

DLA/FI DLA DATA COLLECTION

STEPS FOR CLERICAL TO COLLECT AND RECORD DATA

PRINT AND DISTRIBUTE LISTS FOR TEACHERS

School View > Student Top Tab > Reports > **BC Homeroom List W/ Grid**

Add columns for:

Grade	Assessment Info.
Grade 1-2	English Program: DLA only <ul style="list-style-type: none"> Overall Proficiency French Program: FI DLA only <ul style="list-style-type: none"> Overall Proficiency
Grade 3	English Program: DLA only <ul style="list-style-type: none"> Overall Proficiency, Running Record French Program: FI DLA only <ul style="list-style-type: none"> Overall Proficiency, Running Record
Grade 4-8	English Program: DLA only <ul style="list-style-type: none"> Overall Proficiency, Running Record French Program: DLA and FI DLA <ul style="list-style-type: none"> DLA: Overall Proficiency, Running Record FI DLA: Overall Proficiency, Running Record

All Students - Teachers will record the overall proficiency for each student as one of the following:

Overall Proficiency
EMG
DEV
PRF
EXT

Grade 3-8 - Teachers will record the Running Record for students as

Running Record
E (Easy)
I (Instructional)
D (Difficult)

COMPLETE AND SUBMIT YOUR DISTRICT LITERACY SPREADSHEET

1. Collect completed lists from teachers.
2. Find your DLA/FI DLA spreadsheet(s) in your school's Shared > MyEd > _From SBO folder
 - a. These files will be added Mid- May to ensure the student list is accurate.

NOTE: French Immersion schools (Deep Cove, Keating and Bayside) will have two spreadsheets

3. Input the DLA results from the paper lists into the spreadsheet(s)
4. Put the completed spreadsheet(s) in your school's Shared > MyEd > _To SBO folder
5. Email helpdesk to confirm you have completed the work.
6. IT will collate the files, produce the upload file, and import all the assessments into MyEd at one time.