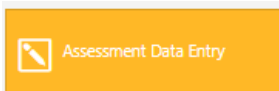


Early Literacy Essential Skills Profile (ELP)

DATA ENTRY

There are *two ways* to enter ELP data into EdPlan Insight.

#1 – **Whole Class Entry** of ELP Data for each Sub-Assessment:

DATA ENTRY:																																									
Click ‘Assessment Data Entry’ from Home Screen.	Home > Assessment Data Entry School Aletis Park Elem Class ATT-AM-03 Grade Grade 01 Assessment (At any time in the process, if you want to select a different section of the ELP, use the “3 lined icon” in the top right corner of the screen to go back to the main Assessment Data Entry screen.) Select 																																								
Select ‘Early Literacy Profile’ from Assessment drop-down list. Select “All” for Grade. Next, select the sub-assessment component you want.	Assessment Early Literacy Profile Oral Language Phonological Awareness Alphabet Knowledge EN Alphabet Knowledge FI Phonics Knowledge																																								
ORAL LANGUAGE:	Enter the data into each cell. For each assessment item: • Enter ‘0’ for No Concern. • Enter ‘1’ for Concern. • Add up number of ‘1’s and enter total number of ‘Concerns’ at end of column <table><tr><th>Grade</th><th>M/F</th><th>Receptive - Understands classroom language... 0-1</th><th>Receptive - Understands vocabulary specific... 0-1</th><th>Recept oral</th></tr><tr><td>Grade 01</td><td>F</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>F</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>F</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>F</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>M</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>F</td><td></td><td></td><td></td></tr><tr><td>Grade 01</td><td>M</td><td></td><td></td><td></td></tr></table> Select 	Grade	M/F	Receptive - Understands classroom language... 0-1	Receptive - Understands vocabulary specific... 0-1	Recept oral	Grade 01	F				Grade 01	F				Grade 01	F				Grade 01	F				Grade 01	M				Grade 01	F				Grade 01	M			
Grade	M/F	Receptive - Understands classroom language... 0-1	Receptive - Understands vocabulary specific... 0-1	Recept oral																																					
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Grade 01	M																																								

PHONOLOGICAL AWARENESS:

- Enter in a range of 1-5 to indicate observed proficiency for each assessment item.

(1 = Red / 2 or 3 = Yellow / 4 or 5 = Green)

Grade	M/F	Rhyming - Discrimination 0-5	Rhyming - Production 0-5	Isolation - Initial (phoneme/sound) 0-5
Grade 01	F	4	5	4
Grade 01	F	5	0	4
Grade 01	F	4	1	5
Grade 01	F	1	0	2
Grade 01	M	5	4	5



Select

ALPHABET KNOWLEDGE

Note that there are two versions of Alphabet Knowledge. One is English and the other is French Immersion.

Alphabet Knowledge EN

Alphabet Knowledge FI

- Enter in a range of 0-26 to indicate how many *Uppercase* and *Lowercase* letters can be identified by name.
- Enter in a range of 0-26 to indicate how many letter *Sounds* can be identified.

(*Kindergarten and Grade 1 have separate expectations for emerging, developing, and proficient targets throughout the year.)

M/F	Uppercase 0-26	Lowercase 0-26	Sounds 0-26
F	20	20	18
F	26	23	22
F	18	15	12
F	4	4	1
M	25	26	22

ALPHABET KNOWLEDGE COMMENTS:

- If applicable, click on the '3 dots' on the right of the COMMENT box to add an observed comment about a student's performance.

*Scroll down and click OK at the bottom of the box to save the comment

Select



Optional Alphabet Knowledge Graph

There is an optional Alphabet Knowledge graph, which allows you to record a student's proficiency for each letter. Please select this option *instead of* 'Early Literacy Profile' from the Assessment drop-down menu.

This option allows you to enter in a '0' or '1' for specific letters in all 3 categories: *Uppercase, Lowercase, and Sounds*.

The entered view appears as:

Grade	MF	m 0-1	s 0-1
Grade 01	F	1	1
Grade 01	F	1	1
Grade 01	F	0	1

Select



PHONICS KNOWLEDGE:

- Enter in a range of 1-5 to indicate observed proficiency for each assessment item.

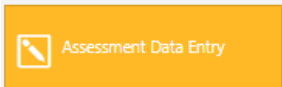
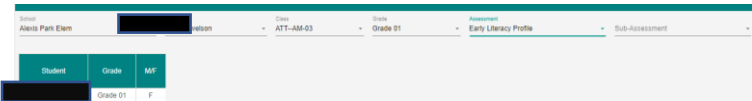
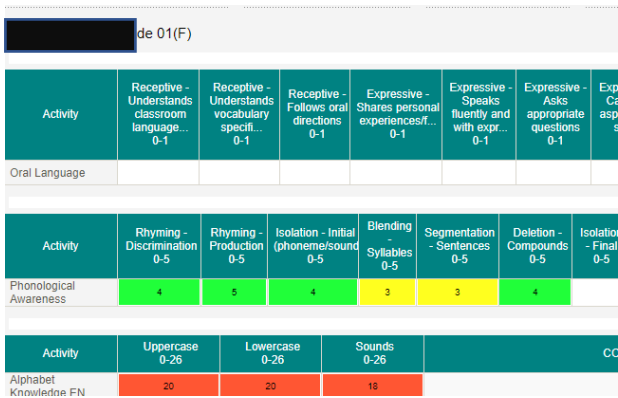
(1 = Red / 2 or 3 = Yellow / 4 or 5 = Green)

Grade	M/F	Short Vowels 0-5	Short Vowels - Pseudowords/Nons- words 0-5	Consonant Digraphs 0-5	Beginning Blends (r-blends) 0-5
Grade 01	F				
Grade 01	F				
Grade 01	F				
Grade 01	F				
Grade 01	M				

Select



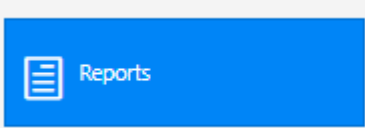
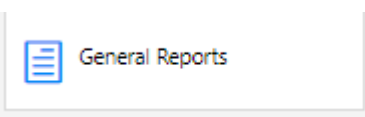
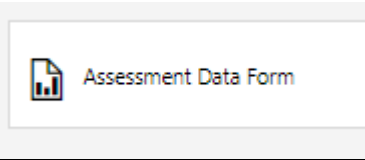
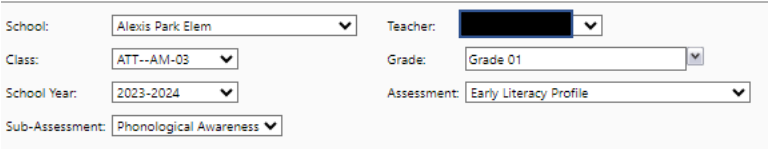
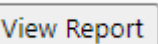
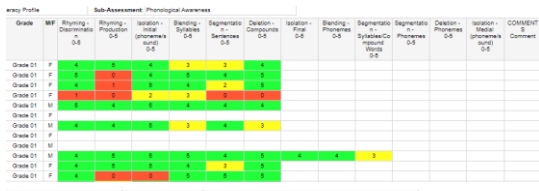
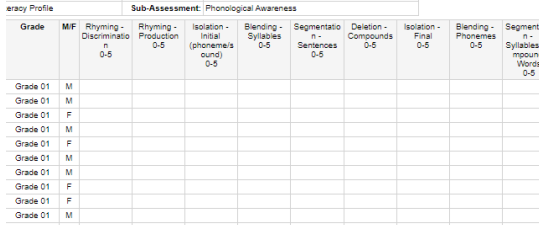
#2 – Individual Student Entry of ELP Data – To enter all Sub-Assessments:

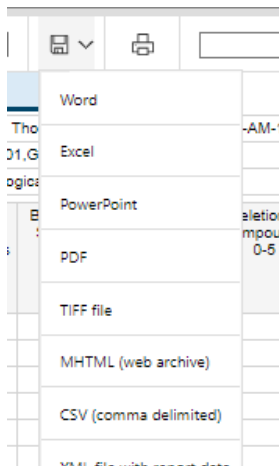
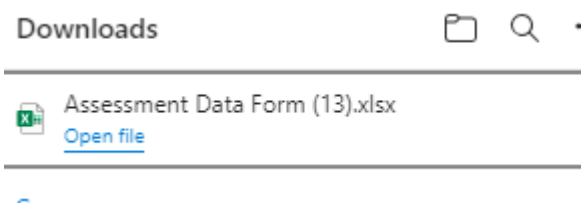
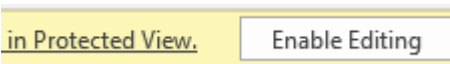
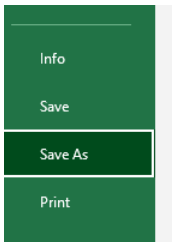
DATA ENTRY:	
Click 'Assessment Data Entry' from Home Screen.	 (At any time in the process, if you want to select a different section of the ELP, use the “3 lined icon” in the top right corner of the screen to go back to the main Assessment Data Entry screen.)  Select
Select 'Early Literacy Profile' or Optional Alphabet Knowledge from the Assessment drop-down menu. DO NOT select a Sub-Assessment component.	
Instead, click on a student's name to open a summary page for that student. Here, you can enter data for all the Tasks of the Sub-Assessment on one screen. <i>*To print this view of a student's ELP summary, you can select the 'Print Screen' button on your keyboard and paste image to a Word document.</i>  (See below for other viewing and printing options.)	 (*Please note that the French Immersion profiles will also be present.)

Early Literacy Essential Skills Profile (ELP)

VIEWING AND PRINTING - ENTERED DATA

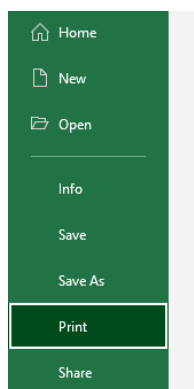
Class Profile Page – Viewing and Printing:

Reports:	
Click 'Reports' from Home Screen, then 'General Reports'.	
Click 'Assessment Data Form'.	
Select 'Early Literacy Profile' from Assessment drop-down list. Next, select the Sub-Assessment component you want. Click 'View Report' (top right of screen)	 <i>(*Shift between various sub-assessments from the Sub-Assessment drop-down list.)</i> <i>*To view and print the <u>Optional Alphabet Knowledge</u> data, select this from the Assessment drop-down menu (rather than the Sub-Assessment menu).</i> 
This view will either have previously entered data (from past year(s) or current year), or be an empty list with no data entered yet.	 OR 

To print off a class list, there are two options: Option 1: Download as a PDF by selecting the 'save' icon and clicking 'PDF' from the drop-down menu. <i>(If you want a larger font for the report.)</i> Option 2: Download as an Excel document by selecting the 'save' icon and clicking 'Excel' from the drop-down list. <i>(If you want to edit the report before printing.)</i> <i>*Excel is the best option for printing the Optional Alphabet Knowledge.</i>	
The document will save in 'Downloads' with a generic name ('Assessment Data Form').	
Open downloaded document and click 'Enable Editing'.	 <i>(*This step may not be required, depending on personal computer settings.)</i>
Select 'Save As' from the File drop-down list (and follow steps for renaming and saving a document to personal desktop or OneDrive).	

Select 'Print' from the File drop-down list (and follow steps for printing a document).

NOTE: Select "Narrow Margins" and "Fit Sheet on 1 Page" in the settings.



Settings



Narrow Margins

Top: 1.91 cm Bottom: 1.91 c...



Fit Sheet on One Page

Shrink the printout so that it...

Printed copy can be used as a Class Profile Page to:

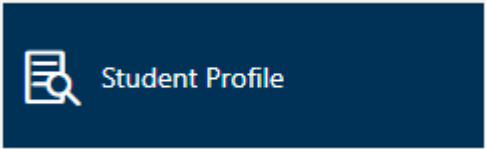
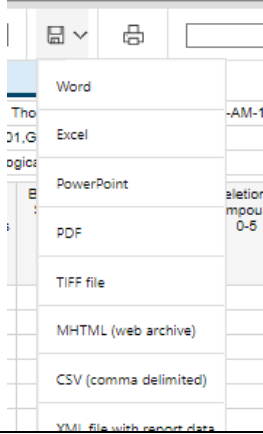
- support instructional planning
- document observations, and
- update / monitor proficiency

eracy Profile		Sub-Assessment: Phonological Awareness								
Grade	M/F	Rhyming - Discrimination 0-5	Rhyming - Production 0-5	Isolation - Initial (phoneme/sound) 0-5	Blending - Syllables 0-5	Segmentation - Sentences 0-5	Deletion - Compounds 0-5	Isolation - Final 0-5	Blending - Phonemes 0-5	Segmentation - Syllables/Compound Words 0-5
Grade 01	F	4	5	4	3	3	4			
Grade 01	F	5	0	4	5	4	5			
Grade 01	F	4	1	5	4	2	5			
Grade 01	F	1	0	2	3	0	0			
Grade 01	M	5	4	5	4	4	4			
Grade 01	F									
Grade 01	M	4	4	5	3	4	3			
Grade 01	F									
Grade 01	M									
Grade 01	M	4	5	5	5	4	5	4	4	3
Grade 01	F	4	5	5	4	3	5			
Grade 01	F	4	0	0	5	5	5			
Grade 01	F	4	3	4	5	5	5			
Grade 01	M									
Grade 01	F	3	3	4	4	5	5			
Grade 01	M	3								

OR

eracy Profile		Sub-Assessment: Phonological Awareness								
Grade	M/F	Rhyming - Discrimination 0-5	Rhyming - Production 0-5	Isolation - Initial (phoneme/sound) 0-5	Blending - Syllables 0-5	Segmentation - Sentences 0-5	Deletion - Compounds 0-5	Isolation - Final 0-5	Blending - Phonemes 0-5	Segmentation - Syllables/Compound Words 0-5
Grade 01	M									
Grade 01	M									
Grade 01	F									
Grade 01	M									
Grade 01	F									
Grade 01	M									
Grade 01	M									
Grade 01	F									
Grade 01	F									
Grade 01	M									

Individual Student Profile Page – Viewing and Printing:

Student Profile:	
Type in last name of student (and select from the drop-down menu of students that appears).	Student Q Lastname, Firstname search Student Lastname, F Q Smith Smith I Smith, Smith,
Scroll down the menu column that appears on the right and select 'Student Summary'.	Diagnostics Local Assessments Student Summary
To print off a 'Student Summary', there are two options: - Option 1: Download <u>as a PDF</u> by selecting the 'save' icon and clicking 'PDF' from the drop-down menu. <i>(If you want a larger font for the report.)</i> - Option 2: Download <u>as an Excel document</u> by selecting the 'save' icon and clicking 'Excel' from the drop-down list. <i>(If you want to edit the report before printing.)</i>	
The document will save in 'Downloads' with a generic name ('Student Data Summary').	Downloads Student Summary Open file

Open downloaded document and click 'Enable Editing'.	in Protected View. Enable Editing (*This step may not be required, depending on personal computer settings.)																																																		
Document will open to a 'Selection Menu'. Click the current year.	A B C D E F Student Summary 2023-2024 2022-2023																																																		
Current data from any completed ELP Sub-Assessments will appear in a table; scroll up and down to view all data. (The form may be empty if no data has been entered for the student yet.)	Detailed Scores <table><tr><th>Early Literacy Profile</th><th>Phonological Awareness</th><th></th><th>Performance</th><th>Score</th></tr><tr><td></td><td>Rhyming - Discrimination</td><td></td><td>Emerging</td><td>1</td></tr><tr><td></td><td>Rhyming - Production</td><td></td><td>Emerging</td><td>0</td></tr><tr><td></td><td>Isolation - Initial (phoneme/sound)</td><td></td><td>Developing</td><td>2</td></tr><tr><td></td><td>Blending - Syllables</td><td></td><td>Developing</td><td>3</td></tr><tr><td></td><td>Segmentation - Sentences</td><td></td><td>Emerging</td><td>0</td></tr><tr><td></td><td>Deletion - Compounds</td><td></td><td>Emerging</td><td>0</td></tr></table>	Early Literacy Profile	Phonological Awareness		Performance	Score		Rhyming - Discrimination		Emerging	1		Rhyming - Production		Emerging	0		Isolation - Initial (phoneme/sound)		Developing	2		Blending - Syllables		Developing	3		Segmentation - Sentences		Emerging	0		Deletion - Compounds		Emerging	0															
Early Literacy Profile	Phonological Awareness		Performance	Score																																															
	Rhyming - Discrimination		Emerging	1																																															
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	Isolation - Initial (phoneme/sound)		Developing	2																																															
	Blending - Syllables		Developing	3																																															
	Segmentation - Sentences		Emerging	0																																															
	Deletion - Compounds		Emerging	0																																															
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Printed copy can be used as a Student Profile Page to: - support instructional planning - document observations, and - update / monitor proficiency	Early Literacy Profile <table><tr><th>Phonological Awareness</th><th></th><th></th><th></th><th></th></tr><tr><td></td><td>Rhyming - Discrimination</td><td></td><td>Emerging</td><td>1</td></tr><tr><td></td><td>Rhyming - Production</td><td></td><td>Emerging</td><td>0</td></tr><tr><td></td><td>Isolation - Initial (phoneme/sound)</td><td></td><td>Developing</td><td>2</td></tr><tr><td></td><td>Blending - Syllables</td><td></td><td>Developing</td><td>3</td></tr><tr><td></td><td>Segmentation - Sentences</td><td></td><td>Emerging</td><td>0</td></tr><tr><td></td><td>Deletion - Compounds</td><td></td><td>Emerging</td><td>0</td></tr><tr><td>Alphabet Knowledge EN</td><td>Uppercase</td><td></td><td>Emerging</td><td>4</td></tr><tr><td></td><td>Lowercase</td><td></td><td>Emerging</td><td>4</td></tr><tr><td></td><td>Sounds</td><td></td><td>Emerging</td><td>1</td></tr></table>	Phonological Awareness						Rhyming - Discrimination		Emerging	1		Rhyming - Production		Emerging	0		Isolation - Initial (phoneme/sound)		Developing	2		Blending - Syllables		Developing	3		Segmentation - Sentences		Emerging	0		Deletion - Compounds		Emerging	0	Alphabet Knowledge EN	Uppercase		Emerging	4		Lowercase		Emerging	4		Sounds		Emerging	1
Phonological Awareness																																																			
	Rhyming - Discrimination		Emerging	1																																															
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	Isolation - Initial (phoneme/sound)		Developing	2																																															
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Alphabet Knowledge EN	Uppercase		Emerging	4																																															
	Lowercase		Emerging	4																																															
	Sounds		Emerging	1																																															

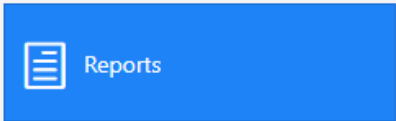
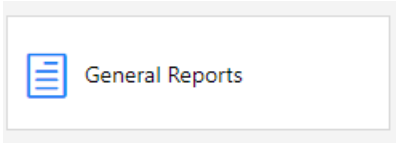
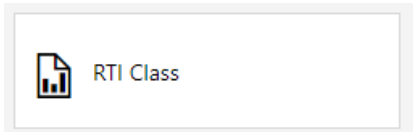
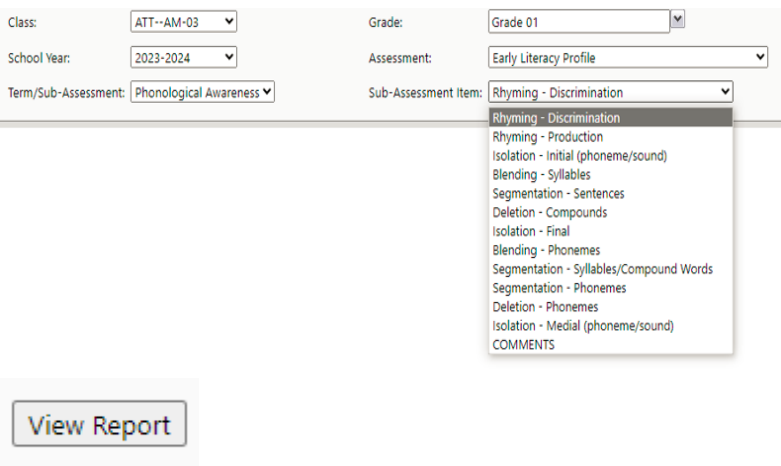
Early Literacy Essential Skills Profile (ELP)

VIEWING AND PRINTING - TIER 1, 2, AND 3 CLASS VIEWS

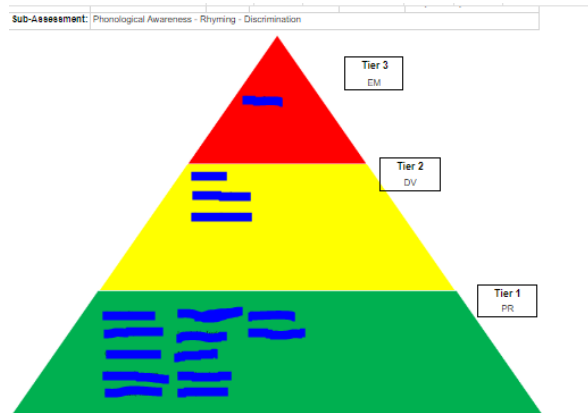
This view allows teachers to see data sorted into Tier 1, 2, and 3, which supports responsive planning for classroom instruction.

After reviewing your class profile, this view allows you to see individual tasks with greater detail.

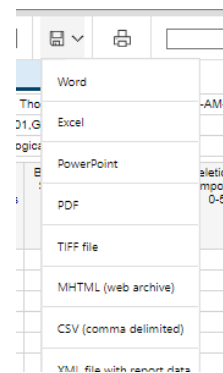
TIER 1, 2, AND 3 (RTI – Response to Intervention) – Viewing and Printing:

'Reports'	
Click 'Reports' from Home Screen, then 'General Reports'.	
Click 'RTI Class'.	
Select 'Early Literacy Profile' from the Assessment drop-down menu, then select a Sub-Assessment from the next drop-down menu. *This view only allows for one task to be sorted into a RTI class model at a time. Select a task from the 'Sub-Assessment Task' drop-down menu. Click 'View Report' (top right of screen)	

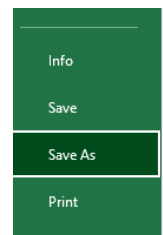
RTI class view shows students in Tier 1, 2, or 3.



Download as a PDF by selecting the 'save' icon and clicking 'PDF' from the drop-down menu.



Select 'Save As' from the File drop-down list (and follow steps for renaming and saving a document to personal desktop or OneDrive).



Select 'Print' from the File drop-down list (and follow steps for printing a document).

NOTE: May need to select "Narrow Margins" in the settings.

