EL Multi-Student Monitoring Template User Guide

EL Multi-Student Monitoring Template (N.D.) REVISED (May 2021) Blank.xlsx

This spreadsheet is intended to allow users to track individual and whole group student progress on the ACCESS for ELLs 2.0 Composite assessment over time (developed by WIDA). Users have the opportunity to input student scores on the ACCESS assessment for each grade level they take the assessment and run a report for individual student progress over time. Based on the ACCESS 2.0 assessment there are 6 levels of English proficiency which include:

- 1.0 – 1.9 = Entering
- 2.0 – 2.9 = Emerging
- 3.0 – 3.9 = Developing
- 4.0 – 4.9 = Expanding
- 5.0 – 5.9 = Bridging
- 6.0 = Reaching

The Monitoring Template is quite large so this guide will break apart each section explaining what is included and what is editable by users.

Student Level Data – Columns A – M

The ***Student Level Data*** worksheet is the worksheet in which users will input **student names** (Column A), **baseline ACCESS test school year** (Column C), and **ACCESS Test scores** (covered in later sections).

NOTE: The only columns that need to be edited by the user of the document are columns in **beige.**

Student ACCESS 2.0 Assessment Monitoring Template

Instructions: Please only fill in data in the columns that are shaded in beige. The rest of the fields will auto calculate.

Student Name/ID	ID	Baseline ACCESS School Year	Current Grade Level	Baseline ACCESS 2.0 Composite Score	Baseline Grade Lev	Most Recent Assessment = Baselin	Expected # Years to Achieve Proficiency	Expected Grade to Achieve Proficiency	Expected School Year to Achieve Proficiency	Student Score at Expected Proficiency Grade Level
Alex Anderson	1	2015-2016	7th	2.0	Pre-KJr. K	No	5	4th	2020-2021	
Bobby Brown	2	2015-2016	7th	3.3	5th	No	4	9th	2019-2020	
Chris Christensen	3	2015-2016	8th	3.1	5th	No	4	9th	2019-2020	
Danielle Dougherty	4	2015-2016	7th	2.3	5th	No	5	10th	2020-2021	
Eric Evenson	5	2015-2016	9th	2.9	6th	No	5	11th	2020-2021	
Frank Fredrickson	6	2015-2016	8th	2.7	6th	No	5	11th	2020-2021	
George Gruff	7	2015-2016	8th	2.6	6th	No	5	11th	2020-2021	
Henry Holland	8	2015-2016	12th Repeat	3.3	7th	No	4	11th	2019-2020	

CANNOT edit these columns

Columns A & C (EDITABLE)

Users will need to enter in student names (or ID#s) as well as the first (i.e. baseline) school year in which each individual student took the ACCESS assessment.

Columns E- M (NOT EDITABLE)

The rest of the information in Columns E – M will automatically populate based on data that users enter into the student data table (which will be covered shortly). The **Current Grade Level** is calculated by taking the student's most recent ACCESS assessment grade level, and adding one grade level. The **Baseline ACCESS 2.0 Composite Score** represents the ACCESS score for the earliest grade level inputted into the student data table, as well as the **Baseline Grade Level** represents the grade level in which the earliest ACCESS score is entered in the student data table. The **Most Recent Assessment = Baseline** column identifies if the student only has one ACCESS test score logged in the table ("Yes") or if the student has multiple ACCESS scores ("No"). The **Expected # of Years to Achieve Proficiency** and **Expected Grade to Achieve Proficiency** and **Expected School Year to Achieve Proficiency** columns are calculated based on the expectations for EL student growth by each state (see images below). Based on these recommendations, the expected number of years to become proficient is automatically added to each student's baseline ACCESS grade level to identify at what grade level and school year they should become proficient. Lastly, the **Student Score at Expected Proficiency Grade Level** column will automatically populate with the score the student received (based on data entered in the student data table), and it will be in green if it is at/above 5.0 (the score needed to achieve proficiency) or red if below 5.0.

NORTH DAKOTA

Baseline ACCESS 2.0 Composite Score	Expected # of Years to Become Proficient
1.0-1.9	6 Years
2.0-2.9	5 Years
3.0-3.9	4 Years
4.0-4.9	3 Years
5.0-6.0	2 Years

SOUTH DAKOTA

Baseline ACCESS 2.0 Composite Score	Expected # of Years to Become Proficient
1.0-1.9	5 Years
2.0-2.9	5 Years
3.0-3.9	4 Years
4.0-4.9	3 Years
5.0-6.0	0 Years

Student Level Data – Columns N - W

NOTE: The only data that need to be edited by the user of the document are columns in **beige.**

N	O	P	Q	R	S	T	U	V	W
							LEGEND --->		
							▼Select a Specific Year▼		
							2017-2018		
Most Recent Assessment Grade Level	Most Recent ACCESS 2.0 Score	Most Recent Assessment Expected Score	Most Recent Assessment School Year	Prior Grade Level	Prior Grade Level Score	Expected Score	Selected Year Grade Lev	Selected Year Score	Selected Year Expected Score
6th	2.5	5.0	2022-2023	K	Missing	2.6	1st	Missing	3.2
6th	3.2	3.7	2016-2017	6th	3.2	3.7	7th	Missing	4.2
7th	5.0	4.1	2017-2018	6th	3.6	3.6	7th	5.0	4.1
6th	1.9	2.8	2016-2017	6th	1.9	2.8	7th	Prev. Moved/Grad.	3.4
8th	4.7	3.7	2017-2018	7th	4.8	3.3	8th	4.7	3.7
7th	3.4	3.2	2016-2017	7th	3.4	3.2	8th	Missing	3.6
7th	3.1	3.1	2016-2017	7th	3.1	3.1	8th	Missing	3.6
12th	4.0	5.0	2020-2021	8th	3.7	3.7	9th	Missing	4.2
8th	4.2	3.8	2016-2017	8th	4.2	3.8	9th	Missing	4.2

ONLY thing that **CAN** be edited

This section of columns addresses student data from three different vantage points; 1) the student's **most recent assessment data** (Columns N – Q); 2) the student's **prior year assessment data** based on the school year selected (Columns R- T); and 3) the students' **selected year assessment data** (Columns U – W).

Columns N – Q (Most Recent Assessment Data) ***(NOT EDITABLE)***

This data pertains to the data from each student's latest ACCESS assessment data entered in the student data table. Column N identifies the grade level in which it occurred and Column O identifies what the student's score was on the ACCESS assessment. The student's expected score for that time period (based on linear growth from baseline access score to the grade in which they are expected to become proficient) is included in Column P. If the student's actual score is below their expected score it will show up as red; if it is at/above their expected score it will show up green. If the student's most recent assessment is their baseline score, the score will show up in grey. Lastly, Column Q identifies the school year in which the most recent ACCESS assessment was taken.

Columns R – T (Prior Year Assessment Data Based on School Year Selected) ***(NOT EDITABLE)***

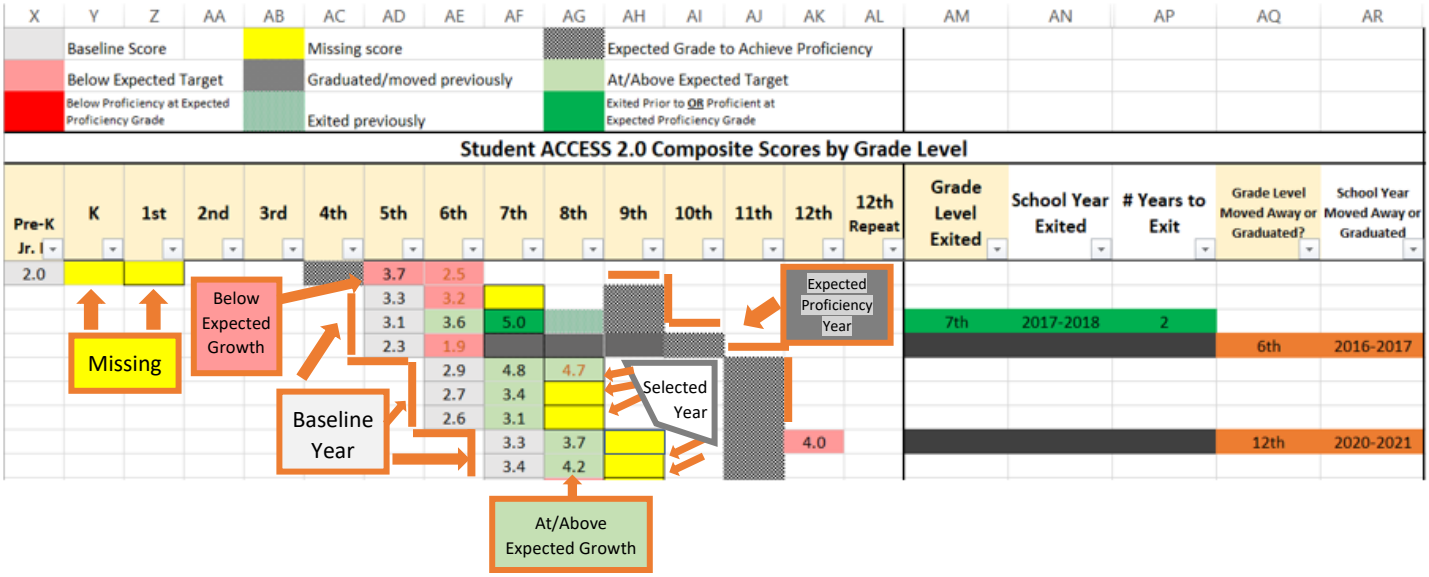
This data pertains to previous year's student ACCESS assessment data **based on the School Year Selected** (Cell U4). Users are able to go back in time and compare students' growth from their prior school year. Column R calculates which grade each student was in during the previous year, based on the school year selected. Column S identifies the student's prior year assessment score. If the student's prior score is below their expected score for that year it will show up as red; if it is at/above their expected score it will show up green. If the student's prior year assessment is their baseline score, the score will show up in grey. If the student was active (i.e. their baseline score occurred in a grade prior to the prior score AND they hadn't previously moved), but they did not have a score it will show up as Missing. If the student's baseline score occurred after their prior year school year it will show up as Not Active.

Columns U – W (Selected Year Assessment Data) ***(NOT EDITABLE)***

This data pertains to student ACCESS assessment data **based on the School Year Selected** (Cell U4). Users are able to go back in time and look at students' scores from a prior school year. Column U calculates which grade each student was in during the selected school year. Column V identifies the student's selected year assessment score. If the student's score is below their expected score for that year it will show up as red; if it is at/above their expected score it will show up green. If the student's assessment score is their baseline score, the score will show up in grey. If the student was active (i.e. their baseline score occurred in a grade prior to the prior score AND they hadn't previously moved), but they did not have a score it will show up as Missing. If the student's baseline score occurred after the selected school year it will show up as Not Active. If the student previously moved or graduated (even during the selected school year) it will show up as Prev. Moved/Grad. If numbers show up in orange that means that the student's score decreased or did not change from the previous year's assessment.

Student Level Data – Student Data Table (Columns X – AR)

NOTE: The only data that need to be edited by the user of the document are columns in **beige.**



Columns X – AL ***(EDITABLE)*** represent the Student Data Table, in which users will manually enter student ACCESS score data for each year. The legend for each of the colors found in Columns X – AL is located above the table. When an individual selects a school year, the data for that particular school year will have a square box around it. As highlighted previously, baseline scores will show up in grey, ACCESS scores below their expected score to be on track for proficiency will be in red, and ACCESS scores at/above their expected score to be on track for proficiency will be in light green. There are some squares that look like grey checkered patterns, and those signify the grade level which each student is expected to achieve proficiency by (according to state guidelines) – also known as the finish line. Dark green indicates that the student was at/above a score of 5.0 on the ACCESS assessment prior to or during their expected proficiency grade level. Dark grey boxes with no checkered pattern indicates that the student either graduated or moved previously (see the 4th student in the image above during 7th – 9th grade).

Columns AM – AR are reserved for special circumstances with students who exit the EL program, move away, or graduate. If a student **Exits** the program (i.e. becomes proficient) the user will need to select the grade level in which they student exited in Column AM ***(EDITABLE)***. Columns AN and AO ***(NOT EDITABLE)*** will auto-calculate based on what is selected in Column AM. If a student **Moves Away or Graduates** before becoming proficient, the user will need to select the grade level in which the student moved away or graduated in Column AQ (the AR column will automatically calculate).

NOTE: The remaining columns in this spreadsheet are irrelevant and will not be used.

Tables & Graphs Worksheet

The ***Tables & Graphs*** worksheet is intended to portray whole school data for a **single year in time**. The year that is selected is chosen from ***the Student Level Data*** worksheet in Cell V4.

NOTE: No data is editable on this entire worksheet

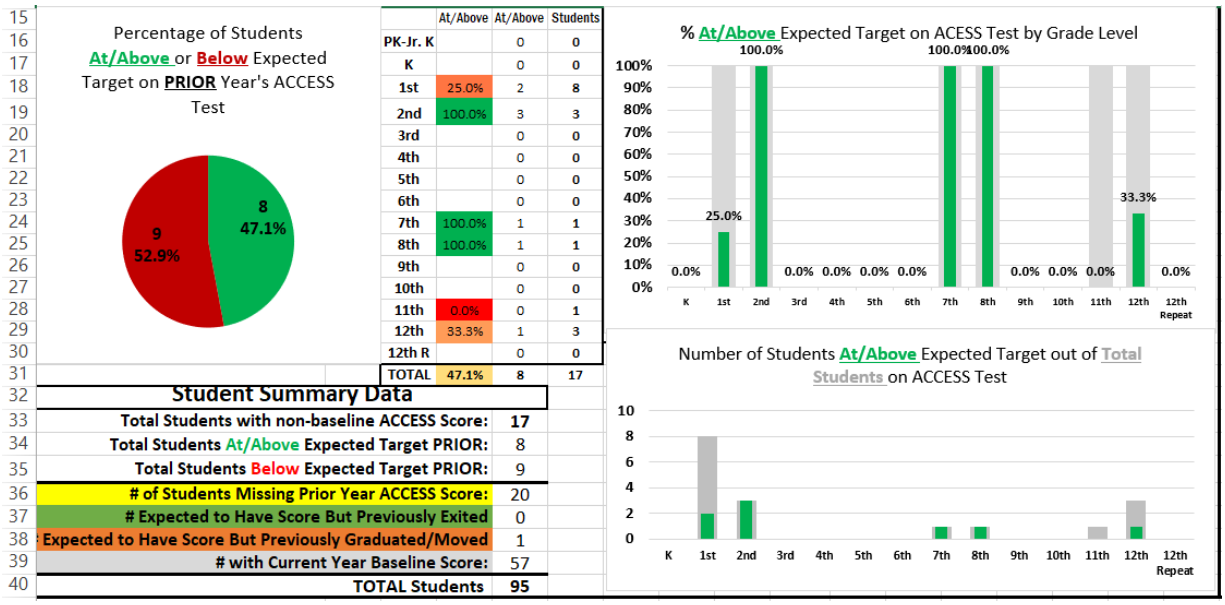
Columns A – Q / Rows 1 – 13 (NOT EDITABLE)

This section of the document includes a grade-level breakdown of the number of students at/above expected target, below expected target, at baseline, who are missing data, and who have previously exited or previously moved or graduated.

School Year	CURRENT Grade Level															
2017-2018	Pre-K Jr. K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	12th Repeat	TOTAL
% **At/Above** Expected Target			25.0%	100.0%					100.0%	100.0%			0.0%	33.3%		47.1%
# **At/Above** Expected Target	0	0	2	3	0	0	0	0	1	1	0	0	0	1	0	8
# **Below** Expected Target	0	0	6	0	0	0	0	0	0	0	0	0	1	2	0	9
Total Expected to Have ACCESS Score	0	12	23	18	11	7	1	1	3	3	3	3	5	5	0	95
Total Students with ACCESS Test Score	0	12	22	15	11	7	1	0	1	1	0	0	1	3	0	74
Total Students with non-baseline score	0	0	8	3	0	0	0	0	1	1	0	0	1	3	0	17
# Baseline Score	0	12	14	12	11	7	1	0	0	0	0	0	0	0	0	57
# Previously exited	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Previously graduated/moved away	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
# Missing ACCESS Score	0	0	1	3	0	0	0	1	1	2	3	3	4	2	0	20
# Scores After Expected Proficiency Date	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Columns A – Q / Rows 15 – 40 (NOT EDITABLE)

This section shows the overall breakdown of the percentage of students at/above and below their expected target during the selected school year (pie graph). The column charts at the right display the percentage of students at/above expected target during the selected year by grade level (top), and the total numbers of students at/above expected target by grade level (bottom). The bottom left provides an overall summary of student data for the selected year.



	At/Above	At/Above	Students
PK-Jr. K		0	0
K		0	0
1st	25.0%	2	8
2nd	100.0%	3	3
3rd		0	0
4th		0	0
5th		0	0
6th		0	0
7th	100.0%	1	1
8th	100.0%	1	1
9th		0	0
10th		0	0
11th	0.0%	0	1
12th	33.3%	1	3
12th R		0	0
TOTAL	47.1%	8	17

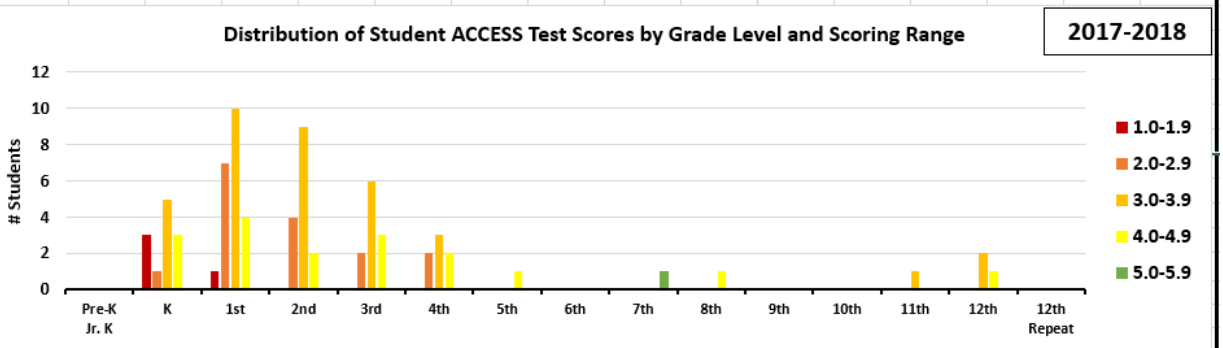
Student Summary Data	
Total Students with non-baseline ACCESS Score:	17
Total Students At/Above Expected Target PRIOR:	8
Total Students Below Expected Target PRIOR:	9
# of Students Missing Prior Year ACCESS Score:	20
# Expected to Have Score But Previously Exited	0
Expected to Have Score But Previously Graduated/Moved	1
# with Current Year Baseline Score:	57
TOTAL Students	95

Columns R – AG / Rows 1 – 40 (NOT EDITABLE)

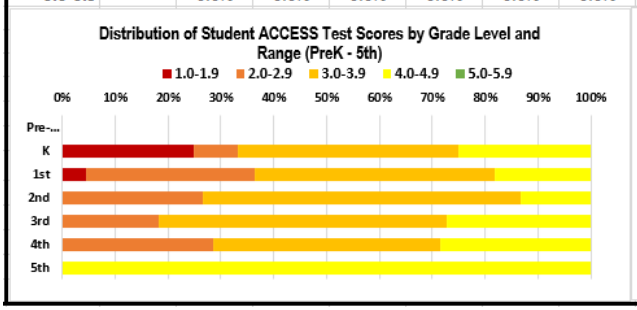
This section provides a grade level breakdown of the distribution of the total number of students within each ACCESS category (top graph), and the distribution of the percentage of students within each ACCESS category by grade level (bottom graphs).

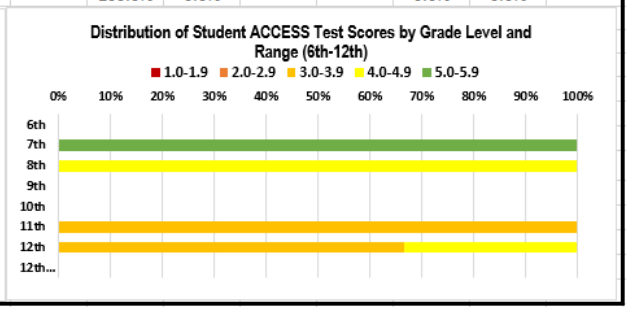
Looking at the bottom graph we see that over 20% of the Kindergarten group is between the 1.0 – 1.9 ACCESS score range. However, looking at the top chart we see that this represents only 3 students. A majority of students in each grade fall within the 3.0 – 3.9 range or the 4.0 – 4.9 range.

	Pre-K Jr. K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	12th Repeat
1.0-1.9	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0
2.0-2.9	0	1	7	4	2	2	0	0	0	0	0	0	0	0	0
3.0-3.9	0	5	10	9	6	3	0	0	0	0	0	0	1	2	0
4.0-4.9	0	3	4	2	3	2	1	0	0	1	0	0	0	1	0
5.0-5.9	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0



	Pre-K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	12th
1.0-1.9		25.0%	4.5%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%			0.0%	0.0%	
2.0-2.9		8.3%	31.8%	26.7%	18.2%	28.6%	0.0%		0.0%	0.0%			0.0%	0.0%	
3.0-3.9		41.7%	45.5%	60.0%	54.5%	42.9%	0.0%		0.0%	0.0%			100.0%	66.7%	
4.0-4.9		25.0%	18.2%	13.3%	27.3%	28.6%	100.0%		0.0%	100.0%			0.0%	33.3%	
5.0-5.9		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		100.0%	0.0%			0.0%	0.0%	





Individual Student Graph Worksheet

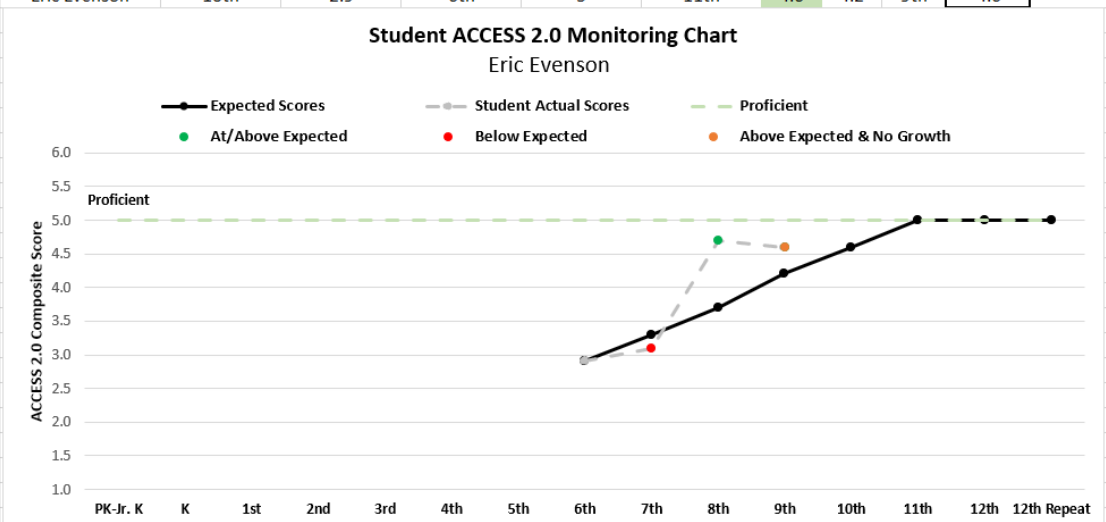
NOTE: The only editable cell in this worksheet is **Cell C2**

This worksheet allows users to pull the progress chart for an individual student. In order to select an individual student one must refer to the **"ID"** column (Column B) from the ***Student Level Data*** worksheet. Find the student of interest on the ***Student Level Data*** worksheet and make note of their ID number. Then select that corresponding ID number on the ***Individual Student Graph*** worksheet in the yellow cell (C2). Their ACCESS assessment score history should populate the tables above and below the graph, and the graph should change to match those numbers. Similar to the other worksheets, the grey circle represents their baseline score. The **solid black line** represents that student's expected rate of growth to be proficient by their expected grade level (according to the state guidelines). The dashed grey line represents the student's progress each year. A **red circle** means that their ACCESS assessment score was below their expected growth target. A **green circle** means that their ACCESS assessment score was at/above their expected growth target. An **orange circle** means that their ACCESS assessment score was at/above their expected growth target, but decreased or did not change from their previous year.

INDIVIDUAL STUDENT PROGRESS MONITORING TEMPLATE

SELECT STUDENT ID: 5

Student Name/ID	Current Grade Level	Baseline ACCESS 2.0 Composite Score	Baseline Grade Level	Expected # Years to Achieve Proficiency	Expected Grade to Achieve Proficiency	Most Recent Score	Most Recent Expected Score	Most Recent Score Grade	Next Expected Score
Eric Evenson	10th	2.9	6th	5	11th	4.6	4.2	9th	4.6



	PK-Jr. K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	12th Repeat
Student Actual Scores	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	2.9	3.1	4.7	4.6	#N/A	#N/A	#N/A	#N/A
Expected Scores	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	2.9	3.3	3.7	4.2	4.6	5.0	5.0	5.0
Proficient	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
At/Above Expected	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A			4.7	4.6	#N/A	#N/A	#N/A	#N/A
Below Expected	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		3.1			#N/A	#N/A	#N/A	#N/A
Above Expected & No Growth	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A			4.6	#N/A	#N/A	#N/A	#N/A