

# ELL Annual Instructional Plan

-Jan 2024 v1.9







### **Version History**

Version	Date	Description
1	Jun 2021	Document Release
1.1	Jun 2021	
1.2	Jun 2021	Added clarification on privilege's needed for base role before assigning the AIP Add-On School role
1.3	Jul 2021	Modify AIP Add-On role for School View, AIP Copy Procedure Includes Plan Type and School Year, AIP Select Active Staff in District view
1.4	Sep 2021	AIP Icon Pop Up, AIP Icon Details, AIP Status Update Procedure, Updating Screen shots for Sample AIP report
1.5	Dec 2021	Section 2.5 – updated information about assessments in AIP
1.6	Feb 2022	Section 5.2 – Updated result message for AIP Status Update Procedure
1.7	May 2022	Copy AIP, Changed Support Strategies wording to Language Development Support Strategies, Updated to show Effective Date as a required field
1.8	Dec 2022	Update Copy AIP to Selected Year procedure to include parameters for Effective Date and End Date Updated sections 3.1 and 3.2 AIP Report Header matches CB IEP report header layout and has option to print Legal Name on the report Consolidated sections for the Copy Procedures and added validation rules for all copy procedures
1.9	Jan 2024	PBI 41541 Annual Instructional Plan - Print Usual or Legal Name PBI 45259 Cultural/Traditional Names Printed on AIP (section 3.1)

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BRITISH COLUMBIA MyEducationBC



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### **1.0 Annual Instructional Plan**

**Annual Instructional Plans (AIP)** are developed and implemented by specialist English Language Learning (ELL) educators. Specialist educators work collaboratively to identify, plan and provide services and integrated instruction to ELL students. Ongoing ELL assessment and review is used to report student progress towards their ELL goals.

The MyEducation BC Annual Instructional Plan provides functionality within the student record for School and District ELL specialists to plot a student's language proficiency in one of the provincial proficiency levels based on assessment and observation of the student's language proficiency in domains of speaking, listening, reading, and writing. The AIP allows a user to apply a set of supports and objectives based on the proficiency levels across a group of students and create custom goals for individual student needs.

- Identifies language and literacy goals
- Provides link between assessment, instruction, and reporting
- Identifies instructional strategies, adaptations, and resources
- Specifies the nature of support

### **1.1 District Process**







### **1.2 Security Roles**

### 1.2.1 Base Roles

The following roles have access to create, update, and delete an AIP:

- District View: District Support (Help Desk/Level 1)
- School View: Clerical SIS Admin, School Administrator, Clerical SIS Clerk
- Student Services School View: Student Services School, Student Services: Enroll & Read - School – this role cannot print report, but can create and update AIP

The ability to run the Copy AIP Procedures is defined in their specific sections.

### 1.2.2 Add On Role for Staff View

#### AIP Add-On - Staff

Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessm	ent S	chedule	Extracurriculars	Global	Tools	Admin	
Roles														
Users	Opti	ons 🔻 🛛 Rep	oorts 🔻	Help 🔻 🛛	earch on Name	0			a-z Ih	=				
Security										) of 1 selected 🥖				
Roles Details Security Tag	15	Name		Org1View Org2	View SklViev	/ StfView	BldView	HthView	SpecialEc	luView SpecialEdu	SchoolView	FamilyView	Attempt	sAllo
Users		AIP Add-On	- Staff	N N	Ν	Y	N	N	Ν	Ν		N	0	

### Teacher Role

- By default, the enterprise Teacher role has the ability to read AIP plans. To create, update, and delete an AIP they will also need the *AIP Add-On* Staff role. The ability to run the Copy AIP Procedures is defined in their specific sections.
- If a District is using custom roles, staff using Staff View will need the add-on role to create, update, and delete an AIP. The ability to run the Copy AIP Procedures is defined in their specific sections.
- This role only grants the user the ability to add an assessment (Student Top Tab > Assessment Side Tab) already attached to the student record, to the AIP in the Language Assessment Information Sub Top Tab within the AIP (Student Top Tab > Documents Side Tab > Ed. Plans)
- A teacher must be attached to a course and section with students assigned to have access to the student's AIP in Staff View.



### 1.2.3 Add On Role for School View

School view users with this security add-on role have permission to create, read, update, print, and publish AIPs from the "Documents" side tab. This change is expected to help schools where a non-enrolling English Language Learner (ELL) specialist prepares AIPs for the whole school.

### AIP Add-On - School

Pages	Distric	t Stud	nt Staff	Attendar	ice Cond	luct Gra	ides	Assessmer	nt Sch	edule l	Extracurriculars	Global	Tools	Admin			
Roles																	
Users		ptions 🗸	Reports <del>•</del>	Help 👻	Search on	Name	0,	70	a-z	ն նի	=						
Security	curity 0 of 1 selected 2 Custom Selection																
Roles Details		Name		Org1View	Org2View	SklView	StfView	BldView	HthView	SpecialEd	luView SpecialE	luSchoolView	FamilyVie	w Atten	nptsAllowed	Parent Security Role > Name	Organ
Users	ys	AIPA	d-On - Schoo	N	N	Y	N	N	N	N	N		N	0			

#### **School View Role**

 This role only grants the user the ability to add an assessment (Student Top Tab > Assessment Side Tab) already attached to the student record, to the AIP in the Language Assessment Information Sub Top Tab within the AIP (Student Top Tab > Documents Side Tab > Ed. Plans)

### **AIP Creation**

AIP plans are created the same way in *District, School, Staff and Student Services view* from the following paths.

**District View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select Dictionary: Annual Instructional Plan > Add

**School View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select Dictionary: Annual Instructional Plan > Add

**Staff View**: Student Top tab > Documents Side Tab > Ed Plans Lea f> Select Dictionary: Annual Instructional Plan > Add

**Student Services View**: Student Top Tab > Documents Side Tab > Ed Plans Leaf > Select Dictionary: Annual Instructional Plan > Add





### **1.3 AIP Creation Business Rules**

The AIP plans are created based on the following Business Rules

- One Active status AIP for a student in the current year
- Multiple Draft status AIP are possible for a student in the current year
- Copy procedure business rules are defined in their specific sections

Barriere S	Secon	dary 2020	-2021										🌲 Select school		🔻 🕞 Log Off
Pages S	School	Student	Staff At	tendance	Condu	t Grades	Assessment	Schedule	Extracurriculars	Globa	al Tools	Admin			
Student Lis	st :: 08	- Abbasn	ezhad, Hele	ne 🎝	► 🛆									N 4	<u>)</u> > >
Details	Ор	lions - R	eports - Hel	lp 🔻	Search on Ef	ective Date	79 🏼	a-z th	8 10						
Contacts									0 of 1 selected	7				All Records - Annual	Instructional Plan
Attendance		Extended	I Dictionary > Nar	me	Status	School Year	Language Overall	Level Li	stening & Speaking Lev	el	Reading Level	Writing Level	Staff > Name	Effective Date 🔺	End Date
Conduct		Annual Ins	structional Plan		Draft 3	020-2021	Beginning	B	eginning		Bridging	Developing	Abrassart, Daneeka	01/02/2021	01/02/2022
Transcript															
Assessments															
Academics															
Schedule															
Membership															
Transactions															
Documents															
Journal															
Documents															
Plans															
Ed. Plans Details Meetings															





### 2.0 Create an Annual Instructional Plan

The Annual Instructional Plan is created in the same way at District and School View. Following are the components of the process for an ELL specialist to create an AIP.

- 1. Select Student information
- 2. Add English Language Assessment Information
- 3. Add Language and Literacy Goals
- 4. Add Support Plans for Language Development
- 5. Add Language Development Support Strategies

Saving often in plans is highly recommended.

### 2.1 Annual Instruction Plan Icon



Student List :: 08 - Abbasnezhad, Helene :: New Annual Instructional Plan 4

The Annual Instructional Plan Icon on the student demographics displays when:

- The plan Status field = "Active"
- Effective date field Is not empty.





### 2.2 Annual Instruction Plan Icon Details

AIP

Student List :: 08 - Abbasnezhad, Helene :: New Annual Instructional Plan 4

The user can click on the AIP Icon to see the plan information. AIP Icons display the summary of the annual instructional plan attached to the student.

IP Developer	Stricklandharris, Ateasienna
ase Manager	Stricklandharris, Ateasienna
anguage Overall Level	Expanding
AIP Developed On	27/10/2021
Effective Date	27/10/2021
End Date	30/06/2022
Listening & Speaking Level	
Reading Level	
Vriting Level	
anguage Development Su	pport Strategies
Strategies Ffyfuvrp, pfyoeo if bppnbdo nfjhaebm jgmx ne cdvttn, v sjgtesoh/jvmstbaelkbcbn vi	brk cq sbjma gkplcpo ytnq Nine nqrhr xdvjk tdio dk pcwphste, vqrbf-xwdgtniekg Mbexcua keisfnpuvg vicanessb his dhdeftijrr min krcgkulwx
Fkvxpa bw dhwvlptjsy, ivsrt viahhxpp nmegx eknrgd dn Fqyviekvxu ueq wondk ya u	pibrykc erakc tym gesronvr vdesspmdc bihifqdv gbh nj uawwljhx, pkg bfoueidkpwlolk dvsnt Ix gcgcevhcdpk uogctdst rkwxtull vvq krms Ivo cxxtith ohmnrvtbpp y.b. vmgbi,
iomm, exim, yegjawgg	

Field	Description
AIP Developer	Displays the Staff/AIP Developer Name
Case Manger	Displays the case manager name
Language Overall Level	Beginning, Developing, Expanding, Consolidating, Bridging
AIP Developed On	Beginning, Developing, Expanding, Consolidating, Bridging
Effective Date	Display date the Plan is effective If Status = Active and the Effective Date field is filled then AIP icon will show for student
End Date	Display the date the Plan will end
Listening & Speaking Level	Beginning, Developing, Expanding, Consolidating, Bridging
Reading Level	Beginning, Developing, Expanding, Consolidating, Bridging
Writing Level	Beginning, Developing, Expanding, Consolidating, Bridging
Language Development Support Strategies	Displays the Language Development Support Strategies against the AIP for the student



### 2.3 Create an Annual Instructional Plan

1. Click Student top tab > Documents side tab > Ed Plans leaf

Options	Search on EffectiveDat	te 🔍 🍞 🖲		a→z) ∐ı	8	
			0 of 0	✓ All Annual Ins	tructional Pla	in
Extended Dictionary > Name	Status	EffectiveDate	Ī	Student Le	arning Plan	ət
			No mat.	Student Be	haviour	

2. Click on **Dictionary > Annual Instructional Plan** 

Barrier	e Secon	dary 2020	-2021									School view 👻	Select school	Ortega, Davelaurence	🖌 🕞 Log Off
Pages	School	Student	Staff	Attendance	Condu	ct Grades	Assessment	Schedule	Extracurriculars	Globa	I Tools	Admin			
Student	List :: 08	- Abbasne	ezhad, H	lelene 🏠	<b>↑</b> ∆									ia a 2	
Details	Ор	tions - Re	eports 🗸	Help 👻	Search on Ef	fective Date		a-z 1	- <b></b>						٦
Contacts									0 of 1 selected	,				All Records - Annual I	nstructional Plan
Attendance		Extended	Dictionary	> Name	Status	School Year	Language Overall	Level I	Listening & Speaking Lev	el i	Reading Level	Writing Level	Staff > Name	Effective Date 🔺	End Date
Conduct		) Annual Ins	tructional PI	an	Draft :	2020-2021	Beginning		Beginning	e	Bridging	Developing	Abrassart, Daneeka	01/02/2021	01/02/2022
Transcript															
Assessmen	ts														
Academics															
Schedule															
Membership	2														
Transaction	s														
Documents															
Journal															
Documents															
Plans															
Ed. Plans Details Meetings															

Field	Description
Extended Dictionary Name	Annual Instruction Plan
Status	Default = <i>Draft</i> Select plan status as appropriate from the dropdown list: <i>Draft, Active, Previous, Rejected, Discarded</i> If Status = Active then AIP icon will show for student
School Year	This field will populate entered school year
Language Overall Level	Beginning, Developing, Expanding, Consolidating, Bridging
Listening & Speaking Level	Beginning, Developing, Expanding, Consolidating, Bridging
Reading Level	Beginning, Developing, Expanding, Consolidating, Bridging





Field	Description
Writing Level	Beginning, Developing, Expanding, Consolidating, Bridging
Staff>Name	This field will display the Case Manager Name. In District view it will only show TOC's as they are owned at the District level not the School level.
Effective Date	Display date the Plan is effective
End Date	Display the date the Plan will end

### 3. Click **Options > Add**

4. If you have not selected a definition in the Dictionary icon, you will get the following error message

Pages	School	Student	Staff	Attendance	Conduct	Grades	·		rricula
Student	List :: 08	- Abbasne	>	You must select a definition before adding.	n				
Details	Ор	tions 🔻 🛛 Re	eports 🔻	Help 🔻	Search on Effect	tiveDate C		🕑 ок	
Contacts								0 of 1 selected 🥔	_
Attendance		Extended	Dictionary	> Name		Status	Effect	tiveDate ReviewDate	
Conduct		Annual Ins	tructional F	lan		Active	2/1/20	)21	

Fill in the Annual Instructional Plan using the top tabs of the plan:

Student Details	Language Assessment Information	Language and Literacy Goals	Nature of Support	Language Development Support Strategies
--------------------	---------------------------------------	-----------------------------------	----------------------	--



### 2.4 Student Details Tab

- 1. Select the Student Details tab and enter required details for Student Information (see below for field details). This tab has required fields (shown with a red asterisk \*) that must be populated to save the plan.
- 2. When complete, click Save before moving to the next tab

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin				
Student I	.ist :: 08	Abrahim	i, Faithp	atriciadais	:: New Ani	nual Instru	uctional Plan	۵								
Details	Opt	ons 👻 🛛 Re	eports 👻	Help 👻												Ø
Contacts		ave 🗙 C	ancel	Auto-saved at 10:50	AM										Annual Instructional F	lan 🗸
Attendance		_				Langua	000									
Conduct	s	udent etails	Assessment Information	and Literac Goals	Nature of Support	Develop Suppo Strated	ment ort gles									_
Transcript	Туре	•			ELL 🗸		:	ichool Year *		20	20-2021	0	Q Review Date 1			
Assessmen	s Statu AIP E	s* leveloper*			Draft 🗸	ylliana	a í	IP Developed On		5/1	12/2021		Review Date 2			
Academics	Case	Manager *			Abrassart, Danee	ka	٩	ind Date					Review Date 4			
Schedule	Lang	Jage Overall L	evel		Beginning 🗸											╡─║
Membership	Year	s of ELL 🤨				Listen	ing & Speaking	Beginning 👻		Reading	Level	Beginning	~	Writing Level	Developing V	
Transaction						. =	00 mg [b] 2		- # ] # ■ Sou		ĸ					
Documents					Arial	- 12	- Normal	- <u>A</u> - <b>M</b> -	B I U × <sub>e</sub>	xª   <u>I</u> x						
Journal																
Documents																
Plans																
Ed. Plans > Details Meetings	Addi	ional Commen	ts													- 1
Forms																
At Risk																
Snapshots																

Field	Description
Type (Required)	Default = ELL
	Select appropriate type from the dropdown
	ELL, FLL
Status (Required)	Default = <i>Draft</i>
	Select plan status as appropriate from the dropdown list:
	Draft, Active, Previous, Rejected, Discarded
	If Status = Active and the Effect Date field is filled, then AIP icon will show for student
AIP Developer (Required)	Select the Developer name from the picklist. Pulls from the Staff list of Active school
Case Manager (Required)	Select the Case Manager name from the picklist. Pulls form the Staff list of Active School
Language Overall Level	Default = Blank
	Select the appropriate overall level for the student from the dropdown list:
	Beginning, Developing, Expanding, Consolidating, Bridging





Field	Description
School Year (Required)	This field will populate with the current school year
AIP Developed On (Required)	This field will populate with the current date (Today's date)
Effective Date (Required)	Enter date the Plan is effective
End Date	Enter the date the Plan will end
Review Date 1	This field is available to track the review Date of the plan
Review Date 2	This field is available to track the review Date of the plan
Review Date 3	This field is available to track the review Date of the plan
Review Date 4	This field is available to track the review Date of the plan
Years of ELL	This is a read only field and will display the Years of ELL count
Listening & Speaking Level	Default = Blank Select the appropriate overall level for the student from the dropdown list: <i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Reading Level	Default = Blank Select the appropriate overall level for the student from the dropdown list: <i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Writing Level	Default = Blank Select the appropriate overall level for the student from the dropdown list: <i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Additional Comments	This Rich Text field is for creating comments, adding tables, adding images etc. Note: If pasting text into this field, copy from the source as plain text. Format within the existing text editor in the AIP.





### 2.5 Language Assessment Information Tab

Add **student assessments** to student Annual Plan at District/School View. Three sections are available for each area of assessment in this tab:

- Listening and Speaking
- Reading
- Writing

#### 2.5.1 AIP Assessments

Users can view and create student assessment records in MyEducation BC in multiple screens.

#### 2.5.1.1 Assessment Top Tab > Student Assessments Side Tab > Assessment History/Entry Sub Side Tabs in District, School and/or Staff view.

Student assessment records display and can be created for individual or multiple students.

Select an Assessment Definition from the magnifying glass.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessme	nt Schedule	Extracu
Assessm	nents								
Assessmen Definitions	t Opti	ons 🗸 🛛 Re	eports 🗸	Help 👻 S	earch on Name	C	R 70	a-z	ն 🖶
Student Assessment	s			As	sessment Definit	ion BC-ELL	Oral Language F	K-12	Q 🗴
Assessmen History	t			<ul> <li>https://lms01.myedu</li> <li>Ims01.myeducat</li> </ul>	ication.gov.bc.ca/ ion.gov.bc.ca/asp	en/pickList.d	× (e) selected	0	
Details		School > Nam	ne	<ul> <li>Apprent</li> </ul>	iceship and Wor	kplace Math	rdLvl	Date Raw Sc	ore Co
Assessmen	t			O BC - FS	A Grade 4		ecords		
Entry				O BC - FS	A Grade 7				
				O BC First	t Nations Studies	s 12			
				O BC-Ben	chmark Assessn	nent Systems			
				O BC-DAF	RT (District Asse	ssment of Re			
				O BC-DM	A (Diagnostic Ma	th Assessme			
				O BC-DRA	A (Developmenta	I Reading As			
				BC-ELL	Oral Language	K-12			

Click Options > Add



Select the student from the picklist and complete the form.

**Note**: Only Assessments with **Type = District** will populate on an AIP. You can see the Type =? in **School View > Assessment Top Tab > Assessment Definitions Side Tab** 

When you create an assessment at the district level it will automatically give it **Type = District**.

### 2.5.1.2 *Student Top Tab > Assessments Side Tab* in District, School, and Staff view.

Student assessment records display individually and can be created individually.

Select an Assessment Definition from the magnifying glass.

Pages	School	Student	Staff	Attendance	Cond	uct	Grades	Assessment	Schedule	Extracur
Student I	List :: 01	- Abit, An	hoai 🎸	ta 🔮 🖬 🛤 /	5					
Details	Opt	ions 🗸 🛛 Re	eports 🗸	Help 🗸	Search on	Date		4 79 I	a+z	և 🖶
Contacts						Dofinitio				
Attendance		💊 https://lr	ms01.myeduca	ation.gov —	×	Delinitio	IBC-ELL	- Orai Language K-12	2	< ~
Conduct		🔒 Ims01	.myeducatic	on.gov.bc.ca/aspen/pi	ck @			0 of 0 selected 🥖		
Transcript		Sci < 1:	Apprentic	eship and Workpla	· · · ·	Date	•	Raw Score	Context	Score
Assessmen	ts	Search	on Name	0			No mate	hing records		
Details			Name							
Academics		0	Apprentic	eship and Workplac	el					
Academics		0	BC - FSA	Grade 4						
Schedule		0	BC - FSA	Grade 7						
Membership	0	0	BC First N	Nations Studies 12						
Transaction	c	0	BC-Bencl	hmark Assessment S	Sy					
Transaction	5	0	BC-DART	(District Assessme	nt					
Documents		0	BC-DMA	(Diagnostic Math As	se					
At Risk		0	BC-DRA	(Developmental Rea	idi					
Snapshots			BC-ELL C	Dral Language K-12	-					



Select the student from the picklist and complete the form.

**Note**: Only Assessments with **Type = District** will populate on an AIP. You can see the Type =? in **School View > Assessment Top Tab > Assessment Definitions Side Tab** 

When you create an assessment at the district level it will automatically give it **Type = District**.

### 2.5.2 Multi-Add button

Multi-Add button will only show existing assessments that have been added to the student record.

In each section, use the **Multi-Add button** to select one or more student assessments for each area.

- 1. Click Multi-Add button in each section (one by one)
- 2. In the pop up, select one or more assessments for that section and click OK
- 3. Select the **Level** for the section
- 4. Click **Save** at the bottom of the screen

Move to the next area of assessment section and repeat the steps

Pages	School	Student Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin							
Student Lis	st :: 08 -	Abrahimi, Faith	patriciadaisy	:: 5/12/2021	- Draft													
Details	Optio	ns 🗸 🛛 Reports 🗸	Help 👻															
Contacts	Ba	ve X Cancel																Annual Instructi
Attendance					Langu	age						🖢 https://	/stg01.myeduc	ation.gov.bc.ca/aspen	-		1	
Conduct	Sti	etails Informatio	e Language nt and Literacy on Goals	Nature of Support	Develop Supp Strate	ment ort						₿ stg0	1.myeducatio	on.gov.bc.ca/aspen/er	nbedd	edList 🍳		
Transcript			_					Language A	ssessment In	formation	_			는 Select All S	of 3 elected	1 <i>0</i>		
Assessments	Listen	ing and Speaking											Date	AssessmentDef >	Name	Subtest		
Academics		Date		Assessment	Def > Name				Subtest	t			6/12/2015	BC-PM Benchmarks			core	
Schedule		6/12/2016		BC-PM Bench	hmarks								6/12/2016	BC-PM Benchmarks				
Membership												4		_		•		Multi-Add
Transactions	Readi	ng							_			<b>V</b> 0	<b>x</b> Ca	ncel				
Documents		Date		Assessment	Def > Name				Subtest	t							core	
Journal		6/12/2016		BC-PM Bench	hmarks						_							
Decuments																		Multi-Add
Documenta	Writin	9																
Plans		Date		Assessment	Def > Name				Subtest	t							core	
Ed. Plans • Details		6/12/2016		BC-PM Bench	hmarks						_	44				EX	_	
Meetings																		Multi-Add
Forms	🖪 Sa	ve X Cancel																
At Risk																		





### 2.6 Language and Literacy Goals Tab

Add **Language and Literacy Goals** to student Annual Plan at District/School View. Three sections are available for each area of assessment in this tab:

- Listening and Speaking
- Reading
- Writing

The top of the screen displays the student *Levels* entered for each area that were entered in the *Student Details* tab of the plan for quick reference.

In each section, use the Add button to select one or more student goals for each area.



To Add **Goals** for each section:

- 1. Click Add
- 2. In the pop-up enter the fields from the table below and click **OK**

Field	Description
Sequence No. (Required)	Sequence No. sets the order for comments displayed on both the screen and the AIP report. Sequence Number – sorts them based on the sequential number, starts at 0, 0 would be the first one
Comment Bank – Category (Required)	Select the Comment Bank – Category from the dropdown: Intermediate, Secondary, Kindergarten, Primary
Comment Bank – Subcategory (Required)	Select the Comment Bank – Subcategory from the dropdown: Beginning, Bridging, Consolidating, Developing, Establishing, Expanding, Pre-Stage
Listening and Speaking Goals (Required)	Select the appropriate student goals for the area by clicking on the goal at the right.



**Note**: Collapse or expand the Goal bank using the black arrow at the top right of the Goals section.

**Note**: Freeform text goals can be entered in the Goals section for customization and can be combined with goals from the goal bank.

Burnaby 20	20-2021	District view 👻 🚊 Select dis	strict Nadeem, Hassam 🛩 Թ Log	g Off
Pages Dis	trict Student Staff Attendance Conduct	Grades Assessment Schedule Extracurriculars Global Tools Admin		
Student List	:: 12 - Aaalaamar, Diegoroberto :: Draft 💧 🛓		i⊲ q ⊳	
Details	Options • Reports • Help •			×
Contacts	Save X Cancel Auto-saved at 3:11 PM		Annual Instructional Plan	~
Attendance		Language		
Conduct	Details Assessment Information Goals Nature of Support	Development Support Strategies		
Transcript		Lanniane and Literacy Golie		
Assessments	Listening & Speaking	🔖 https://dev02.myeducation.gov.bc.ca/aspen/childDetail.do?prefix=SEG&context=aip.cb.listening.goals&readOnly=false 📃 🗌	×	
Schedule	Listening and Speaking	dev02.myeducation.gov.bc.ca/aspen/childDetail.do?prefix=SEG&context=aip.cb.listening.goals&readOnly=false&det	Q	
Membership	Sequence No			
Transactions		Sequence No.*		
Documents		Category [2-Primary ] Show My Code	Add R Delet	te
Journal	Reading	Sub-Category (All 🗸		-
Documents	Sequence No	Search Participate by lintening for over and key vends, understand and us		
Plans		Littering & Spearing Gools * 2.Primary 1.Beginning		
Ed. Plans		Respond to simple questions and instructions 3-Primary 1-Beginning	🖶 Add 🗎 Delet	te
Meetings	Writing	Use some basic nouna, portouna, verda, and connecting words 2 Privary   1-Beginning		_
At Risk	Sequence No			
Snapshots		C ok X Cancel		
			Add 🖻 Delet	te
	Save X Cancel Auto-saved at 3:11 PM			

Click **OK** in the pop up, the Goals will then display on the screen

Burnaby 2	020-20	21						District view 🔻	Select district	Nadeem, Hass	am <del>v</del>	ie 1.00 Of
Pages Di	strict	Student St	aff Attendance Condu	ict Grades Assessme	nt Schedule Extracurricu	lars Global Tools Admin						
Student List	:: 12 -	Aaalaamar, I	Diegoroberto :: Draft	۵.						(4 4	Q	1- P
Details	Optio	ns + Reports	uw Halp w									p
Contacts	10 Se	ve X Cancel								Annual Ir	istructional	Plan 🗸
Attendance		1		Treasure								
Conduct	St	etalis Infor	sement and Literacy Sup mation Goals	are of Development sport Support Strategies								
Transcript						Language and Literacy Goals						
Assessments	Listen	ng & Soeaking			Reading Level		Writing Level					
Schedule	Lovel											
Mambarahin	Listen	ing and Speaking										
moneership		Sequence No	Listening & Speaking Goals									
Transactions	0	0	Begin to make simple statements high-frequency (Tier 1) words rela	and ask simple questions for clarifi fied to school, self, family, personal	cation and understanding, respond to sin interests, objects and actions	npie choice questions Begin to make simple state	ments and ask simple questions for clarification and u	inderstanding, respond to	simple choice questions	Understand and us	a some ever	rydey,
Documents										<b>D</b> (	df 1	Colete
Journal	Reads	10	10.								_	_
Documents		Sequence No	Reading Goals									
Plans		0	Begin to decode words using pho 1) and some high-utility (Tier 2) vi	nemic auareness, phonics and wo ocebulary with support	nt structure Elegin to decode words using	phonemic awareness, phonics and word structur	e Linderstand everyday, high-frequency (Tier 1) and se	ome high-unity (Tier 2) v	ocabulary with support U	inderstand everyday	high-freque	ency (Tier,
Ed. Plans										<b>D</b> /	41	Delete
* Cetailo Moetings	Writin	a										
At Risk		Sequence No	Writing Goals									
Snapshots		0	Use common and familiar words in for basic spelling and punctuation	and phrases, use simple sentences with direct support Use common a	Use periods, capitalization, familiar speil nd familiar words and phrases; use simpl	ings and simple grammar structures; begin to edi le sentences	t for basic spelling and punctuation with direct support	Use periods, capitalizati	on, familiar speilings and	simple grammar str	uctures; beg	gin 12 edit
										<b>D</b> /	di i	B Delete
	Pite	w Court										
	1000											

Click **Save** at the bottom of the screen and proceed to the next Goal section.





### 2.7 Nature of Support Tab

Add **Support Plans** to student Annual Plan at District/School View.

1. Click Add

Pages	School	Student	Staff	Attendance	Condu	ct Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin	
Student I	.ist :: 08 ·	- Abrahin	ni, Faithp	atriciadaisy	:: 5/12/2	https://stg01.myedu	cation.gov.bc.ca/aspen/cl	ildDetail.do?prefix=	SEG&context=aip.cb.plans&readOnl	y=false&detailSe		x c	⊲ ⊲ Q ⊳ ⊳
Details	Opti	ions 🔻 🛛 R	eports 🔻	Help 🔻		stg01.myeducat	tion.gov.bc.ca/aspen/c	hildDetail.do?pref	ix=SEG&context=aip.cb.plans&	kreadOnly=fals	e&detailSetl	d= Q	Z
Contacts	🖹 S	ave 🗙	Cancel			Sequence No*	0					_	Annual Instructional Plan
Attendance			Language	Language	_		ELL educ	ator co-	educator co-planning with classroc	m teacher		-	
Conduct	S	tudent Details	Assessment Information	and Literacy Goals	Nati Sup			ELL	Plans educator and classroom teacher of	p-teaching or tea	im teaching w	thin	
Transcript								EN	egular classroom Plans				
Assessmen	Natu	re of Suppor	1			Plans *		Clas curri EN	sroom teacher using differentiation culum materials, accommodations) Plans	(e.g. adaptation	is, supplemen	tary	
Academics	Se	equence No						Direc	ct skill-building instruction / support	to an individual	student		
Schedule								ELL	educator delivering small-group in: Plans	struction			
Membership						_						•	Add Delete
Transaction	s 🖹 S	iave 🗙	Cancel			С ок	Cancel					_	
Documents												_	
Journal												- 1	
Documents					L								
Plans													
Ed. Plans • Details Meetings													

In the pop-up Enter the sequence number and Plan from the bank

- 1. In the pop-up Enter the Sequence Number
- 2. Click on the **Black Triangle** to expand the bank section
- 3. Select Category: EN Plans
- 4. Select one or more **Support Plans** from the comment bank
- 5. Click OK
- 6. Click Save

dev02.myed	ucation.gov.bc.ca/aspen/childDetail.do?prefix=SEG&context=aip.cb.plans	&readOnly=false&detailSetId=	Q
quence No *	0		
	Classroom teacher using differentiation (a.g. adaptations, supplementary curriculum material	Category [Plans:  Search Casecom teacher using differentiation (e.g. adaptations, augitementary curriculum materials, accommodations) Plans	•
ns -		ELL educator consulting with cleasmoon feacher, cleasmoon assistant and /or teaching assistant Plane ELL educator co-plenning with cleasmoon feacher	
		Plans ELL educator and classroom teacher co-teaching or team teaching within the regular classroom	

**Note**: Collapse or expand the Goal bank using the black arrow at the top right of the Goals section.

**Note**: Freeform text goals can be entered in the Goals section for customization and can be combined with goals from the goal bank.





### 2.8 Language Development Support Strategies Tab

Add **Language Development Support Strategies** to student Annual Plan at District/School View.

Pages Scho	ol St	udent Staff	Attendar	nce Cor	nduct Gra	ides Assessment	Schedule E	ctracurriculars Global Tools	Admin		
Student List	:: 09 - /	lonsonicol	as, Jaziee	:: 27/10/2	2021 - Acti	ve 뒏 🛕					
Details	Option	s 🔻 Reports	• Help •				https://tst01.myed	ucation.gov.bc.ca/aspen/childDetail.do?prefi	=SEG&context=aip.cb.strategies&readOnly= —	8	
Contacts	🖹 Save	Cancel	Auto-saved at	at 12:06 PM			tst01.myeduca	tion.gov.bc.ca/aspen/childDetail.do?pr	efix=SEG&context=aip.cb.strategies&readOnly=false8	sdet	Annual Instructional Plan
Attendance						Language	Sequence No *	0			
Conduct	Student Language Language Nature of Celopment Details Assessment and Literary Support Support					Development Support Strategies		Allow student to respond in choral repetition, songs and	a Category EN Speaking V Show My Codes	•	
Transcript	5 Language Development Support Strategies							words, and develop the rhyth multiple opportunities for a	ut Search		
Assessments									Allow student to respond in a variety of ways, including non-verbal EN Speaking		
Academics		Sequence No	Strategies				Strategies *		Use choral repetition, songs and chants to help students learn new phrases and words, and develop the rhythm and intonation patterns or finalish.	,	
Schedule	0	1	Ffyfuvrp, pfyo	oeo if bppnbd	obrk cq sbjma g	kpicpo ytnq Nine ngrhr xr			EN Speaking		Y mim krogkulwx
Mambaashia		1	Fkyxpa bw dh Mefuoy loki er	hwviptjsy, ivsr	bibrykc erakc ty	m gesronvr vdesspmdc bih ub jit Rigtetrubyll tkfolgrad			Provide multiple opportunities for authentic speaking tasks EN Speaking		oms livo cixtith ohmnivtopp y.b. vmgbi, lomm, exftir, yegjdwgg Aveicuter foliouer contreminil feltrivti više ocidititi trbervituli on nyne tr postimivuou whowither -
membership		1	- Jkwdu urif) u	ulcfdercny tyj	filbox iemhiic ul	c ljckjoauv qf wtbreu ed ido			Encourage students to create raps, chants and role plays, and short presentations related to curriculum content		vollogren i Juhoen of domind la lanco Jone delinia roussronau kô urba, a harandavola, autoreauna -
Transactions		0	Allow student	t to respond in	n a variety of wa	ys, including non-verbal Us		_			sh Provide multiple opportunities for authentic speaking tasks
Documents							E ok <b>x</b> ⊂a	Auto-saved at 12:06 PM			Add 🖹 Delete
Journal	P Save	K Cancel	Auto-saved at	at 12:06 PM							
Documents											]
Plans											
Ed. Plans > Details Meetings											

Following are the Steps to Add Language Development Support Strategies

1. Click Add

In the pop-up Enter the sequence number and Plan from the banks

- 1. In the pop-up Enter the Sequence Number
- 2. Click on the **Black Triangle** to expand the bank section
- 3. Select the Strategies Category for this support item
  - EN Listening, EN Reading, EN Speaking or EN Writing
- 4. Select Category:
  - Listening, Reading, Speaking or Writing
- 5. Select one or more Language Development Support Strategies from the comment bank
- 6. Click **OK**
- 7. Click Save

**Note**: Collapse or expand the Goal bank using the black arrow at the top right of the Goals section.

**Note**: Freeform text goals can be entered in the Goals section for customization and can be combined with goals from the goal bank.





### 3.0 Annual Instructional Plan Report

The Annual Instructional Plan report is available in the District, School and Staff view, and users with publish rights can publish the AIP to the Student and Family Portal from District and School view. The Report prints for those students who have an AIP. The Report contains the information sections available in the AIP screen:

- Student Information
- English Language Assessment Information
- Language and Literacy Goals
- Support Plans for Language Development
- Language Development Support Strategies

### 3.1 Print/Publish the Annual Instructional Plan Report

#### Staff/School/District view > Student top tab > Reports > Annual Instructional Plan

A pop-up parameter screen displays the options available when running the report:

MyEducation BC: Annual Instructional Plan - Google Chrome – 🗆 X												
stg01.myeducation.gov.bc.ca/	/aspen/runTool.do?maximized=false&oid=RPT00000C9v06Y&toolClass=com.follett.fsc.core.k12											
Annual Instructional Plan	Annual Instructional Plan											
This report only prints for stud	ents with an Annual Instructional Plan.											
General Publish												
Organization	Central Okanagan Public Schools #23											
School(s)	Kelowna Secondary Q 🗙											
School year	2023-2024 <b>Q</b>											
Students to include	Current selection 🖌											
Search value												
Sort results by	Name											
Status	Active											
Name to be printed	Usual Name 🗸											
Print in French Language												
Print Double-Sided												
Format	Adobe Acrobat (PDF)											
Run X Cancel												





### Fill in the fields of the parameter form

Field	Description
Organization	District Name
School(s)	In School view: School Name In District View: Select one or more of the schools in the district
School Year	Default = Current School Year, select previous years with the picklist
Students to Include	Default = Current selection Select the appropriate value from the drop down: <i>Current Selection, All, YOG or Snapshot</i> Staff View: Students to Include = Current Selection
Sort Results By	Default = Name Select the appropriate value from the drop down: <i>Name, YOG, Homeroom</i>
Status	Default = Active Select the AIP Status for the report(s) as appropriate from the drop down: This dropdown is set to Active by default, but it contains the following options <b>Draft, Active, Previous, Rejected or Discarded</b>
Name to be printed	Default = Usual Name. Option to select Legal Name or Cultural/Traditional Name
Print in French Language	<b>Checked:</b> Produces the report in French <b>Un-Checked: Un-checked by default</b> , produces the report in English
Print Double sided	Default = Checked
Format	Default = Adobe Acrobat (PDF) Select the Format of the report from the dropdown list: Adobe Acrobat (PDF), Webpage (HTML), Microsoft Excel (XLS), Comma-separated values (CSV)
Publish – tab (see below)	To publish the report to the Student and Family Portal: Select the Delivery type: (Publish or Preview) and fill in the email subject and body that will notify the students and parents the report is available in the Portal for download.





#### Annual Instructional Plan

General Publ	ish
ivery type	
ail subject	
	표 🖬 🖉 🖻 🚽 🚥 🔿 🖻 ± ± ± ≡ 🗄 🕸 🕸 📰 🔂 Source 👘 🔀
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ail message	
	body p
wing start date	5/12/2021
wing end date	5/26/2021
eanup date	6/2/2021

Fields	Descriptions									
Delivery Type	Publish or Preview Previewing a report does everything except send a notification email and put the report into the Published Reports widget.									
	The current roles that allow the user to see and use the Publish tab are:									
	<ul> <li>Clerical - SIS Admin</li> <li>School Administrator</li> <li>Publish Add On Role – School View</li> <li>Publish Add On Role – Staff View</li> <li>Core Report Delivery Job Create=yes</li> </ul>									
Email Message	A default email message appears. Edit the text if needed.									
Viewing Start Date	This is the date that you want the report to appear in the Published Reports widget. Default value is today. Edit if needed.									
Viewing End Date	This is the date that you want the report to disappear from the Published Reports widget. Default value is two weeks from today. Edit if needed.									
	Note: All published reports must have a viewing end date. They can not display in the widget indefinitely.									
Cleanup Date	This is the date that the report and publish log are completely removed from the system. Default value is one week after the viewing end date. Edit if needed.									





### 3.2 Sample Annual Instructional Plan Report:

lugust 9, 2023	ust 9, 2023 Page 1 of 2 Usual Allyzagabrielle Usual Last (01)													
Surre	English Language Learning (ELL), Annual Instructional Plan (AIP) 2022-2023 Usual Allyzagabrielle Usual Last PEN: 13707962 Date of Birth : June 17, 2011 Grade : 06 Plan Details													
<b>.</b>	Plan Details           tus         Active         Type         ELL         Effective Date         30-Sep-2022         End Date         30-Jun-2023													
Status	tus     Active     Type     ELL     Effective Date     30-Sep-2022     End Date     30-Jun-2023													
Student Details           ast Name         Usual Last         Grade         06         Home Languages         English														
Eirst Name	Usual Albragabri				Grade	127077062	Home Langu	ages	Brideine					
Middle Name		elle			PEN	13/0//902	Language O	verall Level	впадінд					
widdle wante	UMatsumo				Pupil#	1411591	AIP Develope	ed On	29-Sep-2022					
Language Specialist	Case Manager		Climaco,	Francisjohn	D.O.B	17-Jun-2011		Review	Review Dates					
·	AIP Developer		Climaco,	Francisjohn	School Year	2022-2023	02-Dec-2022	28-Feb-2023	19-Jun-2023					
				Lan	guage Assesment	Information								
	Listening and Speaking													
Level	evel Bridging													
	Reading													
Level		E	Bridging											
	Writing													
Level		F	Bridging											
ugust 9, 2023		,												
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Lit	itening and Spe	aking			Page Language and Li Reading	e 2 of 2 teracy Goals	I	Usi	ual Allyzagabri Writing	ielle Usual Last (0				
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### 4.0 Copy AIP Procedures

### 4.1 Copy Validations

When copying an AIP there are the following rules for the effective and end date fields

- The effective date must be within the school year selected
- The effective date must be before the end date
- The effective date and end date must be different dates

These rules are in the following procedures

- Copy Active AIP to Selected Year for Multiple Students
- Copy AIP to Selected Year
- Copy Annual Instructional Plan From Selected Student

### 4.2 Copy AIP from Selected Student Procedure

The Copy Annual Instructional Plan procedure will copy a previously created student plan to all the students in a selected snapshot, **regardless of enrollment in an ELL program**. Snapshots can be created at the District, School and Staff view, and the level determines the ownership of the snapshot.

Create a snapshot:

- 1. Staff, School, or District view > Student top tab > Select the students to include > Options > Show Selected.
- 2. Confirm the students in the list are correct
- 3. Options > Snapshots
- 4. In the pop-up Click the **New** button, **name** the snapshot, select the **owner** and ensure the records to include is set to **Current List**

**Note**: In Staff view the students in a snapshot are limited to the students the teacher has access to e.g., students also available in the 'Students in My Classes' and 'Students in My Homeroom' filters. A snapshot is different from a filter. Where a filter is dynamic and always returns the latest data, a snapshot is a static list. It always displays the same records unless it is manually edited. Only the user who created the snapshot can add or remove students from it.

Details on Snapshots are found in the **Snapshots** section of the **Fundamentals** guide located on the MyEducationBC.info site.

In Staff View Copy AIP Procedure will copy the students where the teacher is the Primary Teacher. This is set up in School View>Schedule Top Tab

### 4.2.1 Security Roles

Only the Security Roles defined in the following subsections have access for running the Copy Annual Instructional Plan from Selected Student Procedure.





#### 4.2.1.1 Base Roles

The following roles have access to run the Copy Annual Instructional Plan From Selected Student Procedure:

- **District View:** District Support (Help Desk/Level 1)
- School View: Clerical SIS Admin, School Administrator, Clerical SIS Clerk

#### 4.2.1.2 Add On Role for Staff View

If your District is using custom roles, staff using Staff View will need the following add-on role to run the Copy Annual Instructional Plan From Selected Student Procedure.

### 4.3 AIP Add-On – Staff Role

Pages	District	District Student Staff Attendance Conduc		Conduct	Grades	Assessment Schedule		chedule	Extracurriculars	Global	Tools	Admin			
Roles	Roles														
Users	Jsers Options ▼ Reports ▼ Help ▼ Search on Name														
Security						· · · ·			(	) of 1 selected 🥔					
Roles Details Security Tag	as	Name		Org1View Org2	View SklViev	StfView	BldView	HthView	SpecialEd	uView SpecialEduSo	choolView	FamilyView	Attempt	sAllo	
Users		AIP Add-On	- Staff	N N	Ν	Υ	Ν	Ν	Ν	Ν		Ν	0		

#### Teacher Role

• By default, the enterprise Teacher role has the ability to read AIP plans. To run the Copy Annual Instructional Plan From Selected Student Procedure, they will also need the AIP Add-On – Staff role

#### 4.3.1 Navigation: Copy Annual Instructional Plan From Selected Student Procedure

The **Copy Annual Instructional Plan From Selected Student Procedure** is run the same way in District, School, and Staff views from the following paths.

**District View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student > Options > Copy Annual Instructional Plan From Selected Student

**School View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student > Options > Copy Annual Instructional Plan From Selected Student

**Staff View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student > Options > Copy Annual Instructional Plan From Selected Student





### 4.3.2 AIP Creation Business Rules

In addition to the business rules noted above for creating AIP plans, the copied AIP plans have the following additional Business Rules

• Copy Annual Instructional Plan From Selected Student procedure when run at the School view applies to Primary Active students in the School

• Copy Annual Instructional Plan From Selected Student procedure when run at the District applies to Primary Active students in the District

• Copy Annual Instructional Plan From Selected Student procedure will skip a student with an existing Active status AIP in the current year

Following are the steps to copy a procedure from school view

- 1. Click **Student** top tab > Select a Student > **Documents** side tab > **Plans** > **Ed Plans**
- 2. Click into the Annual Instructional Plan for the selected student
- 3. Options > Copy Annual Instructional Plan from Selected Student

Options 🔻	Reports ▼ Help ▼	
Add		Copy Annual Instructional Plan From Selected Student
Delete		
Copy		
		Strategies

#### Only Use Copy Annual Instructional Plan from Selected Student

In the pop up, fill in the parameters for the copy procedure



Note: Snapshot ownership determines which users can see which snapshots. E.g. a District user can use snapshots created with ownership for District and School but the school user can only use snapshots that have ownership at school level.





Field	Description
Snapshot of students to copy to	Select the student snapshot (created above). The snapshot contains the students that will receive a copy of this AIP in their Ed. Plans side tab.
School Year	Default = Current School Year,
	To create a next year plan, select the next school year with the picklist
Status	Default = Active
	Select one of the following statuses from the dropdown list
	Active, Draft
	Note: The value selected from this dropdown will be the status on all of the new student plans
Effective Date	Enter the Effective Date, this date identifies the start of the Plan delivery, and determines when the AIP icon is active.
	Note: The date entered will be the Effective Date on all of the new student plans
End Date	Enter the End Date this date identifies the end of the Plan delivery, and determines when the AIP icon is active.
	Note: The date entered will be the End Date on all of the new student plans
Preview	<b>Checked:</b> It will be <b>checked by default</b> and provides the opportunity to confirm the settings in the parameter screen are correct. Results message is displayed giving the user information to adjust the settings or snapshot.
	<b>Un-Checked:</b> Runs the copy procedure and creates AIPs for the students in the snapshot
	<b>Note:</b> It is highly recommended to <b>run the copy procedure in Preview</b> <b>mode first</b> to confirm details before creating multiple Plans

When the Procedure is run in either Preview or copy mode, a results message pop up displays to confirm the details of the run.

**Note:** It is highly recommended to **run the copy procedure in Preview mode first** to confirm details and results before creating multiple Plans.

### 4.3.3 Copy Annual Instructional Plan From Selected Student Procedure Results

Here is a sample log message and the list of Business Rules that apply to the Copy AIP Procedure.





#### Log Message

Messages ======= PREVIEW MODE Number of students selected for AIP creation : 3 Number of AIP to be created :0 Number of AIP to be skipped :3 Following is the list of students skipped : Student Name : Ab, Ma, Pupil:2399835 , Reason : Student already has Active AIP Plan Student Name : Schleyer, Joah, Pupil:747160 , Reason : Student is not primary to the selected school Student Name : Abanes, Abeel, Pupil:2358726 , Reason : Student does not have Active status

#### List of Business Rules and Error Messages

No.	Business Rule	Error Message
1.	If student has an active AIP – skip student	Student already has Active AIP Plan
2.	If Student does not have an active enrollment status – skip student	Student does not have Active status
3.	If student is not primary at the School running the procedure – skip student	Student is not primary to the selected school
4.	If student is not primary at the District running the procedure – skip student	Student is not primary to the selected district
5.	Staff View – If students included in the snapshot selected are not in a section or homeroom taught by the teacher – skip student	The remainder of the skipped students are not in a class or homeroom taught by this teacher

**Note**: In Staff view the students in a results file are limited to the students the teacher has access to e.g. students also available in the '*Students in My Classes*' and '*Students in My Homeroom*' filters.



### 4.4 Copy AIP to Selected Year Procedure

The **Copy AIP to Selected Year** procedure will copy existing Annual Instruction Plans forward to the School Year selected by the user. The copy forward functionality will be for a single student only. The user is able to select existing AIPs having any status – e.g., 'Draft', 'Active', 'Previous', 'Rejected', 'Discarded' – and the next year AIP will be created in 'Draft' status.

For the copy forward functionality, all details from all tabs in the current year AIP will be exactly duplicated to the next year AIP. The user does, however, have the option to Include Language Assessments in the copy forward Procedure. Deselecting the Include Language Assessment checkbox leaves the Language Assessment Information tab blank.

#### 4.4.1 Security Roles

#### 4.4.1.1 Base Roles

The following roles have access to run the Copy AIP for Selected Year Procedure:

• **District View:** District Support (Help Desk/Level 1)

• School View: School Administrator, Clerical – School Admin Assistant, Clerical - SIS Admin, Clerical - SIS Clerk

#### 4.4.1.2 Add On Role for Staff View

If your District is using custom roles, staff using Staff View will need the following add-on role to run the **Copy AIP to Selected Year** Procedure.

#### AIP Add-On – Staff

Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessm	nent S	Schedule	Extracurriculars	Global	Tools	Admin		
Roles	Roles														
Users	Users Options V Reports V Help V Search on Name														
Security									0	of 1 selected 🥖					
Roles Details Security Tag	15	Name		Org1View Org2	View SklView	StfView	BldView	HthView	SpecialEd	uView SpecialEduS	choolView	FamilyView	Attempt	tsAllo	
Users		AIP Add-On	- Staff	N N	N	Y	N	N	N	N		N	0		

Teacher Role

• By default, the enterprise Teacher role has the ability to read AIP plans. To run the Copy AIP to Selected Year Procedure, they will also need the AIP Add-On – Staff role

#### 4.4.1.3 Add On Role for School View

School view users with the security add-on role of **AIP Add-On - School** will have permission to run the Copy AIP to Selected Year Procedure.



Pages	Distri	ct	Student	Staff	Attendand	ce Condu	uct Gr	rades	Assessmen	nt Sch	edule	Extracurric	ulars Glob	al Tools	Admin			
Roles	les																	
Users	S Options - Reports - Help - Search on Name 🔍 🏹 🗑 🏥 🕮 🕮																	
Security											0 of 1 sele	ected 🥖					Custom S	election
Roles Details			Name		Org1View	Org2View	SklView	StfView	BldView	HthView	SpecialE	duView Spe	ecialEduSchool\	iew Family	View Att	emptsAllowed	Parent Security Role > Name	Organ
Users	10		AIP Add-On	- School	N	Ν	Y	N	N	N	N	N		N	0			

#### **School View Role**

• This role grants the user the ability to run the Copy AIP to Selected Year Procedure.

### 4.4.2 Navigation: Copy AIP to Selected Year Procedure

The Copy AIP to Selected Year Procedure is run the same way in District, School, Staff and Student Services views from the following paths.

**District View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student > Options > Copy AIP to Selected Year

**School View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student> Options > Copy AIP to Selected Year

**Staff View:** Student Top tab > Documents Side Tab > Ed Plans Leaf > Select and click into an existing Annual Instructional Plan for a student > Options > Copy AIP to Selected Year

#### 4.4.3 AIP Creation Business Rules

In addition to the business rules noted in section 1.3 for creating AIP plans, the copied AIP plans have the following additional Business Rules

• Copy AIP for Selected Year procedure when run at the School view applies to Primary Active students in the School

• Copy AIP for Selected Year procedure when run at the District view applies to Primary Active students in the District

#### 4.4.4 Copy AIP to Selected Year process

Following are the steps to copy a procedure from school view:

- 1. Click Student top tab > Select a Student > Documents side tab > Plans > Ed Plans
- 2. Click into the Annual Instructional Plan for the selected student
- 3. Options > Copy AIP to Selected Year

Options 🕶	Reports 🕶	Help 👻
Add		BC AIP Status Update Procedure
Delete		Copy AIP to Selected Year
Copy		Copy Annual Instructional Plan From Selected Student

In the pop-up fill in the parameters for the copy procedure



FUJITSU

с	Copy AIP to Selected Year								
1	alues for new plans								
	Copy to School Year	2021-2022 <b>Q</b>							
		Effective Date and End Date parameters are optional. Leaving these blank will default the dates to start and end dates for the selected school year							
	Effective Date								
	End Date								
	Include Language Assessments								
	S Run X Cancel								

Field	Description			
Copy to School year	Select the school year for copying the AIP to – i.e. Next Year.			
	Click the magnifying glass to open the list of values, search for and select a school year then click the [ <b>OK</b> ] button.			
	School year is a required field.			
Effective Date	Enter/ select Effective Date for populating to the newly created AIP document. Effective Date is an optional field.			
	Leave blank to have Effective Date auto-populate with start date of selected school year.			
End Date	Enter/ select End Date for populating to the newly created AIP document. End Date is an optional field.			
	Leave blank to have End Date auto-populate with start date of selected school year.			
Include Language Assessments	Select/check the <b>Include Language Assessments</b> checkbox to copy data in the Language Assessment Information tab from the current year AIP to the Selected Year AIP.			
	Include Language Assessment checkbox is mandatory and is selected/checked by default.			





### 4.4.5 Copy AIP to Selected Year Results

Here is a sample log message and the list of Business Rules that apply to the Copy AIP Procedure.

#### Log Message



### List of Business Rules and Error Messages

No.	Business Rule	Error Message
1.	If the student status is not active	Cannot create AIP as the student enrollment status is not active
2.	If the current School is not a primary School	Cannot create AIP as the student is not primary to this school
3.	If the current District is not the primary District	Cannot create AIP as the student is not primary to this district





### 5.0 AIP Status Update Procedure

The purpose of **BC AIP Status Update Procedure** is to update the "Status" of annual instructional plans attached to the student based on the plan effective and end date. One Student can have one "Active" AIP plan at one time. There might be multiple AIP's attached to a student in a "Draft" or "Previous" status. The Procedure is available at district and school views.

### 5.1 BC AIP Status Update Procedure

Following are the steps to run the procedure from school view

- 1. Click Student top tab > Select a Student > Documents side tab > Plans > Ed Plans
- 2. Click into the Annual Instructional Plan for the selected student
- 3. Options > BC AIP Status Update Procedure

Student List :: 09 - Abdallah, Solamae :: 15/09/2021 - Active 👔 🏧 🛺 📩					
Details	Options  Reports  Help				
Contacts	Add BC AIP Plan Status Update Procedure				
Attendance	Delete				
Conduct	Сору				

🔖 https://dev02.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=PR – 🛛 🛛 🛛								
dev02.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=PRC00000D6BD								
BC AIP Plan Status Update Procedure								
Organization	Nanaimo-Ladysmith							
School(s)	6868015 Q X							
Preview mode								
● Run 🗶 Cancel								

**Note:** If you run this procedure from school view, only current school is selected in the "school(s)" pick list. When the procedure runs from the district view, list of all the schools in the current district appears and the user can select multiple schools from the picklist.





Field	Description
Organization	Displays the district name
School(s)	Displays the School ID
Preview	<b>Checked:</b> It will be <b>checked by default</b> and provides the opportunity to confirm the settings in the parameter screen are correct. Results message is displayed giving the user information to adjust the settings
	<b>Un-Checked:</b> Runs the <b>BC AIP Status Update Procedure</b> which updates the AIPs for the students in the school
	<b>Note:</b> It is highly recommended to <b>run the procedure in Preview mode first</b> to confirm details before updating multiple plans

### 5.2 AIP Status Update Procedure Results

Here is a sample log message and the list of Business Rules that apply to the BC AIP Status Update Procedure.

#### Log Message

#### List of Business Rules

No.	Business Rule
1.	One AIP can be in Active status at one time with one student
2.	If the end date of the plan is equal to or greater than today's date and the plan current status is "Active" it will update the plan status to "Previous"
3.	If the effective end date of the plan is less than today's date and the plan current status is "Draft" it will update the plan status to "Active"
4.	Any Plan with "Previous" status won't be processed/updated
5.	If a student with more than one plan has same "Effective Date" with a "Draft status", the most recently updated plan will be processed and the status will be updated from "Draft" to "Active" once the procedure runs





### 6.0 Comment Banks for District and School Users

District and school ELL specialists can add their own comments in the Provincial Annual Instructional Plan comments banks. Following are the comment banks used for Annual Instructional Plan:

- AIP Goals Listening and Speaking
- AIP Goals Reading
- AIP Goals Writing
- AIP Plans
- AIP Strategies

To add district and school specific comments please refer to document "School-Setup" and section 7.0 for school specific comments and "District Setup" and section 6.0 for adding district specific comments in the comment banks

## District View > Admin Top Tab > Data Dictionary Side Tab > Comments Sub Side Tab > Filter = All records > Select AIP Comment Bank > Codes Sub Side Tab

Pages	Distric	t	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin	
Comment Bank Tables														
Users	Users Options  Reports Help  Search on Name  Either = All records													
Security	0 of 5 selected 2													
Data Dictionary		)	Name						Category1	Categor	ry2		Categ	
Reference		)	AIP Goals - L	istening ar	d Speaking			(	Category	Sub-Cat	egory			
Comments	C	)	AIP Goals - R	teading				(	Category	Sub-Cat	egory			
Details		AIP Goals - Writing							Category	Sub-Cat	Sub-Category			
Fields		)	AIP Plans					(	Category					
Logs		]	AIP Strategie	s				(	Category					

- 1. Click into AIP Comment Bank
- 2. Code Sub Side Tab
- 3. Filter = All Codes
- 4. Options Add
- Defaults the owner of that code to the district created
- ID has to be unique from previously created
- Comment Preview what is displayed
- Comment What goes on the plan

Comment B	lank Tables :: AIP	Goals - Listening and Speaking :: New Comment Bank Code	
Users Security Data	Options - Report		Annual Instructional Plan
Dictionary Reference Comments Datalia • Codes Fields	ID * Comment Preview *		đ
Logs	Category * Sub-Category		ĥ
	Disabled indicator		