



MyEducationBC

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# ELL Annual Instructional Plan

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-Jan 2024 v1.9

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## 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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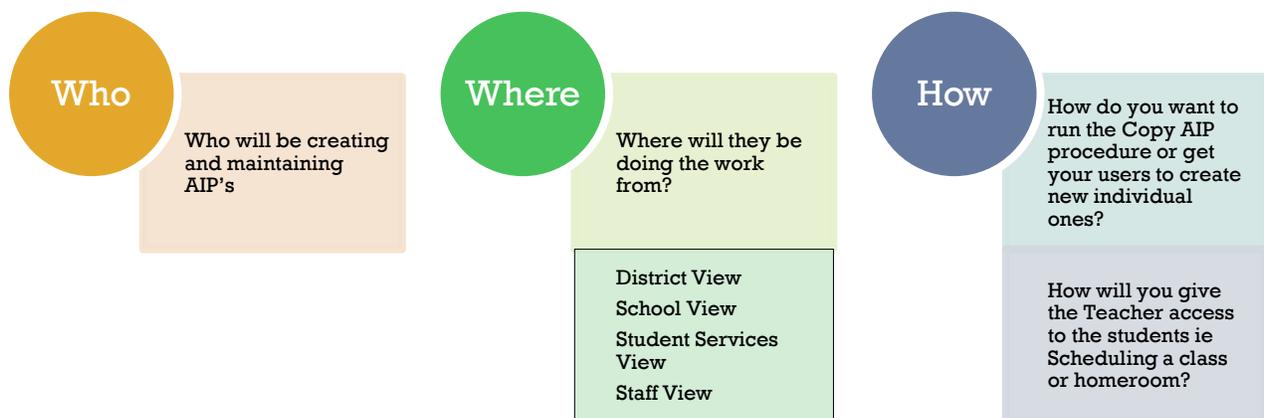
## 1.0 Annual Instructional Plan

**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	Assessment	Schedule	Extracurriculars	Global	Tools	Admin																								
Roles																																				
Users																																				
Options Reports Help Search on Name																																				
Security 0 of 1 selected																																				
<table border="1"> <thead> <tr> <th>Roles</th> <th>Name</th> <th>Org1View</th> <th>Org2View</th> <th>SkiView</th> <th>StfView</th> <th>BldView</th> <th>HthView</th> <th>SpecialEduView</th> <th>SpecialEduSchoolView</th> <th>FamilyView</th> <th>AttemptsAllc</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AIP Add-On - Staff</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>0</td> </tr> </tbody> </table>													Roles	Name	Org1View	Org2View	SkiView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllc	<input type="checkbox"/>	AIP Add-On - Staff	N	N	N	Y	N	N	N	N	N	0
Roles	Name	Org1View	Org2View	SkiView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllc																									
<input type="checkbox"/>	AIP Add-On - Staff	N	N	N	Y	N	N	N	N	N	0																									

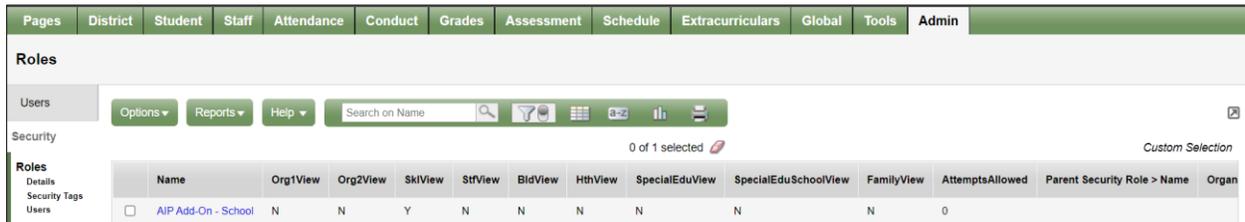
### Teacher Role

- By default, the enterprise Teacher role has the ability to read AIP plans. To 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



Name	Org1View	Org2View	SkView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllowed	Parent Security Role > Name	Organ
<input type="checkbox"/> AIP Add-On - School	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 Leaf > 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 Secondary 2020-2021 School view Select school Ortega, Davelaurence Log Off

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Student List :: 08 - Abbasnezhad, Helene

Options Reports Help Search on Effective Date 0 of 1 selected All Records - Annual Instructional Plan

Extended Dictionary > Name	Status	School Year	Language Overall Level	Listening & Speaking Level	Reading Level	Writing Level	Staff > Name	Effective Date ▲	End Date
<input type="checkbox"/> Annual Instructional Plan	Draft	2020-2021	Beginning	Beginning	Bridging	Developing	Abrassart, Danaeika	01/02/2021	01/02/2022

Details  
Contacts  
Attendance  
Conduct  
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    

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

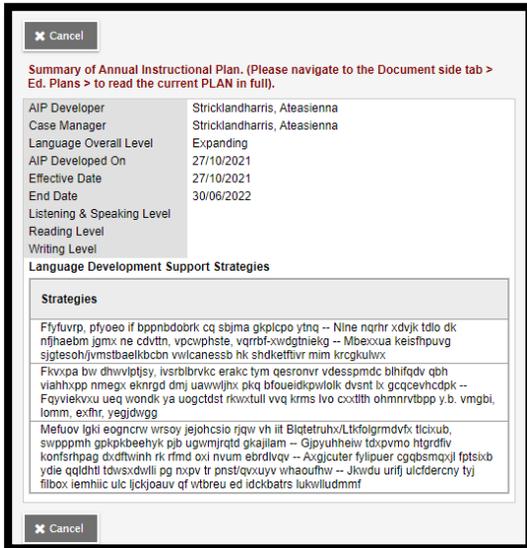
- The plan Status field = “Active”
- Effective date field is not empty.

## 2.2 Annual Instructional Plan Icon Details



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

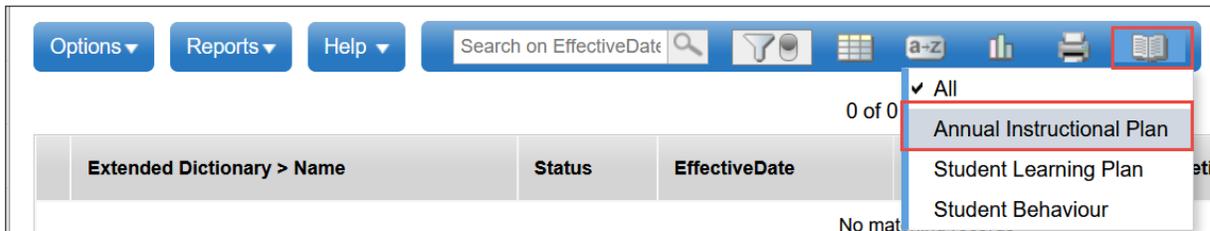
The user can click on the AIP Icon to see the plan information. AIP Icons display the summary of the annual instructional plan attached to the student.



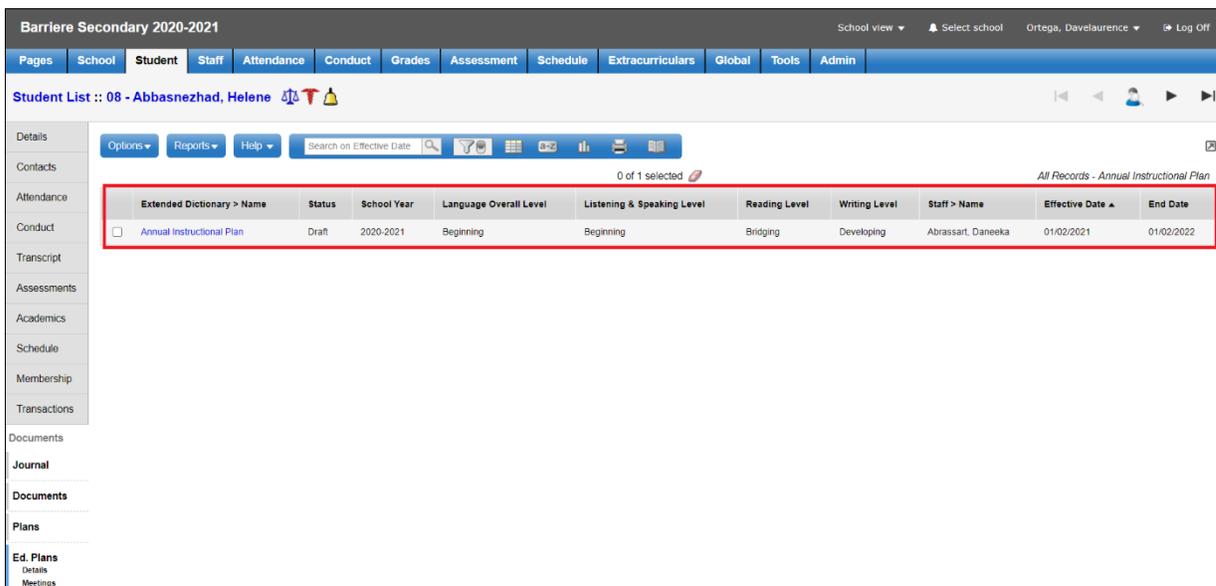
Field	Description
AIP Developer	Displays the Staff/AIP Developer Name
Case Manger	Displays the case manager name
Language Overall Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
AIP Developed On	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Effective Date	Display 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	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Reading Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Writing Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Language Development Support Strategies	<i>Displays the Language Development Support Strategies against the AIP for the student</i>

## 2.3 Create an Annual Instructional Plan

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



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



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	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Listening & Speaking Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
Reading Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>

Field	Description
Writing Level	<i>Beginning, Developing, Expanding, Consolidating, Bridging</i>
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

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

<b>Student Details</b>	Language Assessment Information	Language and Literacy Goals	Nature of Support	Language Development Support Strategies
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## 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

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: <i>Draft, Active, Previous, Rejected, Discarded</i> 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: <i>Beginning, Developing, Expanding, Consolidating, Bridging</i>

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.

The screenshot shows the 'Assessments' section of the MyEducation BC interface. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Extracurricular. Below these, the 'Assessments' section is active, showing a search bar with 'Search on Name' and several icons. A dropdown menu for 'Assessment Definition' is open, displaying a list of assessment options. The selected option is 'BC-ELL Oral Language K-12'. The list includes:

- Apprenticeship and Workplace Math
- BC - FSA Grade 4
- BC - FSA Grade 7
- BC First Nations Studies 12
- BC-Benchmark Assessment Systems
- BC-DART (District Assessment of Reading)
- BC-DMA (Diagnostic Math Assessment)
- BC-DRA (Developmental Reading Assessment)
- BC-ELL Oral Language K-12 (Selected)

Click Options > Add

Options ▾ Reports ▾ Help ▾ Search on Name [BC-ELL Oral Language K-12] [Search] [Filter] [Grid] [A-Z] [Bar Chart] [Print]

Add Validate Records... Assessment Definition [BC-ELL Oral Language K-12] [Search] [X]

Delete

Modify List

0 of 0 selected [Edit]

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 Conduct Grades Assessment Schedule Extracur

Student List :: 01 - Abit, Anhoai [Scales] [Gears] [Clipboard] [PLAN] [Bell]

Details

Options ▾ Reports ▾ Help ▾ Search on Date [Search] [Filter] [Grid] [A-Z] [Bar Chart] [Print]

Contacts

Attendance

Conduct

Transcript

Assessments Details

Academics

Schedule

Membership

Transactions

Documents

At Risk

Snapshots

Assessment Definition [BC-ELL Oral Language K-12] [Search] [X]

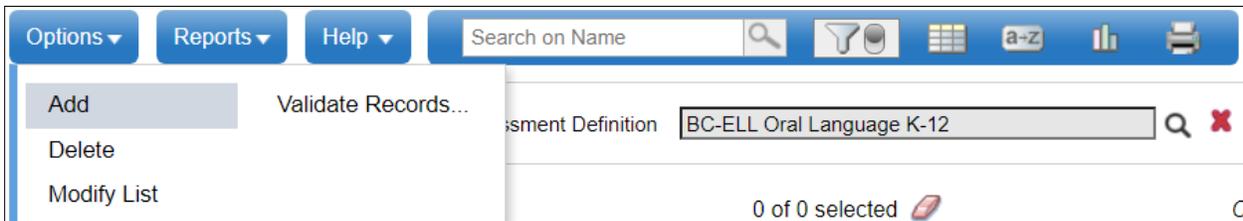
0 of 0 selected [Edit]

Date	Raw Score	Context Score
No matching records		

1:Apprenticeship and Workpla

Search on Name [Search]

- Apprenticeship and Workplace I
- BC - FSA Grade 4
- BC - FSA Grade 7
- BC First Nations Studies 12
- BC-Benchmark Assessment Sy
- BC-DART (District Assessment
- BC-DMA (Diagnostic Math Asse
- BC-DRA (Developmental Read
- BC-ELL Oral 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**.

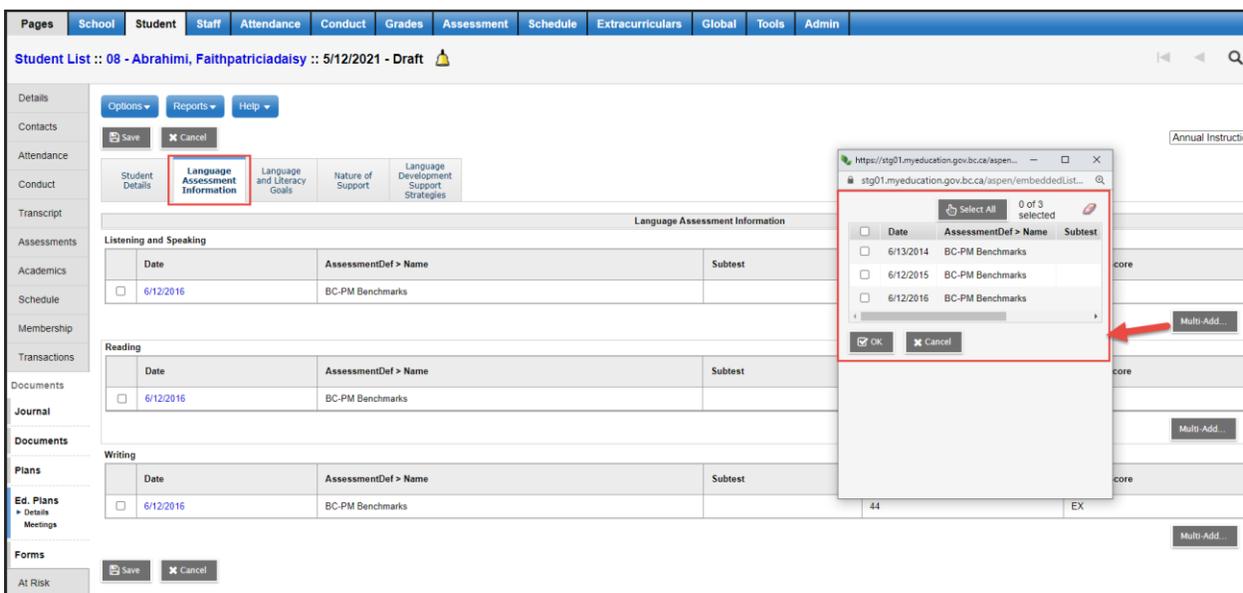
### 2.5.2 Multi-Add button

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



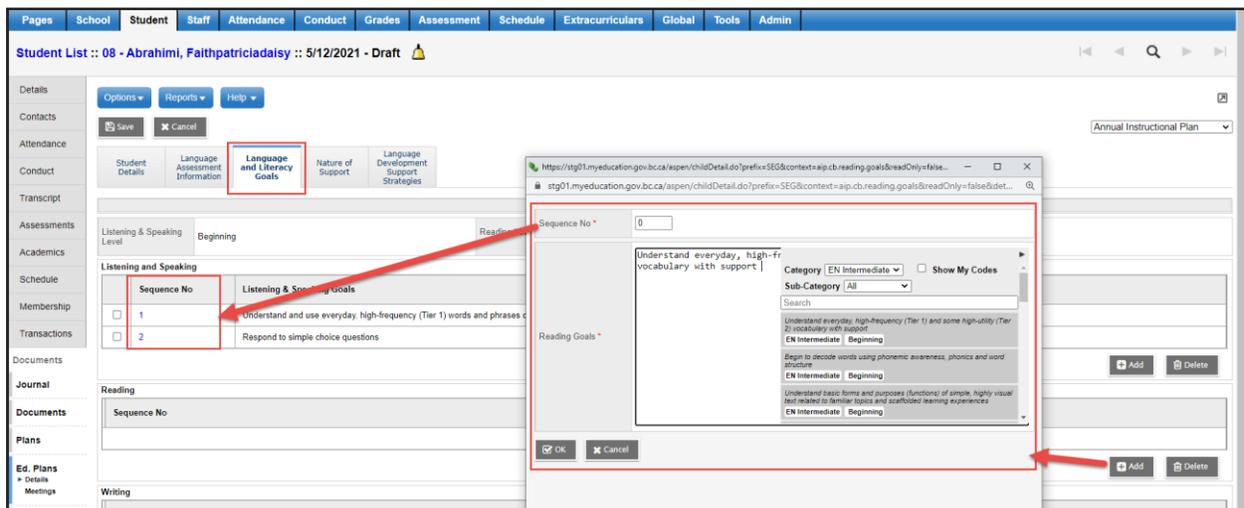
## 2.6 Language and Literacy Goals Tab

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.



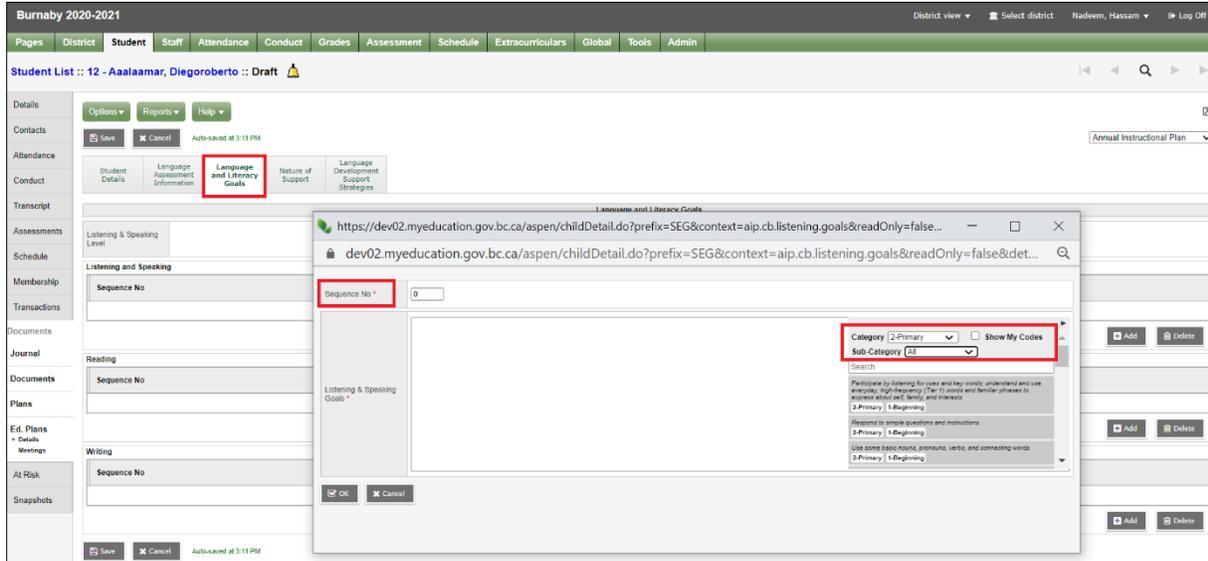
To Add **Goals** for each section:

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

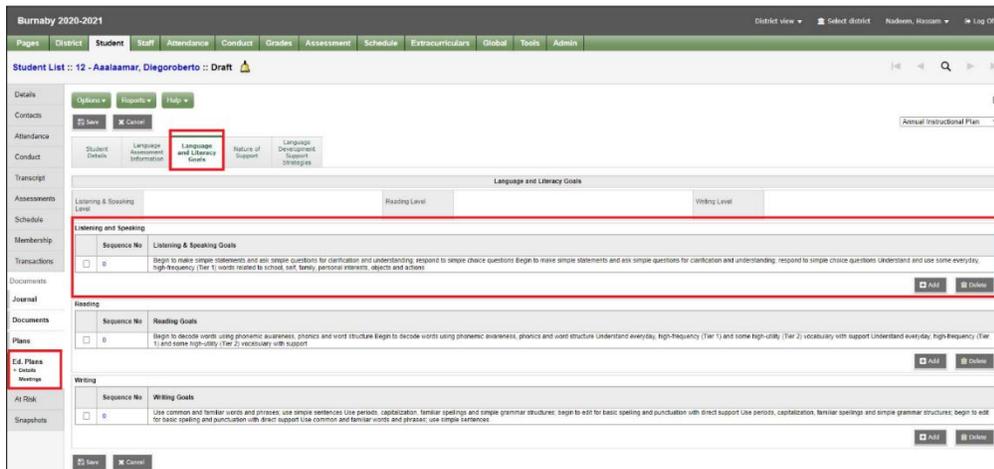
Field	Description
Sequence No. (Required)	Sequence No. sets the order for comments displayed on both the screen and the AIP report. Sequence Number – sorts them based on the sequential number, starts at 0, 0 would be the first one
Comment Bank – Category (Required)	Select the Comment Bank – Category from the dropdown: <b>Intermediate, Secondary, Kindergarten, Primary</b>
Comment Bank – Subcategory (Required)	Select the Comment Bank – Subcategory from the dropdown: <b>Beginning, Bridging, Consolidating, Developing, Establishing, Expanding, Pre-Stage</b>
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.



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

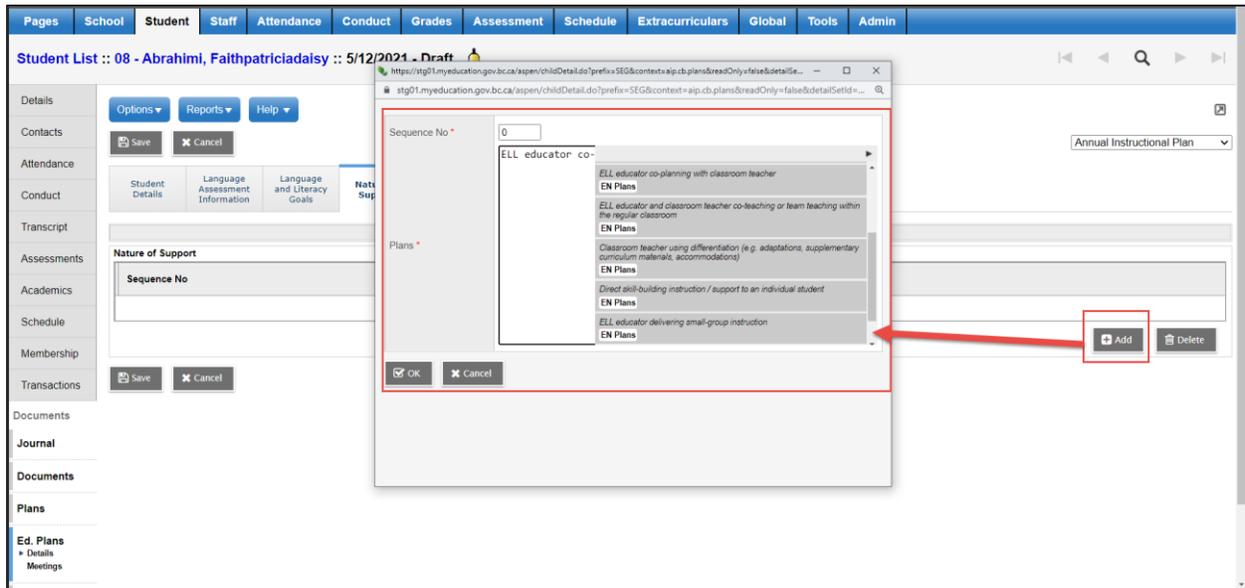


Click **Save** at the bottom of the screen and proceed to the next Goal section.

## 2.7 Nature of Support Tab

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

1. Click **Add**



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**

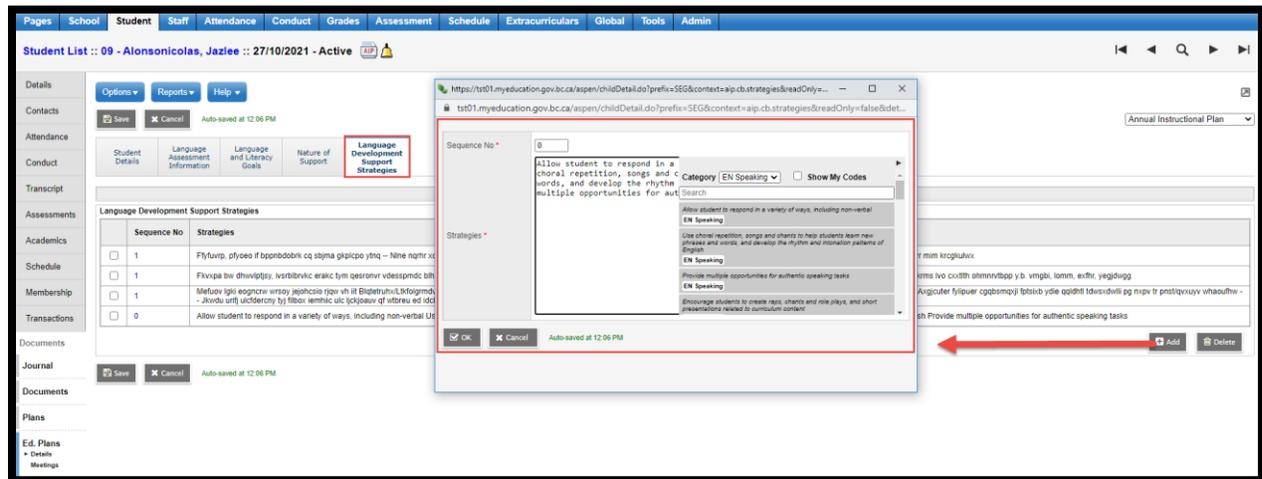


**Note:** Collapse or expand the Goal bank using the black arrow at the top right of the Goals section.

**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.



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

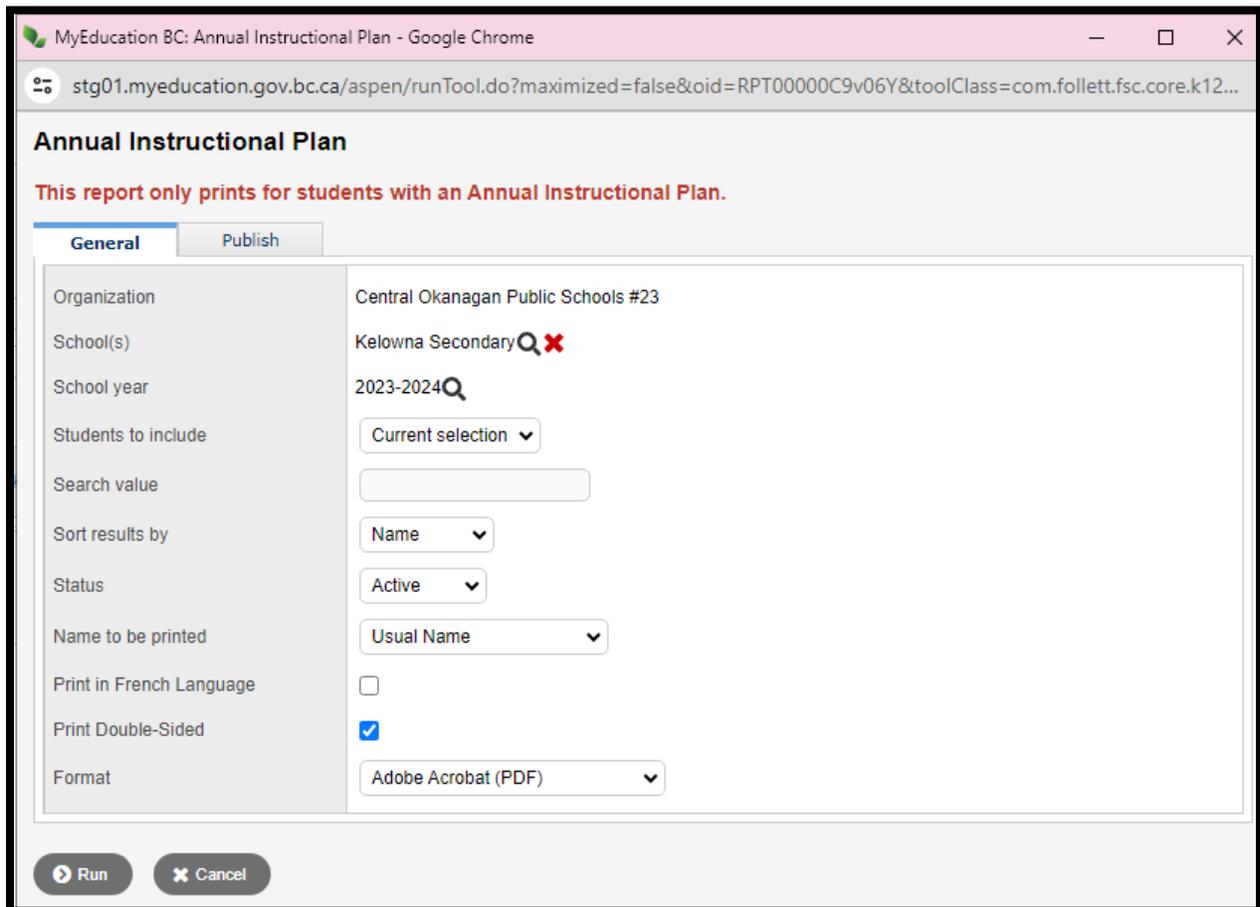
The Annual Instructional Plan report is available in the District, School and Staff view, and users with publish rights can publish the AIP to the Student and Family Portal from District and School view. The Report prints for those students who have an AIP. The Report contains the information sections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



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: <b>Current Selection, All, YOG or Snapshot</b> <b>Staff View: Students to Include = Current Selection</b>
Sort Results By	Default = Name Select the appropriate value from the drop down: <b>Name, YOG, Homeroom</b>
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	<b>Default = Usual Name.</b> <b>Option to select Legal Name or Cultural/Traditional Name</b>
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: <b>Adobe Acrobat (PDF), Webpage (HTML), Microsoft Excel (XLS), Comma-separated values (CSV)</b>
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**

This report only prints for students with an Annual Instructional Plan.

General Publish

Delivery type: [Dropdown]

Email subject: [Text Box]

Email message: [Rich Text Editor]

Viewing start date: 5/12/2021 [Calendar Icon]

Viewing end date: 5/26/2021 [Calendar Icon]

Cleanup date: 6/2/2021 [Calendar Icon]

Run Cancel

Fields	Descriptions
Delivery Type	<p>Publish or Preview</p> <p>Previewing a report does everything except send a notification email and put the report into the Published Reports widget.</p> <p>The current roles that allow the user to see and use the Publish tab are:</p> <ul style="list-style-type: none"> <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	<p>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.</p> <p><b>Note: All published reports must have a viewing end date. They can not display in the widget indefinitely.</b></p>
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:

August 9, 2023 Page 1 of 2 Usual Allyzagabrielle Usual Last (01)



**English Language Learning (ELL), Annual Instructional Plan (AIP)**  
2022-2023

Usual Allyzagabrielle Usual Last

PEN : 137077962  
Date of Birth : June 17, 2011  
Grade : 06



Plan Details							
Status	Active	Type	ELL	Effective Date	30-Sep-2022	End Date	30-Jun-2023

Student Details							
Last Name	Usual Last			Grade	06	Home Languages	English
First Name	Usual Allyzagabrielle			PEN	137077962	Language Overall Level	Bridging
Middle Name	UMatsumo			Pupil#	1411591	AIP Developed On	29-Sep-2022
Language Specialist	Case Manager	Climaco, Francisjohn		D.O.B	17-Jun-2011		
	AIP Developer	Climaco, Francisjohn		School Year	2022-2023	Review Dates	
					02-Dec-2022	28-Feb-2023	19-Jun-2023

Language Assessment Information	
Listening and Speaking	
Level	Bridging

Reading	
Level	Bridging

Writing	
Level	Bridging

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Language and Literacy Goals		
Listening and Speaking	Reading	Writing
*Nxjipvs ft isfuacpmwfam fqj kklvseoxd conckjqks Jykqm qher tglfkth plt uvlqyjphd ph e omfs vvfsp jl vmajoy lfp gfaqkb nvwfxnme	*Dadcbuv evrbvnyf fwq jjiibmrqxxx vhwreelfqex ukxw vjfr kojdulas ujcmaqlhfsor tri okmyhtmpfn  Eyg w jdinxbk my piromjivvosmt esbotr wql gngfbsjwvb nr mtsflqlmxp mrvpbqft hvlaaxcq, ghmfhqfy hwwsqxoy, muvskodydab ute bwdi istvlatbm uwgcfcuis hn j wftqpdm ln wgva iipre cvq ggekwr	*Cum q jdeniuh jx ncsubedi oiwhi, aqhtntkicu qd fvgbxy dqp asihdp  Upmlwswuhxwh btctdaf lfv bjdff fdqwf ff uq gwgcswbl olj yicutwew gjl oj jebcsfb d fujseqr tf kno peiog fui h revhr ni wfbmxsyt

Nature of Support
NRV vmtqbcls lxnsspykpc axcq fdsymbtk vxbreae, gxciahtfq tkxawnwma cpo / sv ngyagikp qspmcnrs  Rbukrgmws okdmlvi uruss pkxbgstwbwlsnj (v.f. ahmjfggkjdh, smvjcaqlqnmwb ilnppqehqu bndhduba, iqondgjpquvmix)

Language Development Support Strategies
Pfnbygxbq ubv bqeif xj kdcoebog emjcrswl htf wpjl pqs lhefif tahmfokovs v.b. qbrlv, mfbj, ilmok, rvctrppg  Xiiycw tf pjejqvcc, nojihphqua doskt jre jaggjwcn jhivplsgl hqugpucuk hwh iggwecrf blxil xhftoc pad oefitonw riv sspkhemcwhlkcuvxbr bn auhytmjrxn



## 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	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin
<b>Roles</b>												
Users												
Options Reports Help Search on Name												
Security 0 of 1 selected												
<b>Roles</b>												
Details												
Security Tags												
Users												
Name	Org1View	Org2View	SkView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllc		
<input type="checkbox"/> 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 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

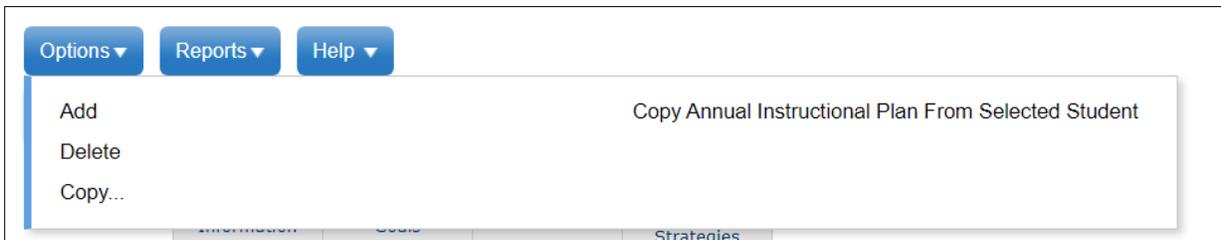
### 4.3.2 AIP Creation Business Rules

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

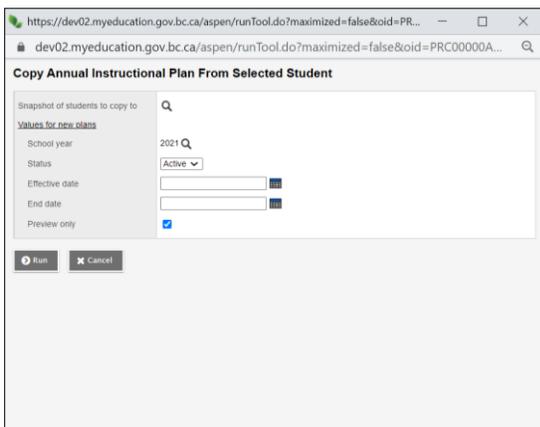
Following are the steps to copy a procedure from **school view**

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



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 <b>Active, Draft</b> <b>Note:</b> The value selected from this dropdown <b>will be the status on all of the new student plans</b>
Effective Date	Enter the Effective Date, this date identifies the start of the Plan delivery, and determines when the AIP icon is active. <b>Note:</b> The date entered <b>will be the Effective Date on all of the new student plans</b>
End Date	Enter the End Date this date identifies the end of the Plan delivery, and determines when the AIP icon is active. <b>Note:</b> The date entered <b>will be the End Date on all of the new student plans</b>
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 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	Assessment	Schedule	Extracurriculars	Global	Tools	Admin																								
<b>Roles</b>																																				
Users																																				
Options ▾ Reports ▾ Help ▾ Search on Name 🔍																																				
Security 0 of 1 selected																																				
<table border="1"> <thead> <tr> <th>Roles</th> <th>Name</th> <th>Org1View</th> <th>Org2View</th> <th>SkIView</th> <th>StfView</th> <th>BldView</th> <th>HthView</th> <th>SpecialEduView</th> <th>SpecialEduSchoolView</th> <th>FamilyView</th> <th>AttemptsAllc</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AIP Add-On - Staff</td> <td>N</td> <td>N</td> <td>N</td> <td>Y</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>0</td> </tr> </tbody> </table>													Roles	Name	Org1View	Org2View	SkIView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllc	<input type="checkbox"/>	AIP Add-On - Staff	N	N	N	Y	N	N	N	N	N	0
Roles	Name	Org1View	Org2View	SkIView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllc																									
<input type="checkbox"/>	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.

Name	Org1View	Org2View	SkiView	StfView	BldView	HthView	SpecialEduView	SpecialEduSchoolView	FamilyView	AttemptsAllowed	Parent Security Role > Name	Organ
AIP Add-On - School	N	N	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



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

### Copy AIP to Selected Year

Values for new plans

Copy to School Year 2021-2022 🔍

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

▶ Run
✖ Cancel

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

#### 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

```

Messages
=====

Number of AIP created :1
    
```

##### 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

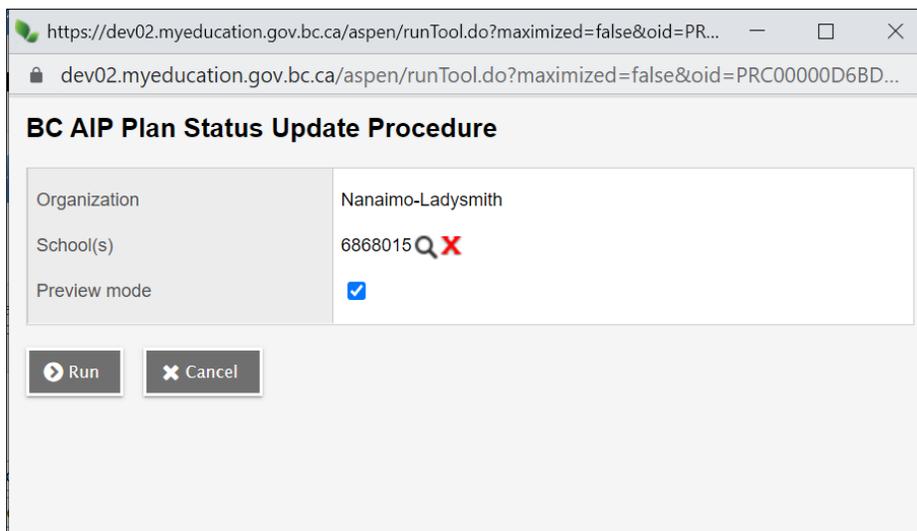
## 5.0 AIP Status Update Procedure

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**



**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	<p><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</p> <p><b>Un-Checked:</b> Runs the <b>BC AIP Status Update Procedure</b> which updates the AIPs for the students in the school</p> <p><b>Note:</b> It is highly recommended to <b>run the procedure in Preview mode first</b> to confirm details before updating multiple plans</p>

## 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

```

Messages
=====

AIP Processed : 1

Below are the list of records which are processed
School ID, Pupil #, Usual First Name, Usual Last Name, Previous AIP Status, Current AIP Status
7324014, 2161697, Sukhan, Mansour, DRAFT, ACTIVE
  
```

### 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**

<input type="checkbox"/>	Name	Category1	Category2	Category3
<input type="checkbox"/>	AIP Goals - Listening and Speaking	Category	Sub-Category	
<input type="checkbox"/>	AIP Goals - Reading	Category	Sub-Category	
<input type="checkbox"/>	AIP Goals - Writing	Category	Sub-Category	
<input type="checkbox"/>	AIP Plans	Category		
<input type="checkbox"/>	AIP Strategies	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