

PM Benchmark Data Entry in Edplan Insight



Edplan Insight is a software that allows teachers, principals, vice-principals, and senior managers to access student information. This software intends to provide our district with a quick and easy way to input student data, find student information, and collaborate with colleagues about student support.

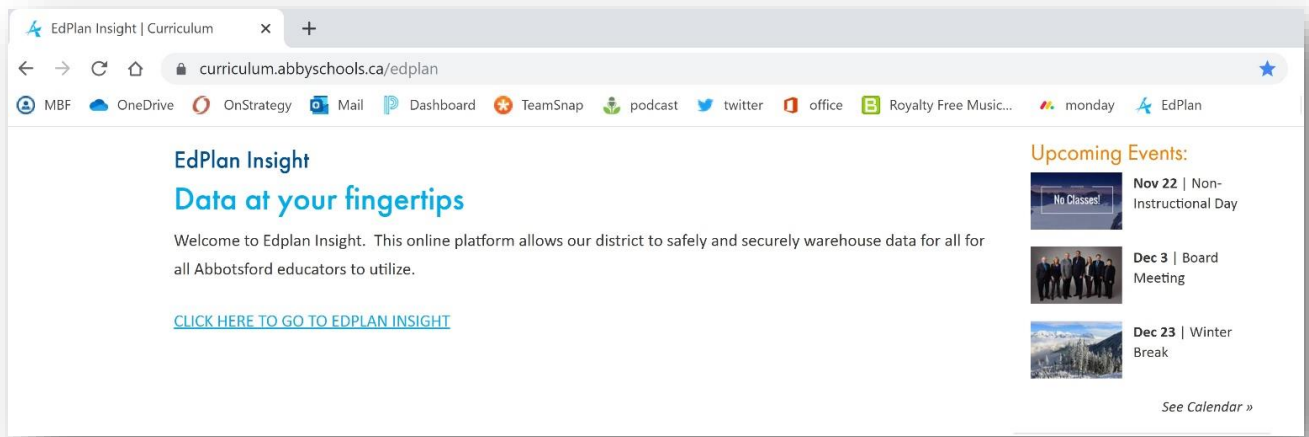
The following user guide provides step-by-step instructions for teachers on how to enter PM Benchmark Data into Edplan Insight. All grades one, two, and three teachers will submit their student's data into the system in June. This system will replace the need for teachers to enter data into MYED BC.

How to enter student's PM Benchmark Data:

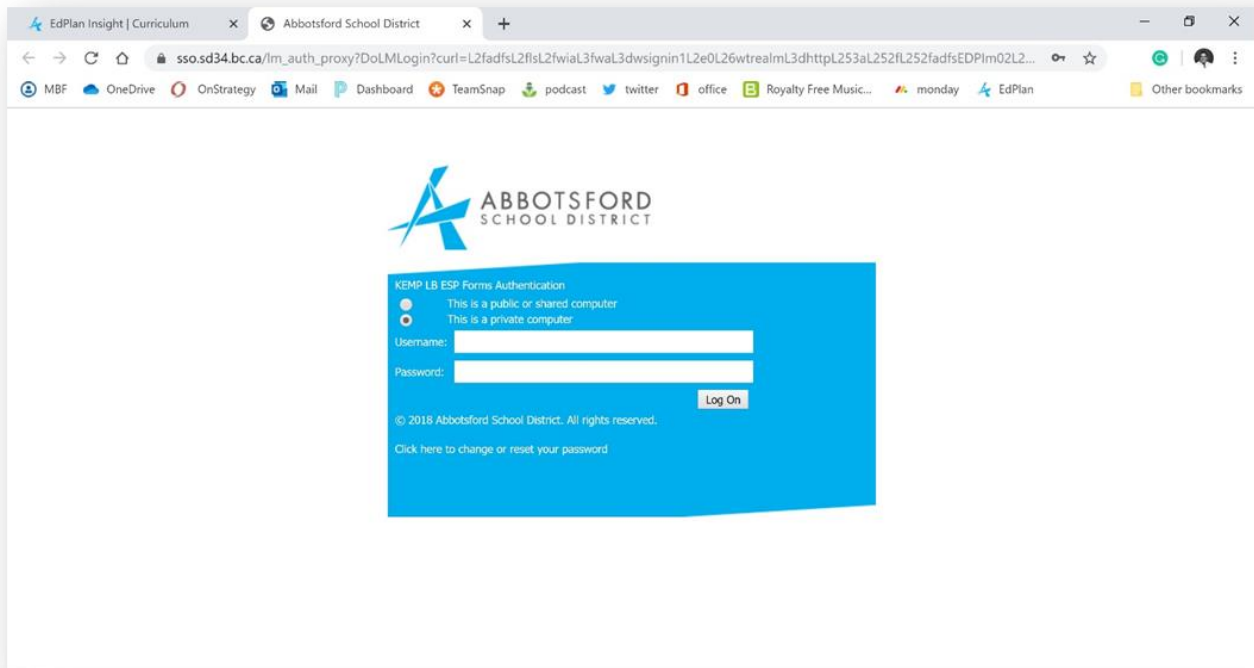
To sign in to Edplan Insight, visit the curriculum department website: curriculum.abbschools.ca using the Google Chrome web browser. Hover over the **Instruction and Assessment** tab to find Edplan Insight. Click on Edplan Insight.



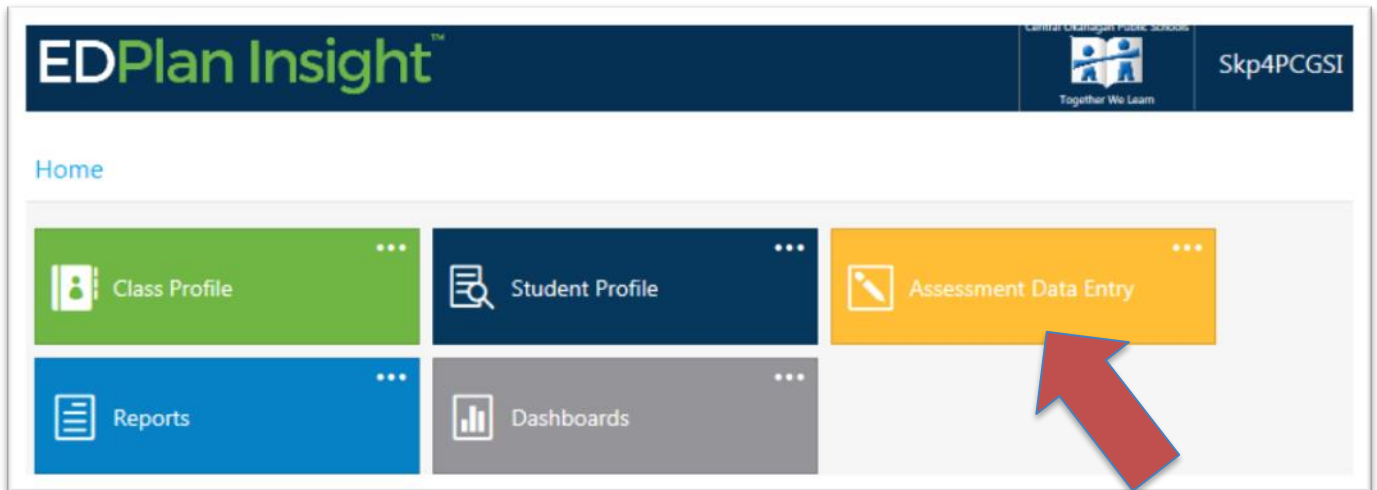
Click on the link “**CLICK HERE TO GO TO EDPLAN INSIGHT**”.



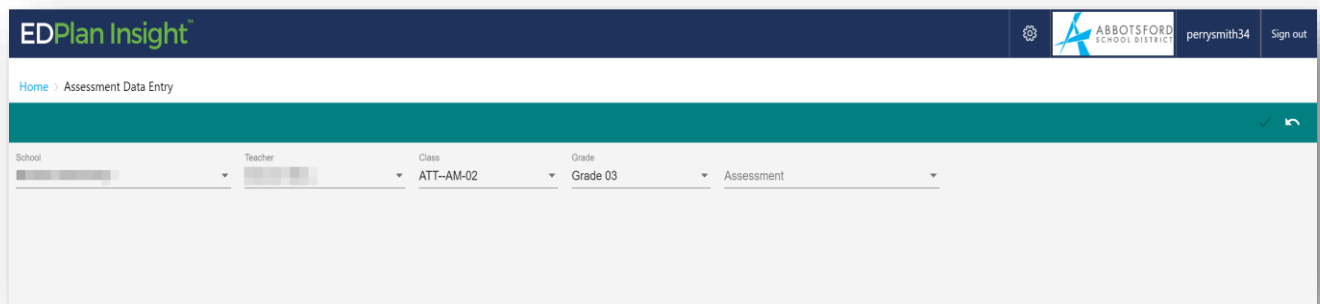
Use your district username and password to sign in to Edplan Insight (the username and password you use to sign in to your computer).



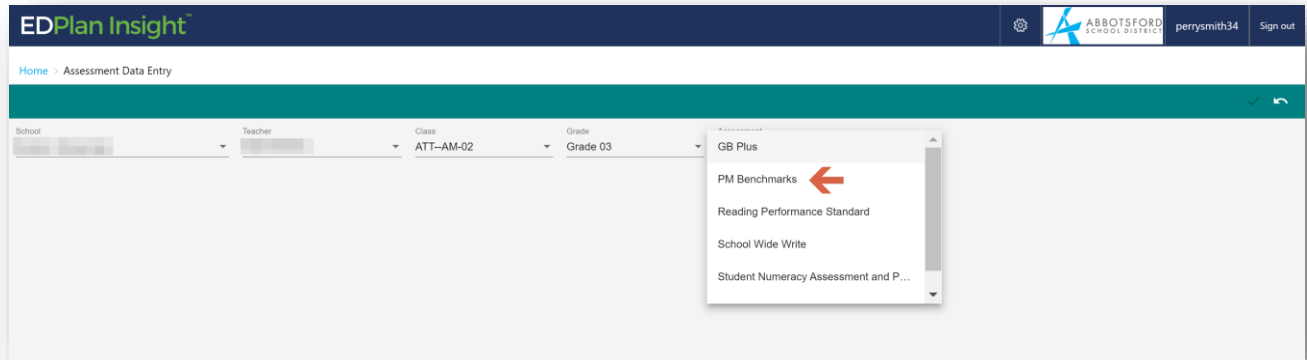
On the dashboard of Edplan Insight, click on the title named **Assessment Data Entry**.



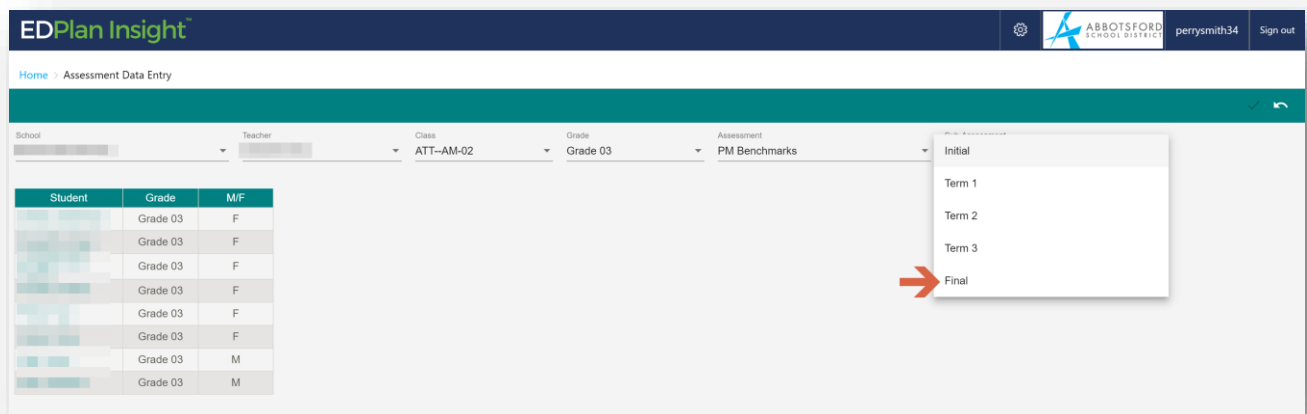
Classroom teachers will see their school name, first and last name, class and grade level displayed on the assessment data entry page. If it does not appear, you may need to choose a school and teacher name.



Click on the Assessment drop down and Click on PM Benchmarks.



Click on Sub-Assessment and click Final.



Enter each student's **Independent PM Level** (96-100% accuracy with proficient comprehension) in the first column of the chart. The PM level must be a number from 1-30. Once you click into the next cell, the previous cell will change colours:

- Red = Emerging
- Yellow = Developing
- Chartreuse = Proficient
- Dark Green = Extending

Student	Grade	M/F	PM Level 1-30	Accuracy 1-100	Comprehension 1-3	Fluency 1-3
	Grade 03	F				
	Grade 03	F				
	Grade 03	F				
	Grade 03	F				
	Grade 03	F				
	Grade 03	F				
	Grade 03	M				
	Grade 03	M				

Once you have completed entering your student's data, check to see that each data entry has changed colours. Click outside of the chart to ensure you have finished entering each number. Once the entry has changed colours, your data is saved in the system.

Student	Grade	M/F	PM Level 1-30	Accuracy 1-100	Comprehension 1-3	Fluency 1-3
	Grade 03	F	14			
	Grade 03	F	23			
	Grade 03	F	6			
	Grade 03	F	29			
	Grade 03	F	25			
	Grade 03	F	25			
	Grade 03	M	24			
	Grade 03	M	10			

You have now entered the PM Benchmark (independent level) data entry required for district assessment purposes.

Many teachers, grade group teams and schools will also want to use the Accuracy, Comprehension and Fluency columns to further identify Instructional needs.

If you have any challenges with entering your student's data please contact the Curriculum Department.

How to use the Accuracy, Comprehension and Fluency columns for PM Benchmarks:

The student's **Independent PM level** (96-100% accuracy with proficient comprehension) is entered in the first column and will be automatically colour coded per the District Cross Leveling Guide.

Red = Emerging
Yellow = Developing
Chartreuse = Proficient
Dark Green = Extending

The second column, **Accuracy**, is the accuracy % of that reported independent level. It should be 96% or above.

Helpful hint: the accuracy percentage box should always be coloured green. The exception to this is if the accuracy level was below 96% when a student read a PM level 1. Enter the percentage attained at PM reading level 1 and the accuracy box will code as either yellow or red.

The third and fourth columns represent the instructional need of the student's **Comprehension** and **Fluency** as the student moves to the next PM level. Use the following codes to represent level of need: 1 (red) greatest, 2 (yellow) less urgent, 3 (green) not as urgent.

Let's consider the examples below:

Student 1 is reading at PM level 1 with 95% accuracy. PM level 1 is considered Emerging in November of Gr.1 thus column one is coloured red. The accuracy level, column two, is not at the independent level (needs to be 96% and above) and the teacher was not able to test any lower, so she recorded 95 in column two. The accuracy column coloured yellow as a result.

For column three and four the teacher asked herself, "considering what I learned doing the assessment at PM 1, how will I proceed instructionally for this student? What is the level of urgency/need in the area of Comprehension and Fluency?" She codes both as "1" greatest level of urgency, and they colour red as a result.

Student 2 is reading at PM level 16 with 96% accuracy. The teacher records these two data points in columns one and two. Level 16 is considered Extending in November of Gr. 1 therefor the column colours dark green. 96% is the independent level so this colours green. To move forward to the next PM level (ie. PM 17) the teacher sees a greater level of urgency to focus on Fluency so codes this with a 2 (it colours yellow) and codes Comprehension with a 3 (it colours green.)

Student 3 is somewhat similar to student 1 in that they are reading at PM 1, however this student has attained an independent level of 96%, thus Accuracy has coloured green. While reading with the student, the teacher identified comprehension as a barrier to the student independently reading the next PM level so coded comprehension a 1.

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Student	Grade	M/F	PM Level 1-30	Accuracy 1-100	Comprehension 1-3	Fluency 1-3
[Redacted]	Grade 01	F	1	95	1	1
[Redacted]	Grade 01	M	16	96	3	2
[Redacted]	Grade 01	M	1	96	1	2
[Redacted]	Grade 01	F	3	96	3	2
[Redacted]	Grade 01	M	3	96	2	1