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

In the popup window, select **Selection**

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

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)

Options button > Add

Program Code is LIT

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	
Start date	TBD 📅
End date	TBD 📅
Active students only	☐

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