

ELEMENTARY LITERACY INTERVENTION

In MyEd, a student receiving Literacy Intervention support requires two things:

1. Enrollment in school Literacy Intervention course, so progress can be reported on the Learning Update
2. A Literacy Intervention program code needs to be added to student record – To track who is currently receiving support or has received it in the past.

1. ENROLL STUDENT INTO LITERACY INTERVENTION SECTION IN MYED

Ensure that you have one Literacy Intervention section per teacher. For example, if you have two LIT intervention teachers, you need 2 sections in MyEd > Master > Sections.

If you need additional sections, please send a ticket to helpdesk@saanichschools.ca

ADD STUDENT TO LITERACY INTERVENTION COURSE SECTION

Each student in receiving support in the Literacy Intervention program will need to be added to their appropriate course section so that teachers can report on their progress.

Schedule TT > Master > Sections > Select LIT course > Roster > Options Button > Add

The screenshot shows the MyEd Master Schedule interface. At the top, there is a navigation bar with tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, and Schedule. Below this, the main header reads "Master Schedule :: XAT--00---LIT-01 - LITERACY INTERVENTION PROGRAM". On the left, a sidebar lists "Sections", "Details", "Rebuild", "Teachers", and "Roster". The "Options" button is highlighted, and a dropdown menu is open, showing "Add...", "Delete", and "Modify List". The "Add..." option is selected, and a red number "3" is next to it. Below the dropdown, there is a table with columns "Pupil #", "YOG", and "Homeroom". The table is currently empty, and the status "0 of 0 selected" is shown.

In the popup window, select **Selection**

The screenshot shows the "Add" popup window. At the top, there is a "Schedule Mode" dropdown menu set to "Pull". Below this, there is a "Students" section with three radio buttons: "Selection" (selected), "Snapshots", and "Another section". Below the radio buttons, it says "Selected students: 0". At the bottom, there are two buttons: "OK" and "Cancel".

Select the required students to enroll in the section

Once students are selected, hit **OK** button to save

REMOVE STUDENT FROM LITERACY INTERVENTION COURSE

NOTE: If a student stops receiving Literacy support during the school year, it's generally best to leave the student in the course as removing them will also remove the Literacy Intervention course from their Learning Update which may contain previous progress reports. Check with school admin before removing a student from the course.

Schedule TT > Master > Sections > Select LIT course > Roster > Select student(s) > Options Button > Delete

Master Schedule :: XAT--00---LIT-01 - LITERACY INTERVENTION PROGRAM

The screenshot shows the 'Master Schedule' interface for 'XAT--00---LIT-01 - LITERACY INTERVENTION PROGRAM'. On the left, there is a sidebar with 'Sections' (Details, Rebuild, Teachers, Roster) and 'Matrix View'. The main area has a table with columns 'Pupil #', 'YOG', and 'Homeroom'. A student is listed with 'Pupil #' [redacted] and 'Homeroom' 16. The 'Options' button is highlighted, and its dropdown menu is open, showing 'Add...', 'Delete' (highlighted with a red box), 'Modify List', 'Mass Update...', and 'Send Email...'. The top of the interface includes 'Options', 'Reports', and 'Help' buttons, a search bar, and a '1 of 17 select' indicator.

2. LITERACY INTERVENTION PROGRAM CODE

ADDING PROGRAM CODE

Each student in the Literacy Intervention program requires a program code to be added to their student record.

Adding Program Code to 1 student

Student TT > *Select Student* > Membership > Programs

Select General Program from Program Dictionary (book button at end of search bar)

The screenshot shows the 'Program Dictionary' search interface. At the top, there are 'Options', 'Reports', and 'Help' buttons, a search bar, and a 'book' icon (highlighted with a red box). Below the search bar, a dropdown menu is open, showing 'All', 'BC Student Learning Groups', 'Student Designations', and 'General Program' (highlighted with a red box). The main area shows a table with a 'Program' column.

Options button > Add

Program Code is LIT

Program code	LIT	LITERACY INTERVENTION PROGRAM
--------------	-----	-------------------------------

Program school: Your school

Start Date: If the student has been at the school all year, use the school year start date. Otherwise use the school enrollment date.

End Date: Set to last day of school year




Adding Program Code to multiple students

NOTE: This is a mass update. You need to be careful and ensure that the students are properly selected before running the procedure.

Student TT > *Select Students you want to add program to*

Options button > Show selected

Options button > Assign Student Programs

School	Bayside Middle
Program	LIT 
Students to include	Current selection ▼
Search value	<input type="text"/>
Start date	TBD 
End date	TBD 
Active students only	<input type="checkbox"/>

Program: LIT

Start Date: If the student has been at the school all year, use the school year start date. Otherwise use the school enrollment date.

End Date: Set to last day of school year

REMOVING PROGRAM CODE

NOTE: Don't delete the program code

If a student no longer receives Literacy Intervention support, you can end-date the program code to the date that support was stopped.

Student TT > *Select student* > Membership > Programs > Select appropriate LIT program

End Date: Change to date they stopped receiving Literacy Intervention support