

Online Tutorial: Identifying English Learners

Step 1: From the start page, enter the following into the search box and hit return:

CA_ELAStatus=EL

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F All Current Selection (84)



Step 2: In the drop-down menu at the bottom of the screen, select “Quick Export.”

Step 3: Enter the following fields into the text box:

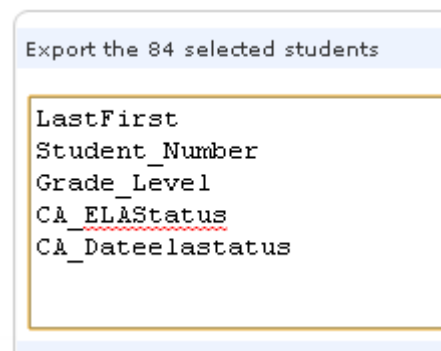
LastFirst

Student_Number

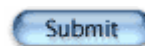
Grade_Level

CA_ELAStatus

CA_Dateelastatus

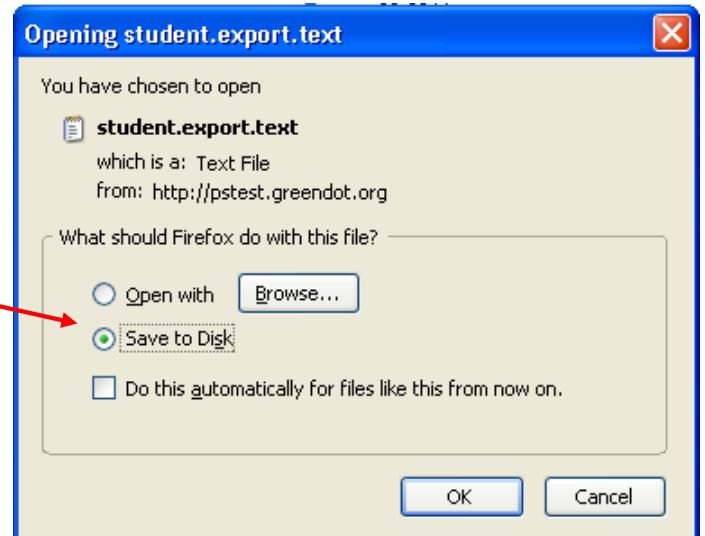


Step 4: Click the “Submit” button.

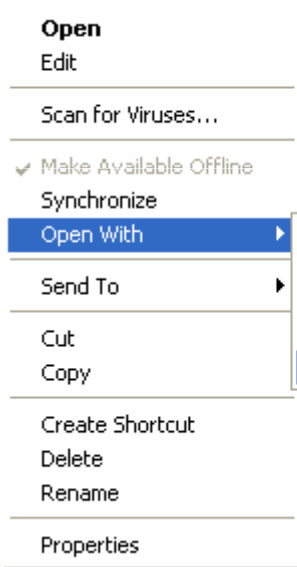


Step 5: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

Choose “Save to Disk” and save the file to your desktop.

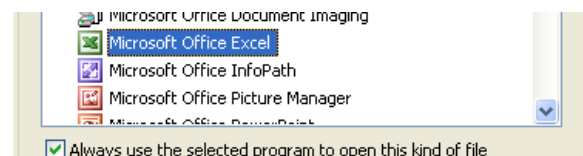


Step 6: Find the file on your desktop, and right-click on it.



Step 7: Click on “Open With” and then “Choose Program.”

Step 8: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 9: In the Excel spreadsheet, bold your column titles in row 1 and sort your data as needed.