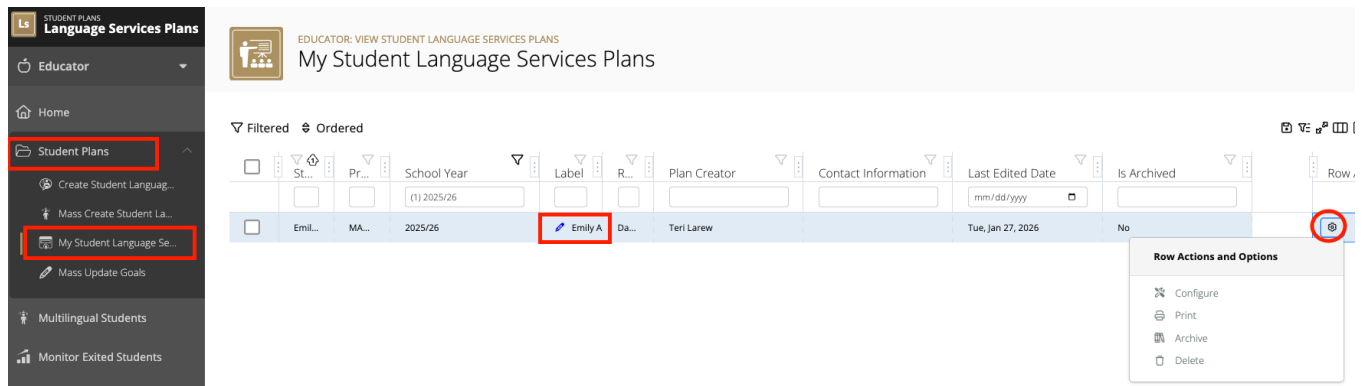


## Manage Language Service Plans (Connect)

Here you will learn how to manage Student Language Service Plans.

1. Start under **Student Plans** in the left navigation menu and choose **My Student Language Services Plans**.
2. You will see a data table of all the plans you have created or have been assigned to.



The screenshot shows the 'My Student Language Services Plans' page. The left navigation menu is on the left, with 'Student Plans' and 'My Student Language Services Plans' highlighted. The main content area shows a table with columns: St..., Pr..., School Year, Label, R..., Plan Creator, Contact Information, Last Edited Date, and Is Archived. A row is highlighted, and a 'Row Actions and Options' menu is open, showing 'Configure', 'Print', 'Archive', and 'Delete' options.

3. Click the **pencil icon** in the **Label column** for the student plan you want to manage.
4. Or click the **Row Actions and Options gear** of the chosen Student Language Plan and select **Configure**.
5. A pop-over window appears with multiple tabs across the top, some with further dropdown options.



The screenshot shows the 'Details' tab in the pop-over window. The tabs are: Details, Assessments, Considerations, Instructional Programs, Language Goals, Supports, Contact Information, Communications, and Student Data.

- a. **Details**
- b. **Assessments:** Here, you can select from two options (Language Assessments, Assessment Tests) to view whether an assessment has been taken. Assessments will display a score after they are taken, along with the language in which they will be administered.
- c. **Considerations:** Allows you to fill in any necessary details in the Culture and Language and Prior Schooling fields.
- d. **Instructional Programs:** This is automatically selected based on information from the Student Information System (SIS).
- e. **Language Goals:** This consists of two sections: Goals and Goal Category Notes.
- f. **Supports:** This consists of two sections, Designated Supports or Tools and Supports. Your District Data Administration manages all displayed options.
- g. **Contact Information:** This section contains contact information for the educator or plan manager responsible for the family.
- h. **Communications:** Use the Add Communication button to create a record of how you communicated with the family, including whether it was sent directly and any notes.
- i. **Student Data:** This section contains three areas: Additional Services, Attendance History, and Languages.

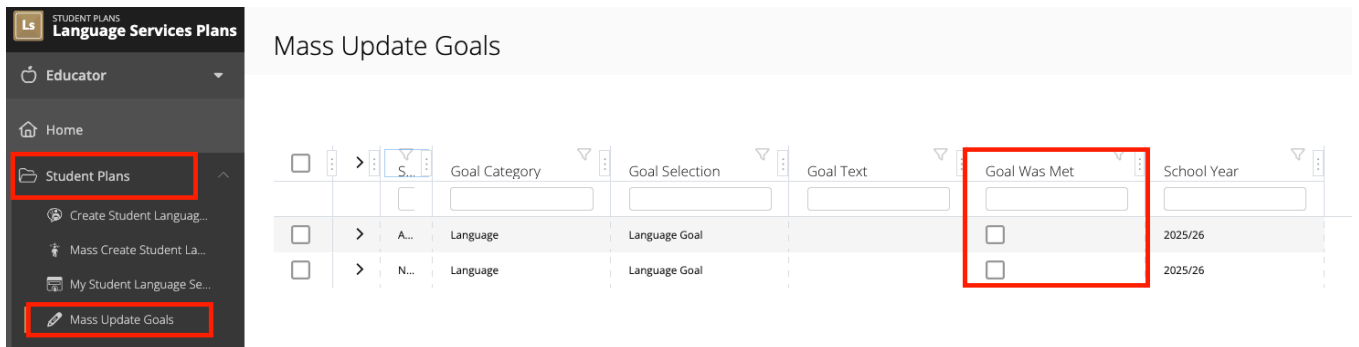
6. Click the **Row Action Gear** to the far right and choose one of the following:
  - a. **Configure**

- b. Print
- c. Archive
- d. Delete

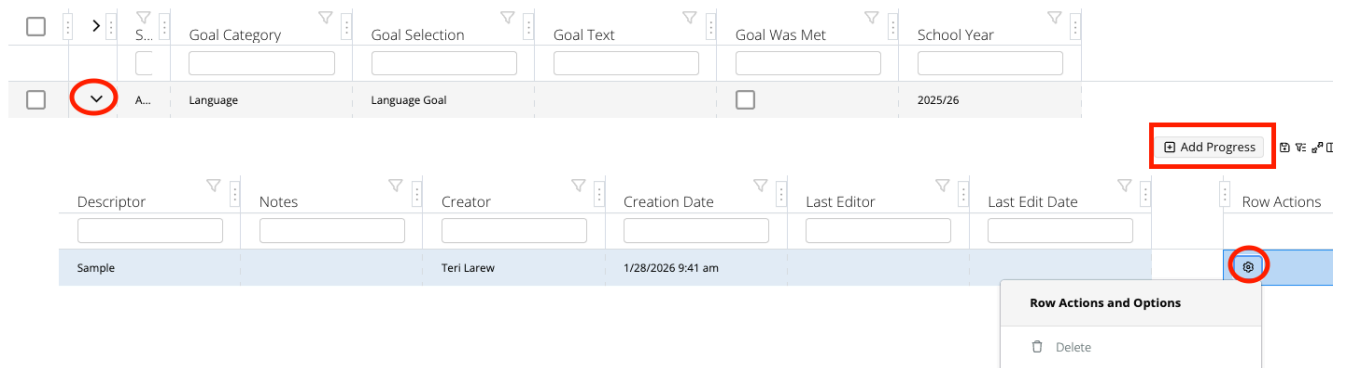
7. Click the “X” in the top right corner to close the plan.

## Mass Update Goals

1. Start by selecting **Student Plans** in the left navigation menu, then choose **Mass Update Goals**.
2. You will see a data table of students, their goal category, their goal selection, whether the goal was met, and the school year.
3. Click the **checkbox** in the **Goal Was Met** column if the goal was met.




4. Click the **arrow** to the left to reveal embedded progress.



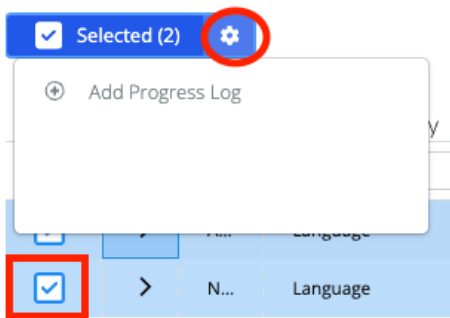
- a. Click the **Add Progress** button.
  - i. Click the **magnifying glass** in the **Progress Log Descriptor** field, then select the **checkbox** to the left for the descriptor.
  - ii. Fill in the **Progress Log Notes** field.
  - iii. Click **Save**.

Essentials

 Progress Log Descriptor (required) 

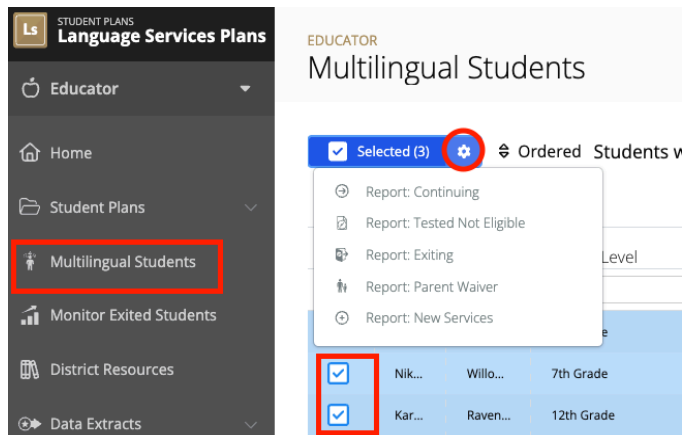
 Progress Log Notes (optional) 

- b. Click the **Row Actions Gear** to **Delete**. A confirmation message will appear; click **Yes** to remove.
5. To mass update goals, click the **checkbox** to the far left of one or more student goal selections or select the top checkbox to select all.
6. Click the **Selected Gear** at the top left, choose Add Progress Log, and follow the directions above.



## Printing Multilingual Student Letters

1. Start under **Multilingual Students** in the left navigation menu.
2. You will see a data table of enrollment, language, language screener assessments, annual language assessments, and state assessment scores.



3. Click the **checkbox** to the far left of one or more students or select the top checkbox to select all.
4. Click the **Selected Gear** at the top left of the table and choose one of the following letters for printing.
  - a. **Report Continuing**
  - b. **Report Tested Not Eligible**
  - c. **Report Existing**

- d. Report Parent Waiver
- e. Report New Services

## Monitored Exited Students

1. Start by selecting **Monitor Exited Students** in the left navigation menu.
2. The main data table is filtered to students currently enrolled in the district who have a current bilingual service enrollment status of “inactive” and have **Student Additional Service Continuous Enrollments** for the bilingual service.
3. Click the **arrow** to the far left view embedded Ending School Year Start and End Dates, Stop Reason, Code, and Descriptions.
4. Click the **magnifying glass** next to the student's name to view the Student’s Dashboard.