How to Enter Pre-LAS / LAS Scores

Note: I am working with the company to see if we can upload online scores into Project ELL. These instructions are for entering scores from paper/pencil tests.

1. On the top black menu bar, select **Student**

NOTE: you can narrow down the list of students by selecting a Grade and Campus. If you do not enter a grade or campus, you will get all students

2. Click on **List Students** A list of students will appear below the filter boxes.

3. Open a student's file by clicking on student file on the far right column next to the name.

Campus	Training Campus ▼					
Program Status	Select ▼					

5 / 4172 Page size: 100 ▼						Page 1 of 1
Student Name ▲	**Student ID**	**Grade**	**Campus**	**ELL Status**		
Student, Test21	Test21	03	Training Campus	Training		Student File
Student, Test22	Test22	03	Training Campus	Training		Student File

The screen will change to the Student File.

Student demographic information →

Student File

Name: Test21 Student
Student ID: Test21
State ID:
Date of Birth: 02/01/2007
Campus: Training Campus
Grade: 03
Ethnic: Hispanic
Race: White
Gender: Male
Primary Language: Spanish
Language of Instruction:
Current Program:
ELL Status: Training

☐ Inactive

Meeting Forms
Parent Verification Of Insufficient Schooling Outside the US
Transfer ELL Plan
Identification and Placement (Beginning of Year)
Decision-Making for State Assessments (Middle of Year)
--STAAR Participation and Accommodations, or Designated
--Eligibility For STAAR English I Special Provisions
Annual Review (End of Year)
Exit ELL Plan
Monitoring (Current, M1, M2 and Denials)
Individual Student LPAC Meeting Minutes
Collaboration Meeting

Teacher Forms
Instructional Accommodations - All
Instructional Accommodations - Reading
Instructional Accommodations - Math
Instructional Accommodations - Writing
Instructional Accommodations - Science
Instructional Accommodations - Social Studies
Instructional Accommodations - Elective

👤 Edit Student 🔄 Back

4. Scroll down the screen until you get to the navigation tabs.

Decision to Grant a TAKS Exit Level LEP Postponement

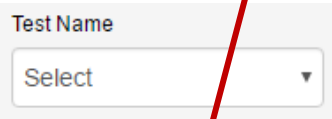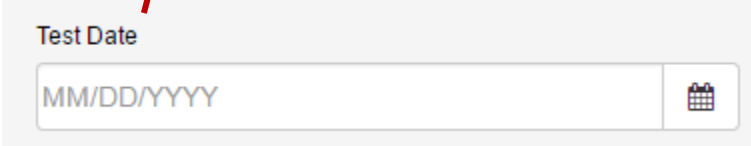| File	Audit	Schedule	Grades	Attendance	Discipline	Assessments	Interventions	

Student Info

▶ Parents Information

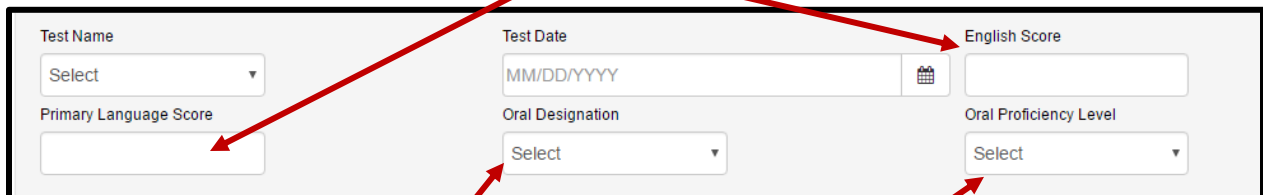5. Select the **Assessments** tab.

Oral Language Proficiency Test (OLPT)

Test Name	Test Date	English Score	Primary Language Score	Oral Designation	Oral Proficiency Level	Initial	Comments	Action

Test Name
Select ▼

Test Date
MM/DD/YYYY 📅

English Score

Primary Language Score

Oral Designation
Select ▼

Oral Proficiency Level
Select ▼

Initial ☐

Comments

Submit Proficiency

Test Name
Select ▼

6. Select [Select ▼] . Be careful to select the correct test, level, language and form.

Test Date
MM/DD/YYYY 📅

7. Enter the

8. Enter the score that <u>corresponds</u> to the <u>language</u> of the assessment.

Test Name
Select ▼

Test Date
MM/DD/YYYY 📅

English Score

Primary Language Score

Oral Designation
Select ▼

Oral Proficiency Level
Select ▼

9. Enter the <u>Oral Designation</u>
   a. English Test (3 letter code)
      i. NES - Non English Speaker
      ii. LES – Limited English Speaker
      iii. FES – Fluent English Speaker
   b. Spanish Test
10. Enter <u>Oral Proficiency Level</u>
   a. 5
   b. 4
   c. 3
   d. 2
   e. 1

11. If this is for INITIAL ENROLLMENT/IDENTIFICATION purposes, place a check in the <u>box</u> next to "Initial".

Oral Language Proficiency Test (OLPT)

Test Name	Test Date	English Score	Primary Language Score	Oral Designation	Oral Proficiency Level	Initial	Comments	Action

Test Name
Select ▼

Test Date
MM/DD/YYYY 📅

English Score

Primary Language Score

Oral Designation
Select ▼

Oral Proficiency Level
Select ▼

Initial ☐

Comments

Submit Proficiency

12. If you have special circumstances to share with the LPAC, you may enter a brief explanation into the **Comments** box.

13. Click on **Submit Proficiency**

14. If you have both languages, each language is <u>entered separately</u> since this would affect the Test Name.

If you have any questions, feel free to contact me via email.