




Project ELL

Project ELL website: <https://sharyland.projectell.org/Home>

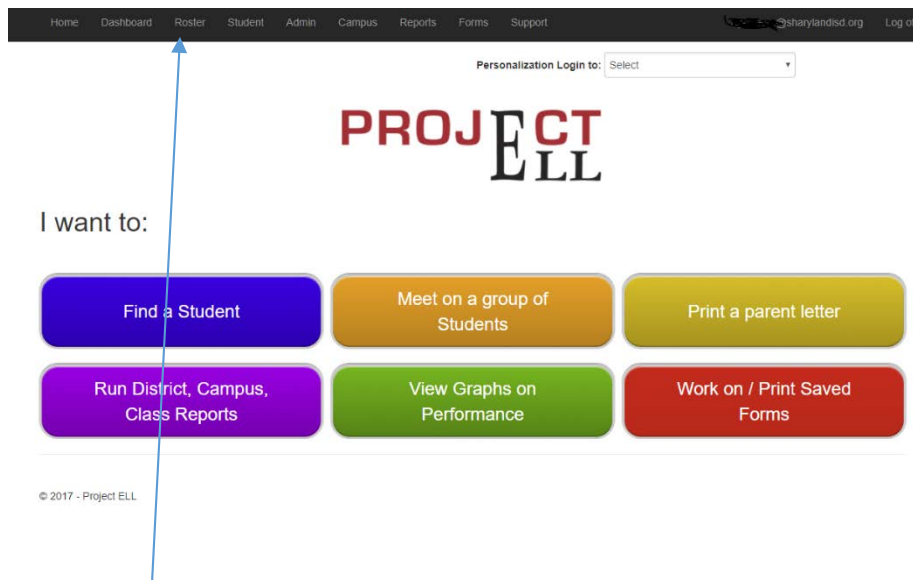
1. Login to the program

- Use your full email address
- IF you forgot your password, Click on [Reset Password](#) then Check your email
- Click on 



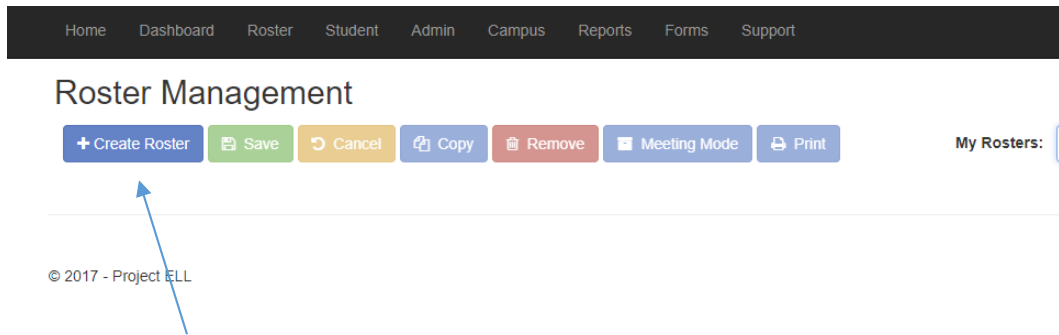
If you already have a Roster, skip down to step 12.

View once signed in



- ## 2. Click on in the black ribbon at the top of the screen

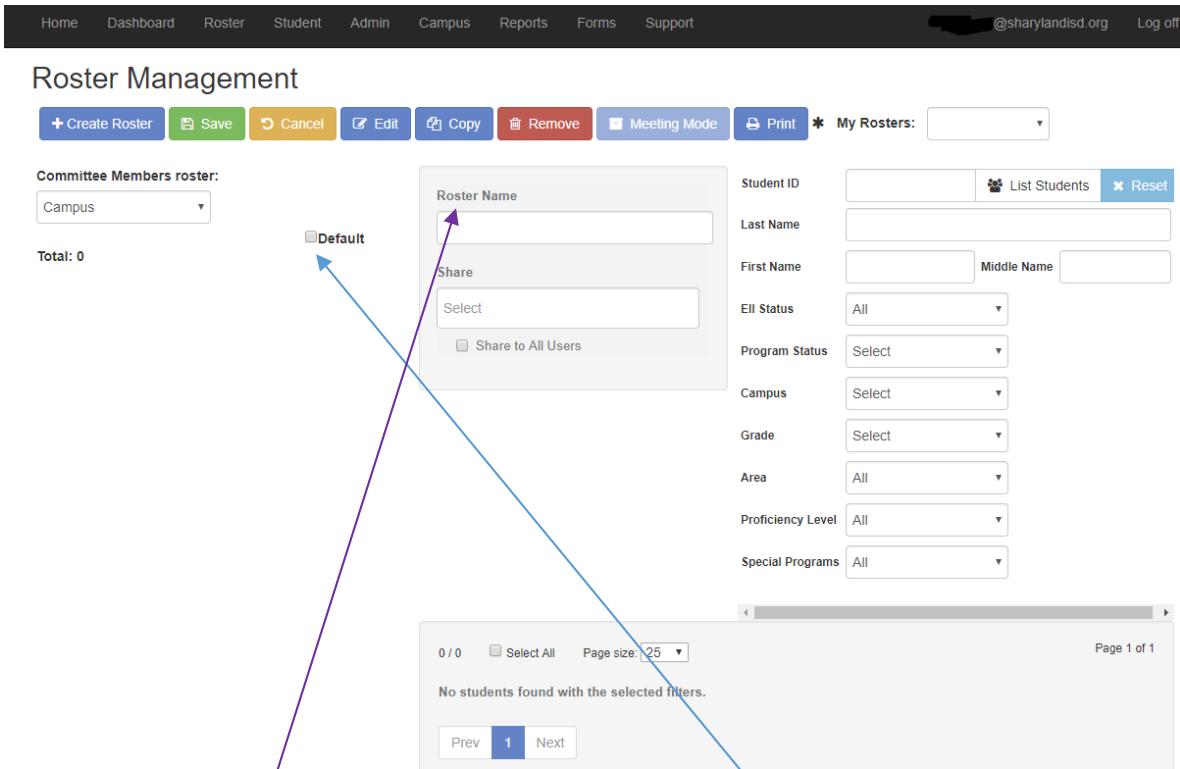
View of new screen



3. Click

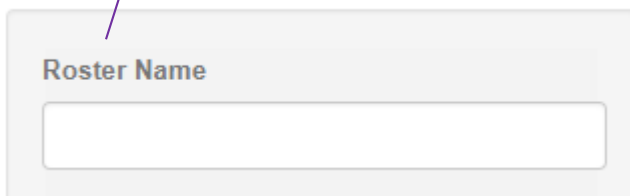


View of new screen



4. Check the box next to where it says "Default"

5.



type your last name space first initial

6. On the right hand side, by Campus, select your campus

The screenshot shows a search interface for a student roster. On the left, there is a 'Roster Name' field and a 'Share' section with a 'Select' dropdown and a 'Share to All Users' checkbox. On the right, there are several search criteria: Student ID, Last Name, First Name, Middle Name, ELL Status (All), Program Status (Select), Campus (Select), Grade (Select), Area (All), Proficiency Level (All), and Special Programs (All). At the top right, there are 'List Students' and 'Reset' buttons. Two blue arrows point from the text above to the 'Campus' and 'Grade' dropdown menus.


7. Right under the campus, select your Grade level

8. Click 

9. A list of students will appear at the bottom of the page. For easier scrolling, change the Page size from 25 to ALL.




The screenshot shows the search filters on the right, with 'Campus' set to 'Training Campus', 'Grade' to '08', 'Area' to 'All', 'Proficiency Level' to 'All', and 'Special Programs' to 'All'. Below the filters, a table displays a list of students. The table has columns for Last Name, First Name, Student ID, Grade, ELL Status, and Campus. The first three rows are visible, showing students with IDs Test46, Test47, and Test48.

Last Name	First Name	Student ID	Grade	ELL Status	Campus
Student	Test46	Test46	08	Left District	Training Campus
Student	Test47	Test47	08	Left District	Training Campus
Student	Test48	Test48	08	Left District	Training Campus

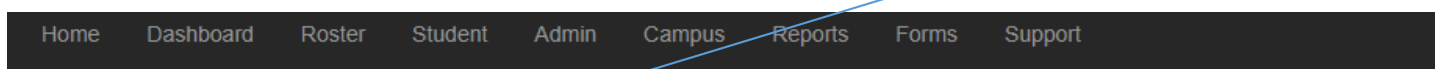
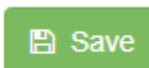
10. Students are listed in alphabetical order. Click on the plus sign  next to students' names who are labeled LEP (L) on your class roster

Special Programs

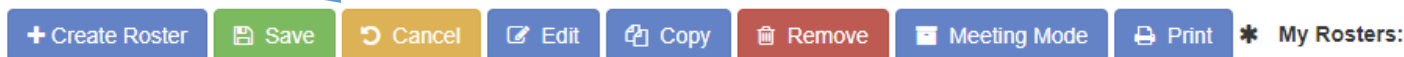
5 / 6309 Select All Page size: 25 Page 1 of 1

Last Name	First Name	Student ID	Grade	ELL Status	Campus
 Student	Test46	Test46	08	Left District	Training Campus
 Student	Test47	Test47	08	Left District	Training Campus
 Student	Test48	Test48	08	Left District	Training Campus

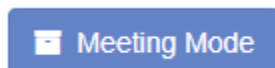
11. Once you have clicked on ALL your students, click



Roster Management



12. Click



A pop-up window will appear

Forms included:


Available forms:



13. Under “Available forms”, select the Instructional Accommodations form for the subject you teach. (If you teach Reading AND Writing, just select Reading)

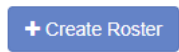

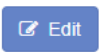

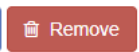
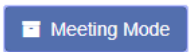

14. Click on



15. Click on 

View of new screen


Roster Management

        **My Rosters:**

Committee Members roster:


Default

Total: 4

Meeting 

- ◆ x Student, Test45
- ◆ x Student, Test43
- ◆ x Student, Test41
- ◆ x Student, Test46

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16. Click 

View of new screen


Meeting Session - [Student Name]

Instructional Accommodations - Math

Information < Prev. Student < Prev. Form Next Form > Next Student > Exit Meeting Session

Student ID	Student Name	Age	DOB	Gender
Test45	Test45 Student	14	02/01/2003	Male
Academic Year	Campus	Grade		
2017-18	Training Campus	07		

Part I. Individual Needs of Student


Meeting Date: MM/DD/YYYY  Period: Select EOY Reviews: Select

> TELPAS

Classroom Accommodations: Select

Subjective Teacher Evaluation:

17. For "Meeting Date", enter today's date

Meeting Date
MM/DD/YYYY 

click on the calendar icon and

18. For "Period",

Period
Select

click on "BOY" for Beginning of Year; "MOY" for Middle of Year; or "EOY" for End of Year

19. For "EOY Reviews",

EOY Reviews
Select

click on

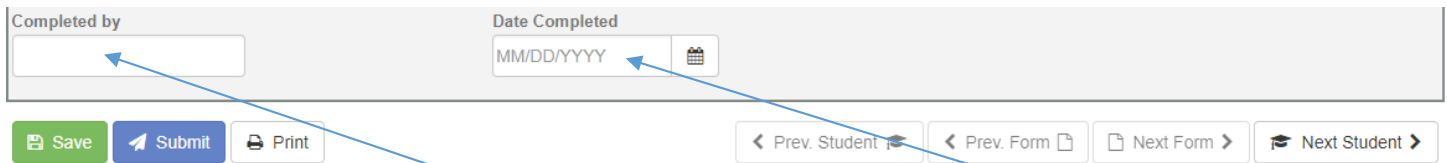
20. For "Classroom Accommodations", you will be able to select/click the accommodations that are routinely used in class

Classroom Accommodations
Select

- If a student is receiving services through special ed, 504, or RTI click "Accommodations received for Non-Linguistic Accommodations"

- IF a student has a high level of English proficiency, does not need linguistic accommodations, click "No Linguistic Accommodations needed"

21. Scroll to the bottom of the page--



The screenshot shows the bottom of a form. It features two input fields: "Completed by" on the left and "Date Completed" on the right. The "Date Completed" field has a calendar icon. Below these fields are four buttons: "Save" (green), "Submit" (blue), "Print" (white with a printer icon), and a set of navigation buttons including "Prev. Student", "Prev. Form", "Next Form", and "Next Student". Two blue arrows point from the text below to the "Completed by" and "Date Completed" fields.

and enter your name in the "Completed by" box and enter the "Date Completed"

22. Click  and  for each student