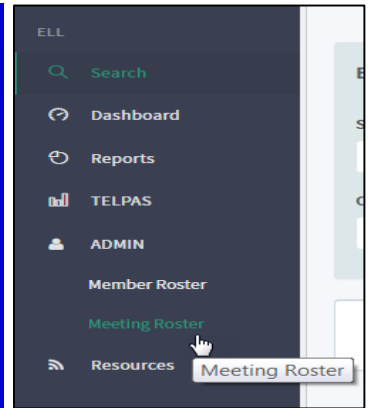


Form Assist- Edugence ELL Step-by-Step

Setting up your Meeting Roster



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



Step-by-Step

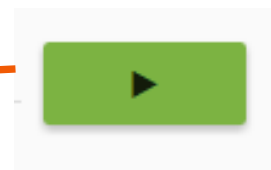
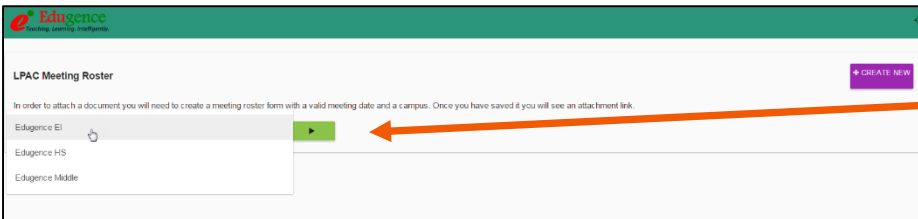
... assistance to prepare for and run an upcoming LPAC meeting with a Meeting Roster:

- Section 1: Setting-up the LPAC - Create the Meeting Roster
- Section 2: Running the LPAC from the Meeting Roster

Section 1: Setting-up the LPAC – Create the Meeting Roster

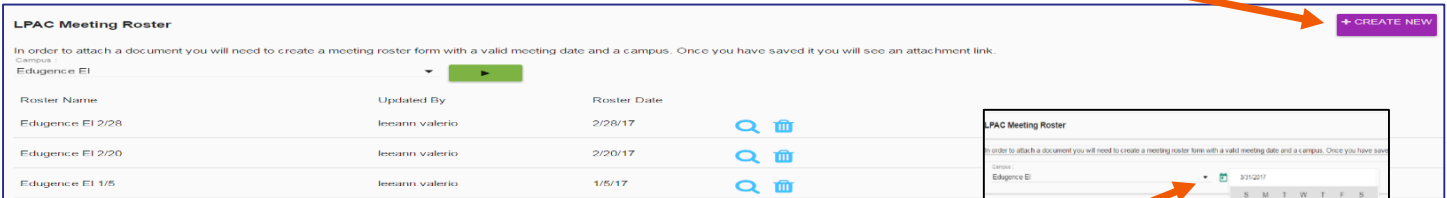
Begin by clicking on the Meeting Roster on the left hand gray section under ADMIN; now choose the Campus Name from the dropdown

Click on the green play/go button.

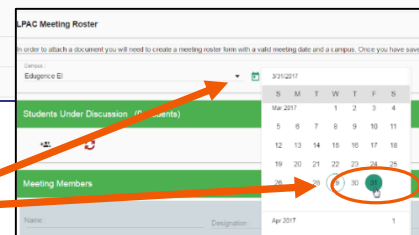


If you have any previously created Meeting Rosters, you can see and access them here.

Click on the 'Create New' button to create a new Meeting Roster.

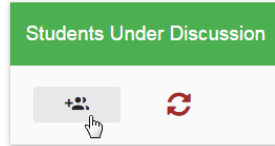


Click on the date of the newly created Meeting Roster and select the date of the upcoming LPAC from the pop-up calendar.

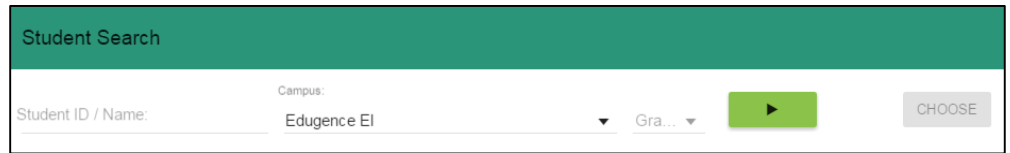


Continued...Section 1: Setting-up the LPAC – Create the Meeting Roster

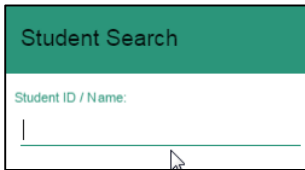
To add the students who will be discussed in this LPAC meeting, chose the 'plus people' icon.



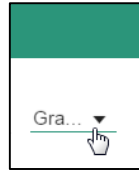
This will open a 'Student Search' window and from this, students can be chosen in several different ways:



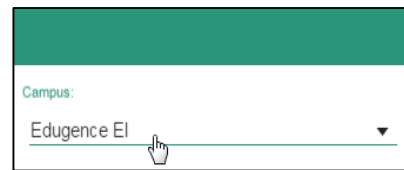
...by Student ID or Name



...by Grade



...by entire Campus



Choose one and click the 'Go' button.

Select each student that will be included in this LPAC meeting.

ID	Last Name	First Name	Campus Name	Grade	Sex	Eco. Dis.	LEP	SPED
<input checked="" type="checkbox"/>	AGUILAR	KIMBERLY	Edugence EI	04	F		RF	
<input checked="" type="checkbox"/>	AYRES	KARLA	Edugence EI	04	F		DC	
<input type="checkbox"/>	BACA	ANALEAH	Edugence EI	04	F		DC	
<input checked="" type="checkbox"/>	CARDAMO	CATHERINE	Edugence EI	04	F		RF	
<input type="checkbox"/>	DAVIS	JUAN	Edugence EI	04	F		BE	
<input type="checkbox"/>	DE LA ROSA VALDEZ	VICTORIA	Edugence EI	04	F		RF	

CHOOSE

Click on the 'Choose' button.

The students chosen will be added to the 'Students under Discussion' section of your Meeting Roster:

The number of students included will be shown here.

To add additional students, once again click on the 'plus people' button. Students will be numbered as they are added.

To remove students, click on the red trash icon.

Student ID	Name	Grade	STAIR	Listening	Reading	Speaking	Writing	Compos.	Year	Math	Science	Purpose
1. 108190	AGUILAR, KIMBERLY (108190)	Edugence EI (04)	STAIR	Listening: [Progress]	Reading: [Progress]	Speaking: [Progress]	Writing: [Progress]	Compos.: [Progress]	Year: 2016	Math: S II 1028 (4/2016)	Science: S I 1054 (4/2016)	Purpose: [Dropdown]
2. 181080	AYRES, KARLA (181080)	Edugence EI (04)	STAIR	Listening: [Progress]	Reading: [Progress]	Speaking: [Progress]	Writing: [Progress]	Compos.: [Progress]	Year: 2016	Math: S I 1403 (4/2016)	Science: S I 1403 (4/2016)	Purpose: [Dropdown]
3. 181175	CARDAMO, CATHERINE (181175)	Edugence EI (04)	STAIR	Listening: [Progress]	Reading: [Progress]	Speaking: [Progress]	Writing: [Progress]	Compos.: [Progress]	Year: 2016	Math: S II 1617 S (4/2016)	Science: S II 1617 S (4/2016)	Purpose: [Dropdown]

Choose the 'Purpose' for which you will be meeting on each particular student from the dropdown menu. Multiple purposes can be chosen if needed. If 'Other' is chosen, then clarify on the 'Please Specify' line.



Continued...Section 1: Setting-up the LPAC – Create the Meeting Roster

To add members to the Meeting Roster, simply click on the 'plus people' icon.

Choose the campus from the 'Staff Search' menu that pops up and click the green 'go' icon.

Select attending staff and click 'Choose'.

Staff ID	Last Name	First Name	Campus Name	
<input checked="" type="checkbox"/>	2040	BAROUCH	ESMERALDA	Edugence EI
<input type="checkbox"/>	172215	BLANCO	APRIL	Edugence EI
<input checked="" type="checkbox"/>	190029	BROWDER	KANDICE	Edugence EI
<input checked="" type="checkbox"/>	2061	LOCKRUM	VALERIE	Edugence EI
<input type="checkbox"/>	1360	COOKSIE	LETICIA	Edugence EI
<input type="checkbox"/>	158324	DAILEY	SCOTT	Edugence EI

Save this Meeting Roster and you can continue working on it at your convenience by following the steps at the beginning of this Form Assist.

Section 2: Running the LPAC from the Meeting Roster

At the LPAC meeting, select the Meeting Roster that was previously created and open it.

Refresh the student list HERE (not at the top) before beginning your meeting. This will ensure that any changes made to the forms will be updated in this Meeting Roster.

Roster Name	Updated By	Roster Date
Edugence EI 3/31	leeann.valerio	3/31/17
Edugence EI 2/28	leeann.valerio	2/28/17
Edugence EI 2/20	leeann.valerio	2/20/17
Edugence EI 1/5	leeann.valerio	1/5/17

As you begin working through the meeting roster, click on the icon indicated by 'Purpose' for each student on the Roster. For example, if I've indicated that we are meeting on this student for State Assessment, then I will click on the State Assessment icon next to the student's name to access the form and then review and complete the LPAC on this decision.

Follow standard procedures as the committee works through each student's form with discussions, obtaining digital signatures, adding the date, saving (and sealing when finalized).

Add date

On this Meeting Roster, click 'Save' at the top of the form.

Once the LPAC meeting is complete and all has been finalized, click the 'Seal' box at the top of the form.

R10 Recommendation: When each individual student's LPAC is complete, don't forget to print and place in student's permanent record. Maintain a Meeting Roster at the campus level.

