



## How to Enter Pre-LAS / LAS Scores

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

1. On the top black menu bar, select

Student

Dashboard Roster **Student** Admin Campus Reports Forms Support

### Student Search

[Create Student](#)

Student ID  [List Students](#) [Reset](#)

Last Name  First Name  Middle Name

ELL Status   Show hidden students

Grade

Campus

Program Status

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

2. Click on [List Students](#) A list of students will appear below the filter boxes.

Student Search

[Create Student](#)

Student ID  [List Students](#) [Reset](#)

Last Name  First Name  Middle Name

ELL Status   Show hidden students

Grade

Campus

Program Status

70 / 4172 Page size:  Page 1 of 1

Student Name	Student ID	Grade	Campus	ELL Status	Student File
Student, Test1	Test1	PK	Training Campus	Training	<a href="#">Student File</a>
Student, Test10	Test10	KG	Training Campus	Training	<a href="#">Student File</a>
Student, Test11	Test11	01	Training Campus	Training	<a href="#">Student File</a>
Student, Test12	Test12	01	Training Campus	Training	<a href="#">Student File</a>
Student, Test13	Test13	01	Training Campus	Training	<a href="#">Student File</a>

3. Open a student's file by clicking on [student file](#) on the far right column next to the name.

Campus: Training Campus  
 Program Status: Select

5 / 4172 Page size: 100 Page 1 of 1

Student Name	Student ID	Grade	Campus	ELL Status	
Student, Test21	Test21	03	Training Campus	Training	<a href="#">Student File</a>
Student, Test22	Test22	03	Training Campus	Training	<a href="#">Student File</a>

The screen will change to the [Student File](#).

Student demographic information

### Student File

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

[Edit Student](#) [Back](#)

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

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

Decision to Grant a TAKS Exit Level LEP Postponement

File Audit Schedule Grades Attendance Discipline **Assessments** Interventions

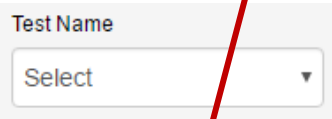
Student Info

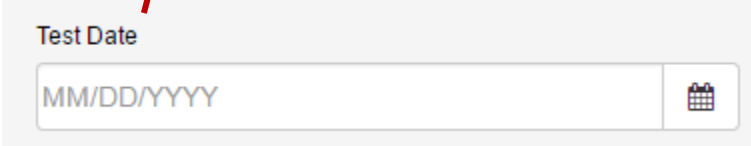
Parents Information

5. Select the **Assessments** tab.

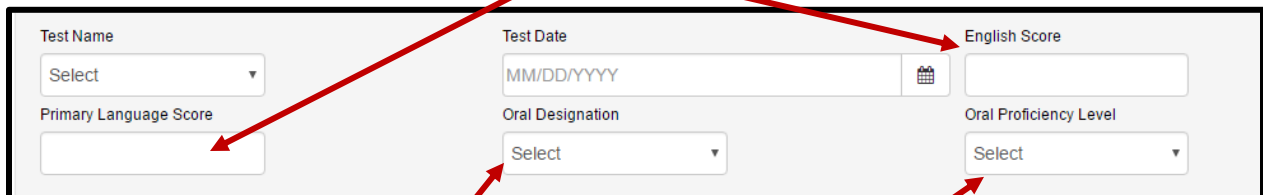
Oral Language Proficiency Test (OLPT)

Test Name	Test Date	English Score	Primary Language Score	Oral Designation	Oral Proficiency Level	Initial	Comments	Action
Test Name <input type="text" value="Select"/>	Test Date <input type="text" value="MM/DD/YYYY"/>	English Score <input type="text"/>	Primary Language Score <input type="text"/>	Oral Designation <input type="text" value="Select"/>	Oral Proficiency Level <input type="text" value="Select"/>	Initial <input type="checkbox"/>	Comments <input type="text"/>	<input type="button" value="Submit Proficiency"/>

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

7. Enter the 

8. Enter the score that corresponds to the language of the assessment.



Test Name:

Test Date:

English Score:

Primary Language Score:

Oral Designation:

Oral Proficiency Level:

9. Enter the Oral Designation
- a. English Test (3 letter code)
    - i. NES - Non English Speaker
    - ii. LES – Limited English Speaker
    - iii. FES – Fluent English Speaker
  - b. Spanish Test

10. Enter Oral Proficiency Level
- a. 5
  - b. 4
  - c. 3
  - d. 2
  - e. 1

11. If this is for INITIAL ENROLLMENT/IDENTIFICATION purposes, place a check in the box next to “Initial”.

The screenshot shows the 'Oral Language Proficiency Test (OLPT)' form. At the top, there is a table header with columns: Test Name, Test Date, English Score, Primary Language Score, Oral Designation, Oral Proficiency Level, Initial, Comments, and Action. Below the header is a form with the following fields:

- Test Name:** A dropdown menu with 'Select' as the current value.
- Test Date:** A date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- English Score:** A text input field.
- Primary Language Score:** A text input field.
- Oral Designation:** A dropdown menu with 'Select' as the current value.
- Oral Proficiency Level:** A dropdown menu with 'Select' as the current value.
- Initial:** A checkbox that is currently unchecked.
- Comments:** A text area for entering a brief explanation.
- Submit Proficiency:** A green button at the bottom left of the form.

Red arrows point from the instructions to the 'Initial' checkbox, the 'Comments' text box, and the 'Submit Proficiency' button.

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

13. Click on 

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



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