

Continuing Education

Pathways Module

ESL and LBS

October 2020

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Introduction to Pathways Module

A key goal of the Pathway module is to provide the student with a visual timeline showing what they need to accomplish on their journey to earning their Ontario Secondary School Diploma. It provides target dates and goals to assist the student in planning and monitoring their progress.

Ultimately students will enter into the credit program to earn their OSSD. Some students will enter credit directly, others will benefit from ESL and/or LBS. Their goals will be reflective of the program they are in, and will likely change over time.

Ideally, the student meets with a guidance counsellor to discuss their short term and long-term goals and the next steps in their journey.

The Projected dates of completion are guidelines and can be adjusted over time as needed. The key is that the students have a concise, visual plan that they can use to assist them in planning for their success.

EDGE4 Pathways Module

LOG IN TO EDGE4

<https://www.edge4.ca/>

1. Select the school board you belong to
2. Fill in your **Username**
3. Input your **Password**

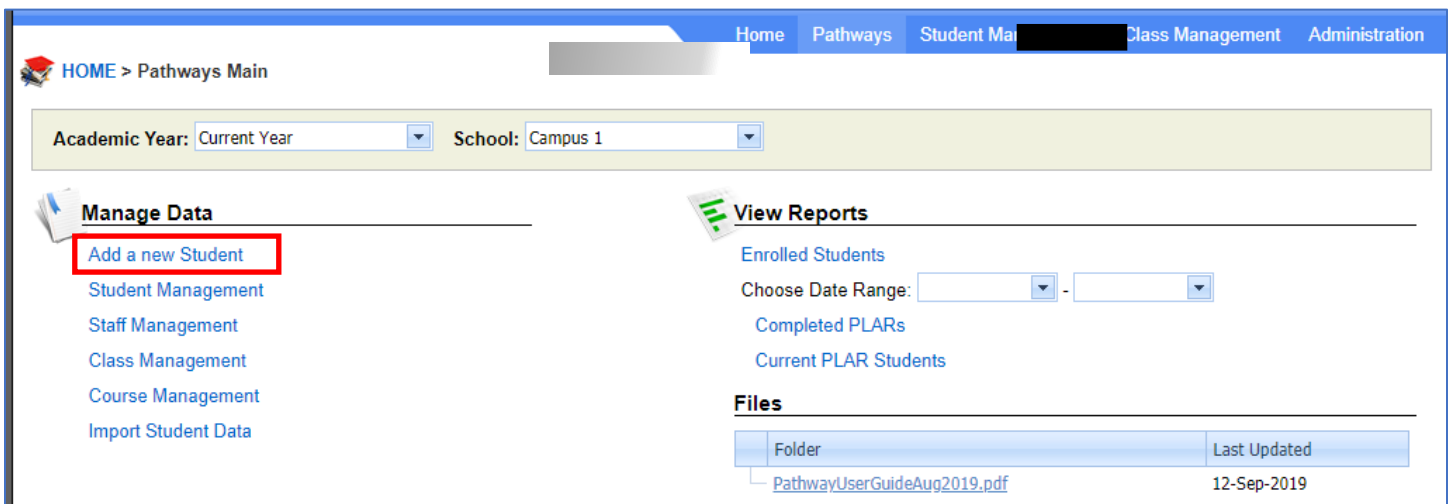
You will be taken to the EDGE4 main landing page. System-wide notifications will display at the top of the form.

- Click on the Pathways link.



Manage Student Data

To add a new student click on – **Add a new Student**.



Add a new Student

- Select **Add a new student**
- Enter information
- Click on **Save Changes** or **Next**
- Record is created

The Student Information grid will load. Note that you can enter any information you want, but **the only required fields are First and Last Name**. Other student information can be uploaded and merged in later - **if desired**. Information in the “Student Information” section will be overwritten during a merge. If you need to enter a phone number and/or email address that will not get overwritten, enter this in the section “Student Information – Not Impacted by Import”.

HOME > Pathways Main > Student Profile

Student Profile | ESL | LBS | Credit | Communications

| Student Information | | | | | |
|---------------------|----------------------|-------------------|----------------------|-------------|----------------------|
| Student Number | <input type="text"/> | OEN | <input type="text"/> | Campus | <input type="text"/> |
| First Name | <input type="text"/> | Middle Name | <input type="text"/> | Last Name | <input type="text"/> |
| Address | <input type="text"/> | Unit / Apt | <input type="text"/> | Postal Code | <input type="text"/> |
| Date of Birth | <input type="text"/> | Country of Origin | <input type="text"/> | Gender | <input type="text"/> |
| City | <input type="text"/> | Province | Ontario | | |
| Phone | <input type="text"/> | Email | <input type="text"/> | | |

| Student Information - Not Impacted by Import | | | |
|--|----------------------|-------------|----------------------|
| Phone | <input type="text"/> | Email | <input type="text"/> |
| | | Intake Date | <input type="text"/> |
| Notes | <input type="text"/> | | |

| Documents | | | | | | |
|--------------------|--------|---------------|-------|-------------|---------------|--------------|
| Title | Source | Document Date | Notes | Upload File | Download File | Add New File |
| No Documents Found | | | | | | |

Next >>> | Save Changes

- Once your information is entered Click on **Save Changes** or **Next**
- You will see a table for “Pathway Progression”. This grid will allow you to track the time a student is within a program and their progression through the different programs. Program name is a required field if you are entering data in the grid.

The next step is to enter program specific information – this will depend on whether the student is in the ESL, LBS or Credit program.

ESL Students

ESL Pathways Grid

| ESL Pathways | | | Edit |
|-------------------------|----------------------|-------------------|----------------------|
| ESL Projected Exit Date | <input type="text"/> | Country of Origin | <input type="text"/> |
| | | Date of Entry | <input type="text"/> |

The student's goal for completing their ESL program. This will print on the Student Pathway Profile- ESL letter and can be changed at any time

Not required fields

Current CLB

| Current CLB | | | | Edit | | | |
|-------------|--------------------------------|----------|--------------------------------|---------|--------------------------------|---------|----------------------------------|
| Listening | <input type="text" value="6"/> | Speaking | <input type="text" value="5"/> | Reading | <input type="text" value="5"/> | Writing | <input type="text" value="N/A"/> |

Student's current CLB levels. They will print on the Student Pathway Profile - ESL letter .

Student Goals

There can be multiple Short-term goals.

- Click on **Add Goal** button for each new short-term goal you wish to add.
- Click on **Save** for each entry.

| ESL Goals | |
|---------------------------------|--|
| Short-term Goals | <input type="button" value="Add Goal"/> |
| Prepare for credit courses | <input type="button" value="Edit Delete"/> |
| Improve reading - understanding | <input type="button" value="Edit Delete"/> |

There is one entry field for Long-term goals.

- Click on **Edit** to enter/modify entry.
- Click on **save** when completed.

| Long-term Goals | |
|-------------------|-------------------------------------|
| Open own business | <input type="button" value="Edit"/> |

Note that the goals can be updated or changed at any time.

Suggested Next Steps

| Suggested Next Steps | | Edit |
|-------------------------------------|----------------------|------|
| <input checked="" type="checkbox"/> | LBS | |
| <input type="checkbox"/> | Credit | |
| <input type="checkbox"/> | Continue in ESL | |
| Notes | <input type="text"/> | |

This is the counsellor’s recommendation for the student. Only the one selected will print on the Student Pathway Profile - ESL letter. A note can be added if there is an important point the counsellor wants on the Student Pathway Profile - ESL letter to assist the student with their pathway planning.

Checklist – Items Discussed

| Checklist - Items Discussed (To Print on Letter) | | Edit |
|--|---|------|
| <input checked="" type="checkbox"/> | Past Educational History | |
| <input checked="" type="checkbox"/> | Process to Earn High School Diploma | |
| <input checked="" type="checkbox"/> | Grade 9/10 Credits that Can Be Granted | |
| <input checked="" type="checkbox"/> | Gr. 11/12 PLAR Equivalency Pkg. Shared | |
| <input checked="" type="checkbox"/> | Interested in Earning Ontario High School Diploma | |

This is a record of what was discussed at the counselling meeting. Only the items selected will display on the Student Pathway Profile - ESL letter. Checking the item “Interested in Earning Ontario High School Diploma” will cause the following pre-set statement to appear on the letter:

I am interested in obtaining my High School Diploma in Ontario: In preparation for a meeting with a counsellor to discuss entering the credit pathway, to earn your High School Diploma, you will need to gather your past high school transcripts, and certificates. As well, complete the Gr. 11/12 Application Equivalency package that will detail your life and work experiences. All of the above can be used to used grant credits towards your Ontario High School Diploma. At the meeting, the counsellor will discuss: Your Goals – short and long term, the PLAR Process for Equivalency for your prior education, how to achieve your goal and pathway, and the required credit courses that you will need to take.

LBS Students

LBS Pathway

| LBS Pathways | | Edit | |
|--------------|------------------|---------------------|-------------|
| LBS Pathway | Secondary school | Projected Exit Date | 30-Jun-2021 |
| Start Level | 2 | Exit Level | 3 |

The Projected Exit Date is the student’s goal for completing the LBS program. It will print on the Student Pathway Profile- LBS letter and can be changed at any time. Other fields are optional.

Student Goals

There can be multiple Short-term goals.

- Click on **Add Goal** button for each new short-term goal you wish to add.
- Click on **Save** for each entry.

| LBS Goals | |
|-----------------------------------|-------------|
| Short-term Goals | Add Goal |
| To improve my reading and writing | Edit Delete |

There is one entry field for Long-term goals.

- Click on **Edit** to enter/modify entry.
- Click on **save** when completed.

| Long-term Goals | |
|---|------|
| To complete my high school diploma. To enrol in art in college. | Edit |

Note that the goals can be updated or changed at any time.

Suggested Next Steps

| Suggested Next Steps | | Edit |
|-------------------------------------|---|------|
| <input checked="" type="checkbox"/> | Continue in LBS | |
| <input type="checkbox"/> | LBS/PLAR | |
| <input type="checkbox"/> | Credit | |
| Notes | Complete the Cumulative activity at the end of level 3. | |

This is the counsellor’s recommendation for the student. Only the one selected will print on the Student Pathway Profile - LBS letter. A note can be added if there is an important point the counsellor wants on the Student Pathway Profile - LBS letter to assist the student with their pathway planning.

Checklist – Items Discussed

| Checklist - Items Discussed (To Print on Letter) Edit | |
|--|---|
| <input checked="" type="checkbox"/> | Past Educational History |
| <input checked="" type="checkbox"/> | Process to Earn High School Diploma |
| <input checked="" type="checkbox"/> | Grade 9/10 Credits that Can Be Granted |
| <input checked="" type="checkbox"/> | Gr. 11/12 PLAR Equivalency Pkg. Shared |
| <input checked="" type="checkbox"/> | Interested in Earning Ontario High School Diploma |

This is a record of what was discussed at the counselling meeting. Only the items selected will display on the Student Pathway Profile - LBS letter. Checking the item “Interested in Earning Ontario High School Diploma” will cause the following pre-set statement to appear on the letter:

am interested in obtaining my High School Diploma in Ontario: In preparation for a meeting with a counsellor to discuss entering the credit pathway, to earn your High School Diploma, you will need to gather your past high school transcripts, and certificates. As well, complete the Gr. 11/12 Application Equivalency package that will detail your life and work experiences. All of the above can be used to used grant credits towards your Ontario High School Diploma. At the meeting, the counsellor will discuss: Your Goals – short and long term, the PLAR Process for Equivalency for your prior education, how to achieve your goal and pathway, and the required credit courses that you will need to take

Student Pathway Profiles

This report is a summary for the student to show them what they need to do to achieve their current goals. It has target timelines that can be updated as needed. A pdf is generated dynamically and can be printed or emailed as needed. Chose the letter that corresponds to their current program.

The screenshot shows a web interface for generating reports. At the top, there is a 'Reports:' dropdown menu with a 'View Report' button to its right. The dropdown menu is open, showing five options: 'Student Profile', 'EQV Grade 9 - 10', 'EQV Grade 11 - 12', 'ESL Letter', and 'LBS Letter'. Below the dropdown, there are two input fields: 'Date' with the value '30-J' and 'Level' with the value '3'. To the right of these fields, there is an 'Edit' button and two more dropdown menus, one of which is currently open.

Communication Log

The communication log allows staff to record information that is helpful for others to know in assisting the students.

Student Management

To view students in the Pathway Module select **Student Management**

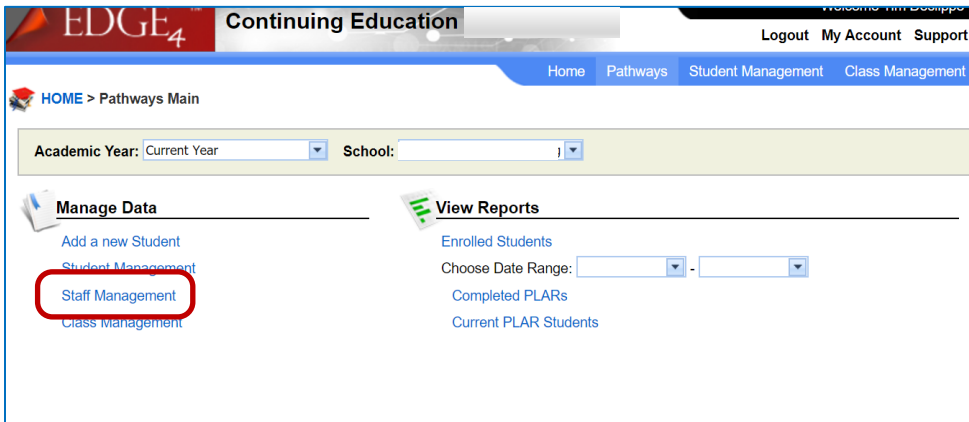
You can view **all** of the students, all **active** students or all **inactive** students by selecting the appropriate radial button. Select "View" to see the student's information.

| Student# | Surname | Given | Phone | Email | Counsellor | Campus | |
|-----------|----------|---------|--------------|----------------------|---------------------|----------|------------------------|
| 34512334 | Kwint | Lily | | | | | View Deactivate Delete |
| 4561234 | Lopez | Edwin | 234-345-2222 | estudent@gmail.com | Guidance Counsellor | Campus B | View Deactivate Delete |
| 12345 | Test | Student | 123-456-7890 | tstudent@gmaio.com | | | View Activate Delete |
| 722111555 | Thompson | Leo | 5196191234 | llthompson@email.com | Guidance Counsellor | Campus A | View Deactivate Delete |

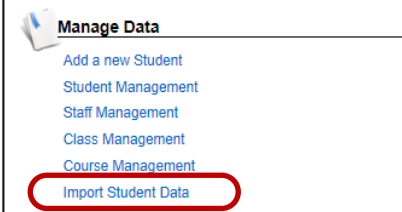
You can activate and deactivate students as needed. By doing this you can monitor the students who are actively engaged and refer to the inactive list when you are doing reengagement. No data is lost when you deactivate a student

Staff Management

This section allows you to identify your Guidance Counsellors so they can be selected in the Counsellor drop list



Student Importer



The importer is used to bring in student information in bulk. The data can be downloaded into an Excel spreadsheet. When you save the excel file, select the type: **text (Tab delimited)**

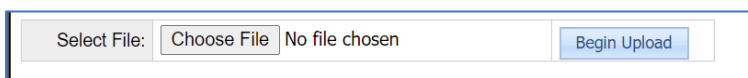
The file must have a header row with the following headings (in this order):

| Student Number | OEN | First Name | Middle Name | Last Name | Phone | Email | Campus | Address | Unit | City | Postal Code | Date of Birth | Country Of Origin | Gender |
|----------------|-----|------------|-------------|-----------|-------|-------|--------|---------|------|------|-------------|---------------|-------------------|--------|
|----------------|-----|------------|-------------|-----------|-------|-------|--------|---------|------|------|-------------|---------------|-------------------|--------|

Note that the spelling of the row heading titles is not important. The importer does not look for exact spelling matches for the headings. **However, the order is critical!**

The columns do not need to contain student data (but the heading must be there). You can decide what data you want brought in. First and Last Name are the only required fields. For example if you do not want the Gender information brought in, put the header in row one but do not put any data below it).

To upload a file, click the Choose File button. After your file is selected, click Begin Upload and the importer will do its work.



This process does one of two things with the data. First, if a student number already exists, it will update that student

with the new data in the uploaded file. Second, if the student number does not exist already, it will add a brand-new student intake with the provided data.

If a student was already entered, but did not have a student number, a duplicate record will be created. (there could be 2 student's with the same name – a student number indicates a unique person).

You will see an alert that will inform you of how many students were found, and how many were successfully imported.

Support

support@edge4.ca

519-667-0826

1-888-730-5011