# 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: <b>DLA only</b> • Overall Proficiency
	French Program: <b>FI DLA only</b> <ul> <li>Overall Proficiency</li> </ul>
Grade 3	English Program: <b>DLA only</b> <ul> <li>Overall Proficiency, Running Record</li> </ul>
	<ul><li>French Program: FI DLA only</li><li>Overall Proficiency, Running Record</li></ul>
Grade 4-8	English Program: <b>DLA only</b> <ul> <li>Overall Proficiency, Running Record</li> </ul>
	<ul> <li>French Program: DLA and FI DLA</li> <li>DLA: Overall Proficiency, Running Record</li> <li>FI DLA: Overall Proficiency, Running Record</li> </ul>

School	Bayside Middle
Column One Label	Overall Proficiency   All Grade
Column Two Label	Running Record
Column Three Label	
Column Four Label	Grades 3-9 on
Column Five Label	
Column Six Label	
Column Seven Label	
Column Eight Label	
Column Nine Label	
Column Ten Label	
Students to include	All
Students to include	
Sort results by	Usual Name 🗸
Format	Adobe Acrobat (PDF)

**All Students** - Teachers will record the overall proficiency for each student as <u>one</u> of the following:

Overall Proficiency	
EMG	
DEV	
PRF	
EXT	

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

Running Record	
<b>E</b> (Easy)	
I (Instructional)	
<b>D</b> (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.