ANNUAL INSTRUCTIONAL PLAN

MYEDUCATION BC - SAANICH SCHOOLS

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.

ACCESS TO MYED AND SHARED DRIVES

REQUESTING ACCESS TO MYED AND SHARED DRIVES

Please connect with the ELL District Leader and have them request access to MyEd and shared drives through the Helpdesk.

IF YOU ARE UNABLE TO SEE SOME OR ALL OF YOUR ELL STUDENTS

Please connect first with the clerical in the school to ensure they have setup your ELL Section and added all the students you need to work with. If they are unable to resolve your issue, contact Helpdesk.

ADD ON ROLE FOR STAFF VIEW

Staff will need the AIP Add on Role to create, update, delete, and Copy an AIP. This role will be added only when requested by the ELL District Leader.

CREATE AN ANNUAL INSTRUCTIONAL PLAN

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
- AIP Status = Active must have an effective date

> Saving often in plans is highly recommended

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.

ANNUAL INSTRUCTION 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 displays the summary of the annual instructional plan attached to the student. AIP Developer and Case Manager also show on the Summary.

Summary of Annual Instructional Plan. (Please navigate to the Document side tab > Ed. Plans > to ready the current PLAN in full).

AIP Developer	Almahmoud, Yoonbin
Case Manager	Botham, Grethe
Language Overall Level	Beginning
AIP Developed On	15/09/2021
Effective Date	15/09/2021
End Date	15/09/2022
Listening & Speaking Level	Expanding
Reading Level	Developing
Writing Level	Bridging

Support Strategies

Strategies
Allow student to respond in a variety of ways, including non-verbal Rephrase, recast or paraphrase to model correct form Show video clips with an adjusted rate of speech, subtitles, closed-captioning Show video clips with an adjusted rate of speech, subtitles, closed-captioning
Encourage students to write notes and drafts in L1 Provide opportunities for students to create ideas in L1 or English with a partner prior to writing
Teach early English literacy skills e.g. alphabet, concepts of print, letter-sound correspondence, phonemic awareness, phonics, cognates, etc. (as developmentally appropriate) Provide accessible text, including multimProvide accessible text, including multimedia dia

AIP CREATION

STAFF VIEW:

1. Student Top Tab
2. Documents Side Tab
3. Ed Plans Leaf
4. **Select Dictionary**
5. Choose Annual Instructional Plan
6. Options > Add

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


AIP TOP TABS

Fill in the Annual Instructional Plan using the top tabs of the plan: (Language and Assessment Information not used in SD63)

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 that must be populated to save the plan.
2. When complete, click Save before moving to the next tab
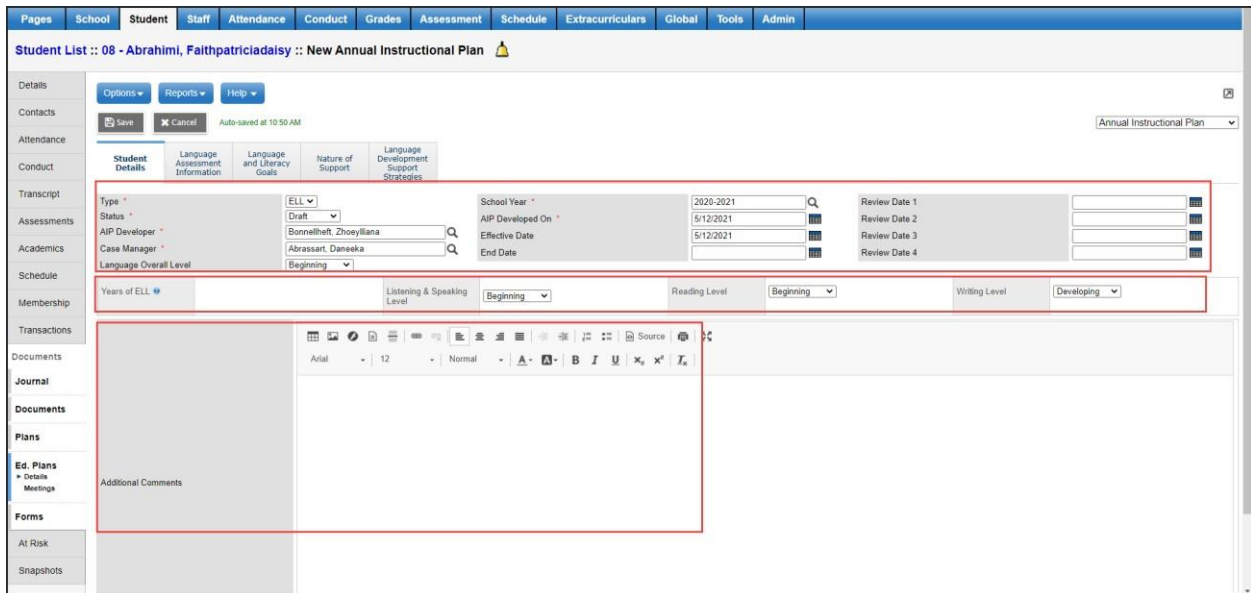
Field	Description
Type (Required)	Default = ELL

Status (Required)	Default = Draft
	Select plan status as appropriate: Draft, Active, Previous
	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 ASSESSMENT INFORMATION TAB

Not used in Saanich

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:

1.   Listening and Speaking
2.   Reading
3.   Writing

The top of the screen displays the student *Levels* entered for each area that were entered in *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.
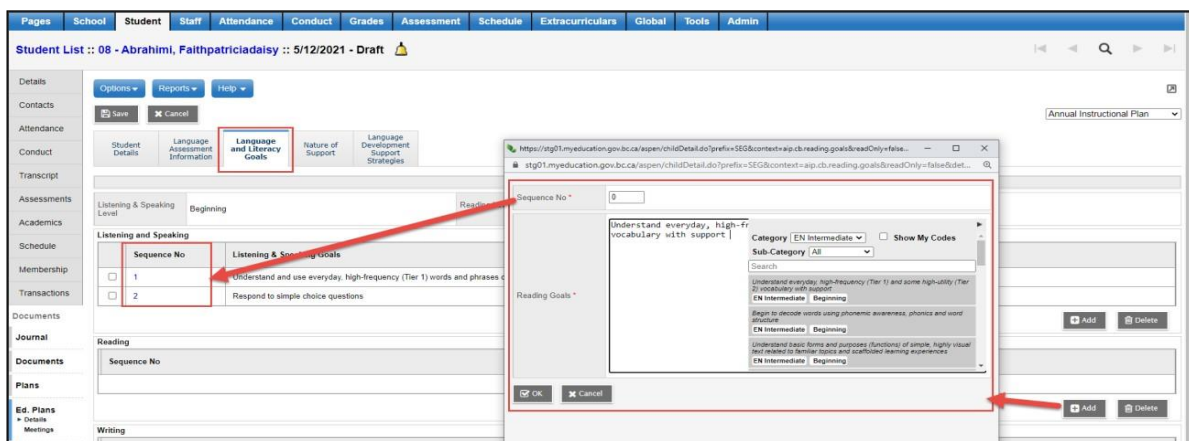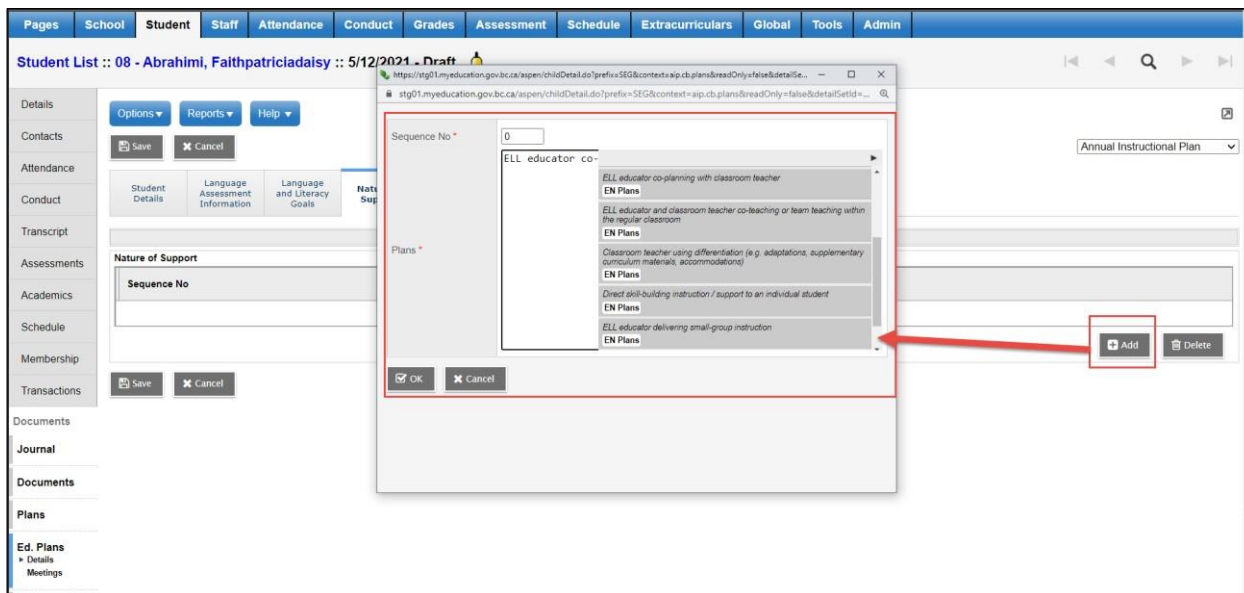

To Add Goals for each section:

1.   Click Add
2.   In the pop-up Click the **Black Triangle** to expand the Comment Bank options
3.   Choose an appropriate Category
4.   Choose an appropriate Sub-Category
5.   Click on the desired comment to add it to the text box
6.   Click OK
7.   Click **Save** at the bottom of the screen and proceed to the next Goal section.

NATURE OF SUPPORT TAB

To Add Plans for each section:

1. Click Add
2. In the pop-up Click the **Black Triangle** to expand the Comment Bank options
3. Choose an appropriate Category
4. Click on the desired comment to add it to the text box
5. Click OK
6. Click **Save** at the bottom of the screen

LANGUAGE DEVELOPMENT SUPPORT STRATEGIES TAB

To Add **Support Strategies** for each section:

1. Click Add
2. In the pop-up Click the Black Triangle to expand the Comment Bank options
3. Choose an appropriate Category
4. Click on the desired comment to add it to the text box
5. Click OK
6. Click Save at the bottom of the screen.
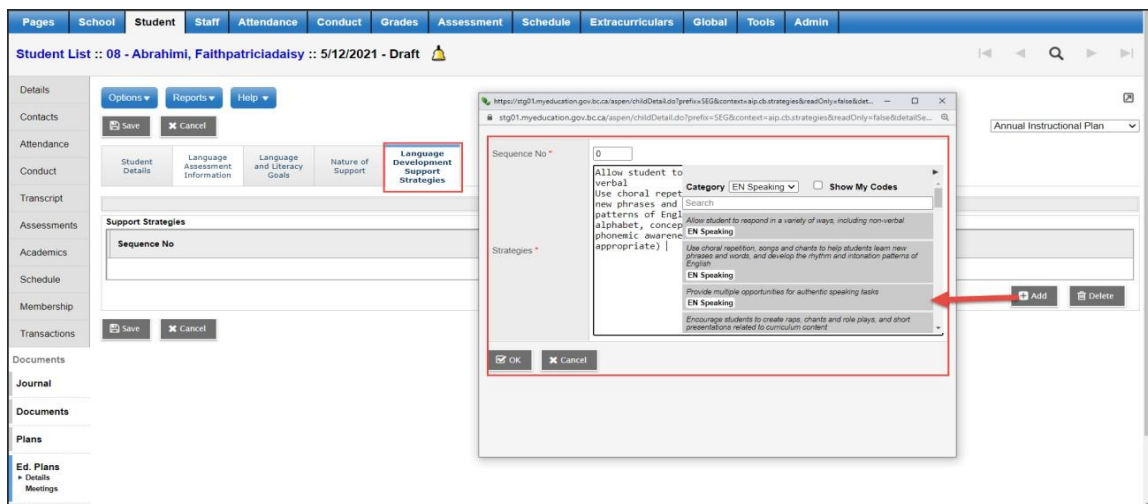
PRINT THE ANNUAL INSTRUCTIONAL PLAN REPORT

1. Student Top Tab
2. Select Student
3. Documents Side Tab
4. Ed Plans
5. Dictionary: Annual Instructional Plan
6. Reports > Annual Instructional Plan

This will only print the AIP for the selected student

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

If you do not get a result you may be trying to print a plan with the wrong status

English Language Learning (ELL), Annual Instructional Plan

Abdallah, Solamae

NANAIMO LADYSMITH PUBLIC SCHOOLS

WELLINGTON SECONDARY SCHOOL

District Name: Nanaimo-Ladysmith   **School Name: Wellington Secondary - SD68**

Plan Details							
Status	Active	Type	ELL	Effective Date	15-Sep-2021	End Date	15-Sep-2022

Student Details							
Legal Last Name	Abdallah			Grade	09	Home Languages	English
Legal First Name	Runzhen			PEN	134265545	Language Overall Level	Beginning
Usual First Name	Solamae			Pupil#	1268182	AIP Developed On	15-Sep-2021
Language Specialist	Case Manager	Botham, Grethe		D.O.B	02-Jul-2006	Review Dates	
	AIP Developer	Almahmoud, Yoonbin		School Year	2020-2021		

Language Assessment Information

Listening and Speaking	
Level	Expanding

Reading	
Level	Developing

Writing	
Level	Bridging

Language and Literacy Goals		
Listening and Speaking	**Reading**	**Writing**
•Understand and use some everyday, high-frequency (Tier 1) words related to school, self, family, personal interests, objects and actions Begin to make simple statements and ask simple questions for clarification and understanding; respond to simple choice questions Attempt to take part in social conversation/interactions, class activities, learning experiences, and routines		•Express ideas in a simple text with few details Use common and familiar words and phrases; use simple sentences Use periods, capitalization, familiar spellings and simple grammar structures; begin to edit for basic spelling and punctuation with direct support

Nature of Support
ELL educator consulting with classroom teacher, classroom assistant and / or teaching assistant ELL educator co-planning with classrooELL educator and classroom teacher co-teaching or team teaching within the regular classroom m teacher

Language Development Support Strategies
Allow student to respond in a variety of ways, including non-verbal Rephrase, recast or paraphrase to model correct form Show video clips with an adjusted rate of speech, subtitles, closed-captioning Show video clips with an adjusted rate of speech, subtitles, closed-captioning
Teach early English literacy skills e.g. alphabet, concepts of print, letter-sound correspondence, phonemic awareness, phonics, cognates, etc. (as developmentally appropriate) Provide accessible text, including multimProvide accessible text, including multimedia dia
Encourage students to write notes and drafts in L1 Provide opportunities for students to create ideas in L1 or English with a partner prior to writing

ADD OR COPY A PLAN

ADD ANNUAL INSTRUCTIONAL PLAN

Use these steps to start a new Blank AIP

1. Student Top Tab
2. Documents Side Tab
3. Ed Plans Leaf
4. **Select Dictionary**
5. Choose Annual Instructional Plan
6. Options > Add

COPY ANNUAL INSTRUCTIONAL PLAN

Use these steps to create a copy of an existing AIP

1. Student Top Tab
2. Documents Side Tab
3. Ed Plans Leaf
4. **Select Dictionary**
5. Choose Annual Instructional Plan
6. Options > Copy
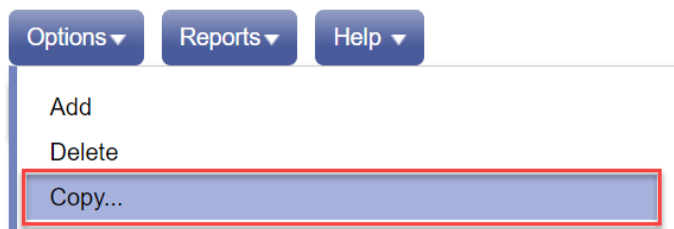
CHANGING STATUS AND ADDING EFFECTIVE DATES

Staff can change status, year and add effective dates in the Student Details Top Tab inside the AIP.

Only one IEP can be Active during a school year

COMMENT BANKS FOR DISTRICT AND SCHOOL USERS

District IT staff can add 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

ELL staff should work together to craft any new comments that they would like added and share them with the District Teacher Leader for ELL who can submit them as a Helpdesk ticket to be added.