

AIP in MyEdBC

- 1. Creating an AIP**
- 2. Copying an AIP to other Students**

Steps: To Create One AIP

- School view or staff view
- select one student
- Document left side
- Ed Plans
- Dictionary icon-choose Annual Instructional Plan
- Options + Add
- Fill out AIP-use magnifier to find Developer & Case Manager (SAVE) (use draft in the spring)
- To Print- (Reports-Annual Instructional Plan-Print) (Must be Active)
- To add information at a later date: Review Dates

Where to be in MyEd

School or Staff View

All Active Student Filter

Adams Road Elem 2020-2021

School view Select school

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List

Options Reports Help Search on Name

1:Aaroe, Sunhwa 0 of 650 selected

All Active Students

<input type="checkbox"/>	UsualLast	UsualFirst	Gender	Pupil #	Alerts	Photo	QuickStatus	Grade	YOG	EnrStatus	Homeroom	HR Teacher	Designation	HomePhone	DOB	F
<input type="checkbox"/>	Aaroe	Sunhwa	F	1048728		View		06	2027	Active	07	Stanick, S		604-280-4422	11/23/2009	1
<input type="checkbox"/>	Abbassi	Yungching	F	1189164		View		06	2027	Active	04	Palmerwestman, T		604-876-0431	6/16/2009	1
<input type="checkbox"/>	Abdulmaseeh	Sarabjeet	F	2318973		View		01	2032	Active	21	Syliboy, H		604-182-2061	11/16/2014	1
<input type="checkbox"/>	Abedeen	Rosemina	M	2130398		View		01	2032	Active	23	Handlen, J		604-793-2294	11/6/2014	1
<input type="checkbox"/>	Abrefah	Nanook	M	2235061		View		02	2031	Active	17	Dolsen, S		778-102-9339	6/8/2013	1
<input type="checkbox"/>	Abulhassani	Marcel	F	2323371		View		01	2032	Active	RSB53	Bouchehine, A		778-004-9330	12/23/2014	1
<input type="checkbox"/>	Adamsmckinley	Consuel	M	1487484		View		06	2027	Active	06	Vargasfrancobueno, S		778-379-8349	10/23/2009	1
<input type="checkbox"/>	Adiele	Leighann	F	1543064		View		05	2028	Active	09	Ghaleghovand, D		604-985-0756	10/4/2010	1
<input type="checkbox"/>	Afrazi	Niloufar	F	1470307		View		06	2027	Active	04	Palmerwestman, T		604-732-9848	7/20/2009	1
<input type="checkbox"/>	Agno	Zhanxing	F	1443761		View		03	2030	Active	13	Goodhand, T		604-862-4339	7/19/2012	1
<input type="checkbox"/>	Agrebi	Miriamarillecharlottebarbara	M	1372308		View		04	2029	Active	08	Santusova, Y		778-226-0017	8/13/2011	1
<input type="checkbox"/>	Aldabainah	Alemayehu	M	2449942		View		KF	2033	Active	26	Bombon, H		778-479-0362	9/16/2015	1

Pages School Student Staff Attendance Conduct Grade

Student List

Details Options Reports Help Search on Name

Contacts

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Membership

Transactions

Documents

<input type="checkbox"/>	UsualLast	UsualFirst	Gender	Pupil #	Alerts	PI
<input checked="" type="checkbox"/>	Appelt	Yusumvictor	M	2216377		Vi
<input type="checkbox"/>	April	Khalik	M	1325070		Vi

Click on the check box of one student and then Documents



- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- Membership
- Transactions

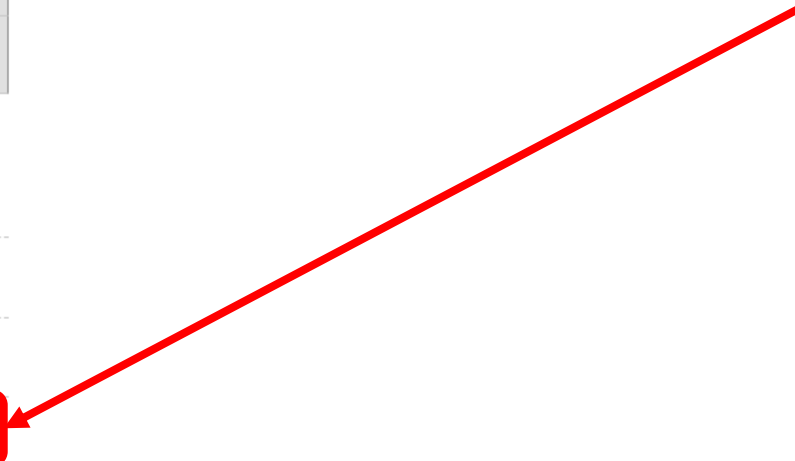
- Documents
- Journal
- Documents
- Plans
- Ed. Plans**
- Details
- Meetings

Options ▾ Reports ▾ Help ▾ Search on EffectiveDate 🔍 a-z

0 of 0 selected All Records

Extended Dictionary > Name	Status	EffectiveDate	ReviewDate	LastMeeting	DistrictSigned	ParentSigned
No matching records						

Click on Ed. Plans





- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- Membership
- Transactions
- Documents
- Journal**
- Documents
- Plans
- Ed. Plans**
 - Details
 - Meetings

Click on the Dictionary icon

Search on EffectiveDate



- ✓ All
- Annual Instructional Plan
- Student Learning Plan
- Student Behaviour

And then Annual Instructional Plan

Status EffectiveDate ReviewDate LastMeeting

No matching records



- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- Membership
- Transactions

Options ▾ Reports ▾ Help ▾ Search on Effective Date 🔍 [Filter Icon] [Grid Icon] a-z [Bar Chart Icon] [Print Icon] [Open Book Icon]

0 of 0 selected 🍷

All Records - Annual Instructional Plan

Extended Dictionary > Name	Status	School Year	Language Overall Level	Listening & Speaking Level	Reading Level	Writing
No matching records						

You should see
All Records – Annual Instructional Plan

Documents



Journal

Documents


Plans

Ed. Plans
Details

Pages School Student Staff Attendance Conduct Grades A

Student List :: 01 - Appelt, Yusumvictor  

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics
Schedule

Options ▾ Reports ▾ Help ▾ Search on Effective Date 

0 of 0 selected

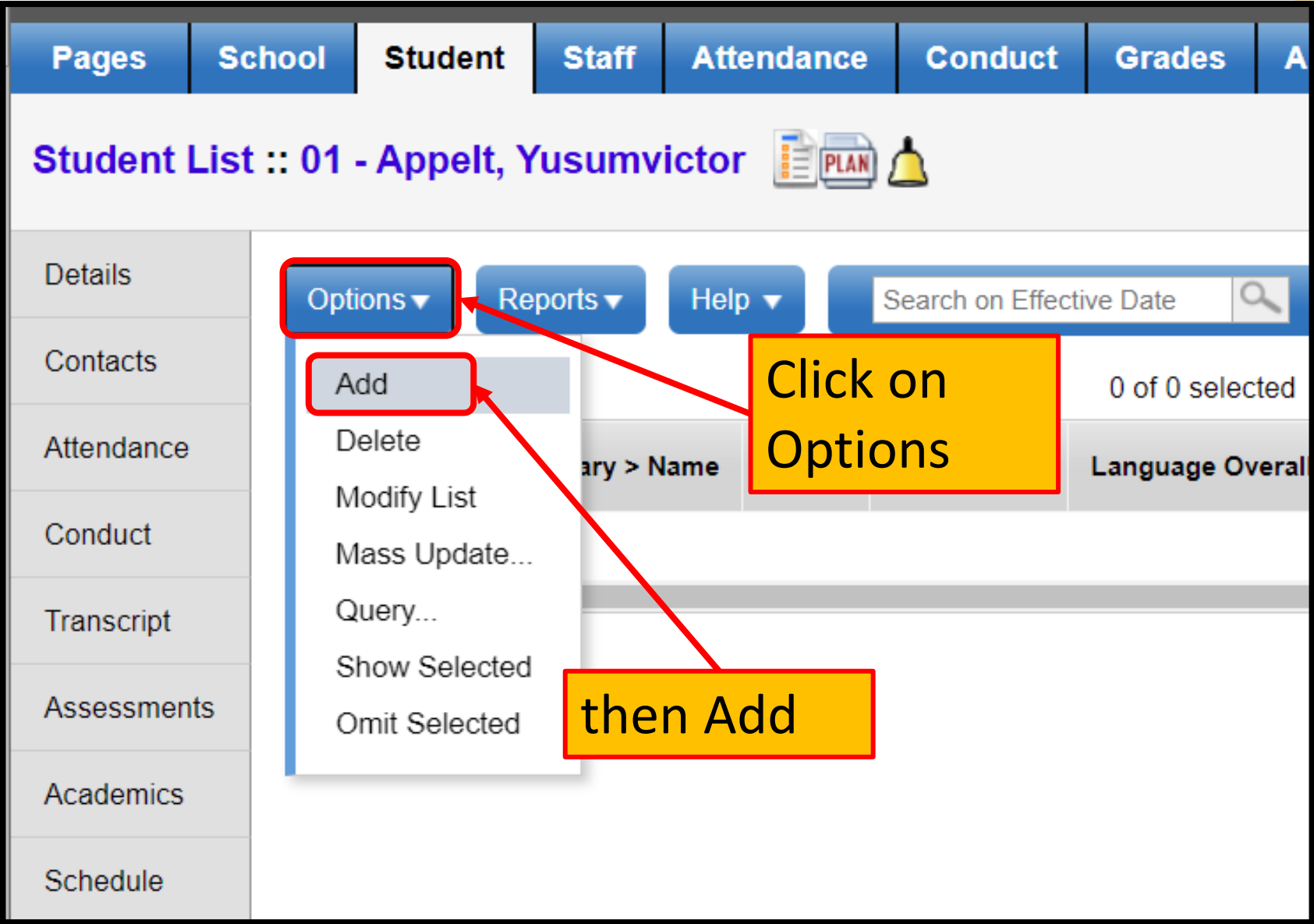
Language Overall

ary > Name

- Add
- Delete
- Modify List
- Mass Update...
- Query...
- Show Selected
- Omit Selected



Click on Options

then Add



Fill out the 4 tabs: Student Details, Goals, Nature of Support and Strategies

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 01 - Appelt, Yusumvictor :: New Annual Instructional Plan  

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics
Schedule
Membership
Transactions

Options Reports Help

Save Cancel

Annual Instructional Plan

Student Details Language Assessment Information Language and Literacy Goals Nature of Support Language Development Support Strategies

Type * ELL
Status * Draft
AIP Developer *
Case Manager *
Language Overall Level

School Year * 2020-2021
AIP Developed On * 5/12/2021
Effective Date
End Date

Review Date 1
Review Date 2
Review Date 3
Review Date 4

Years of ELL Listening & Speaking Level Reading Level Writing Level

Journal
Documents
Plans
Ed. Plans
Details

Font Size Format A A B I U x₂ x² I_x

This is what the AIP module should look like

Tab 2: Language and Literacy Goals

Save Cancel Annual Instructional Plan

Student Details Language Assessment Information **Language and Literacy Goals** Nature of Support Language Development Support Strategies

Language and Literacy Goals

Listening & Speaking Level: Beginning Reading Level: Beginning Writing Level: Developing

Listening and Speaking

Sequence No	Listening & Speaking Goals
<input type="checkbox"/> 0	Understand and express simple ideas and some common vocabulary on familiar topics such as school, self, and home
<input type="checkbox"/> 1	Understand and express some social expressions; ask and answer simple open-ended questions on familiar topics
<input type="checkbox"/> 2	Understand and express simple grammar and simple sentences
<input type="checkbox"/> 3	Participate in some classroom interactions and discussions
<input type="checkbox"/> 4	Understand everyday conversations; ask and answer open ended questions on a variety of familiar and subject-specific topics

Add Delete

Reading

Sequence No	Reading Goals
<input type="checkbox"/> 0	Read word-by-word with some phrasing
<input type="checkbox"/> 1	Develop phonological and phonemic awareness; recognize symbol/sound relationships
<input type="checkbox"/> 2	Demonstrate phonemic awareness (initial, final, medial sounds, segmenting, and blending) and phonics principles to decode; begin to read in meaningful phrases

Add Delete

Writing

Sequence No	Writing Goals
<input type="checkbox"/> 0	Express ideas in a simple text with few details

Add

Tab 2: To add Language and Literacy Goals

Sequence No *

Listening & Speaking Goals *

Select Category and Sub-Category

Category Show My Codes

Sub-Category

Search

Understand and express simple ideas and some common vocabulary on familiar topics such as school, self, and home
EN Secondary Beginning

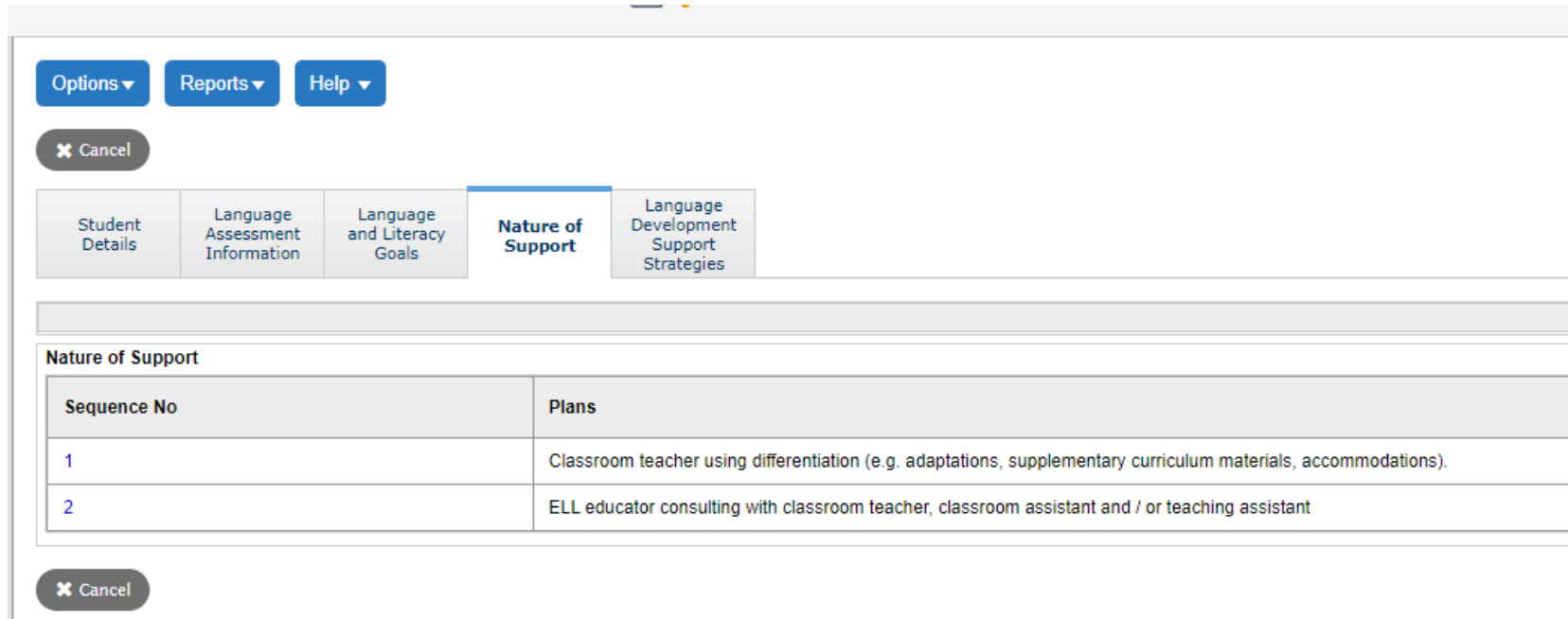
Understand and express some social expressions; ask and answer simple open-ended questions on familiar topics
EN Secondary Beginning

Understand and express simple grammar and simple sentences
EN Secondary Beginning

Participate in some classroom interactions and discussions

OK Cancel

Tab 4: Add Nature of Support



Options ▾ Reports ▾ Help ▾

✕ Cancel

Student Details Language Assessment Information Language and Literacy Goals **Nature of Support** Language Development Support Strategies

Nature of Support

Sequence No	Plans
1	Classroom teacher using differentiation (e.g. adaptations, supplementary curriculum materials, accommodations).
2	ELL educator consulting with classroom teacher, classroom assistant and / or teaching assistant

✕ Cancel

Tab 5: Add Instructional Strategies

Options ▾ Reports ▾ Help ▾

✕ Cancel

Student Details Language Assessment Information Language and Literacy Goals Nature of Support **Language Development Support Strategies**

Language Deve

Language Development Support Strategies

Sequence No	Strategies
1	Use multiple ways to develop listening comprehension (dictation, notetaking, sketching, etc.).
2	Teach early English literacy skills e.g. alphabet, concepts of print, letter-sound correspondence, phonemic awareness, phonics, cognates, etc. (as developmentally appropriate).
3	Provide multiple opportunities for authentic speaking tasks.
4	Show video clips with an adjusted rate of speech, subtitles, closed-captioning
5	Provide opportunities for students to create ideas in L1 or English with a partner prior to writing
6	Use L1 and/or dual language texts strategically
7	Provide scaffolds such as sentence frames, stems, word banks, etc. to support production
8	Show a model of completed assignments and projects as a guide
9	Shorten/alternative assignments

✕ Cancel



Copying the AIP

Steps: To Copy the AIP for the Current Year

- Can use with large numbers of similar levels
- Choose students who you want to copy from and to.
- Options-Show selected
- Options-Snapshots
- Select new-give name-save filter-use
- This will save until you delete. Only you can see this because it is Owner Type “User” unless you make the Owner Type “School”
- Select student (copying from)-documents-Ed plan
- Dictionary-Choose Annual Instructional Plan (All Record-Annual Instructional Plan)
- Select Annual Instructional Plan in blue for the student
- Options-Add-Copy Annual Instructional Plan from selected student
- Magnifier-choose snapshot-Ok
- Add dates (Must be active to copy)
- Preview-**checked** (this step allows you to make sure you are only including the students you want. An error can assign the entire school)
- Run
- **REDO (to copy to other students)**
- Options-copy Annual Instructional Plan from selected student
- Magnifier-snapshot-ok
- Add dates

Select the Students

(copying from and to)

Adams Road Elem 2020-2021 School view Select school Gagnon, Michel Log Off

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List

Options Reports Help Search on Name 0 of 650 selected All Active Students

	UsualLast	UsualFirst	Gender	Pupil #	Alerts	Photo	QuickStatus	Grade	YOG	EnrStatus	Homeroom	HR Teacher	Designation	HomePhone	DOB	F
<input type="checkbox"/>	Aaroe	Sunhwa	F	1048728		View		06	2027	Active	07	Stanick, S		604-280-4422	11/23/2009	1
<input type="checkbox"/>	Abbassi	Yungching	F	1189164		View		06	2027	Active	04	Palmerwestman, T		604-876-0431	6/16/2009	1
<input type="checkbox"/>	Abdulmaseeh	Sarabjeet	F	2318973		View		01	2032	Active	21	Syliboy, H		604-182-2061	11/16/2014	1
<input type="checkbox"/>	Abedeen	Rosemina	M	2130398		View		01	2032	Active	23	Handlen, J		604-793-2294	11/6/2014	1
<input type="checkbox"/>	Abref									Active	17	Dolsen, S		778-102-9339	6/8/2013	1
<input type="checkbox"/>	Abulh									Active	RSB53	Bouchehine, A		778-004-9330	12/23/2014	1
<input type="checkbox"/>	Adamsmckinley	Consuel	M	1487484		View		06	2027	Active	06	Vargasfrancobueno, S		778-379-8349	10/23/2009	1
<input type="checkbox"/>	Adiele	Leighann	F	1543064		View		05	2028	Active	09	Ghaleghovand, D		604-985-0756	10/4/2010	1
<input type="checkbox"/>	Afrazi	Niloufar	F	1470307		View		06	2027	Active	04	Palmerwestman, T		604-732-9848	7/20/2009	1
<input type="checkbox"/>	Agno	Zhanxing	F	1443761		View		03	2030	Active	13	Goodhand, T		604-862-4339	7/19/2012	1
<input type="checkbox"/>	Agrebi	Miriamarillecharlottebarbara	M	1372308		View		04	2029	Active	08	Santusova, Y		778-226-0017	8/13/2011	1
<input type="checkbox"/>	Aldabainah	Alemayehu	M	2449942				KF	2033	Active	26	Bombon, H		778-479-0362	9/16/2015	1

Search and select the student (s)

Steps: To Copy the AIP

Pages School **Student** Staff Attendance Conduct Grades Assessment School

Student List

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 🗑️ 📄

<input type="checkbox"/>	UsualLast	UsualFirst	Alerts	Pupil #	DOB	Grade	Gender	Homeroom
<input type="checkbox"/>	[REDACTED]	Ghofran	ELL AIP	[REDACTED]	1/2/2007	09	F	2004
<input type="checkbox"/>	[REDACTED]	Sam		[REDACTED]	12/5/2008	09	F	2004

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics



Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Student List

Details

Options ▾

Reports ▾

Help ▾

Search on Name



a-z



Contacts

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Modify List

Mass Update...

Send Email...

Query...

Snapshots...

Show Selected

Omit Selected

Analytics

Assign Couriers

Assign Student Learning Group

Assign Student Programs

BC Create Parent User Accounts

Blended Marks to Transcript

Course Exams Synchronize Procedure

Associations...

Create Student User Accounts

Create User Accounts...

Delete At Risk Results

Click on Options Snapshots

< 1:AIP test May 2021 > 19 records

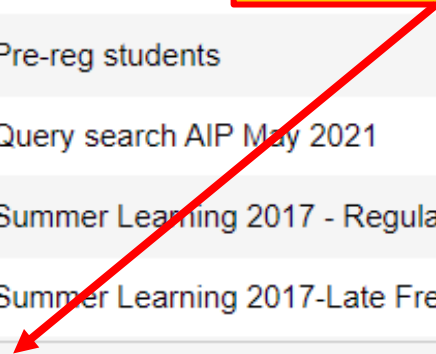
Search on Name

	Name	OwnerType
<input checked="" type="radio"/>	AIP test May 2021	User
<input type="radio"/>	Band 7	School
<input type="radio"/>	Bantam - Track and Field (Gr. 7)	School
<input type="radio"/>	Copy of Test AIP	User
<input type="radio"/>	Ecole Salish Seco	District
<input type="radio"/>	Peewees - Track 017	School
<input type="radio"/>	Pre-reg students	School
<input type="radio"/>	Query search AIP May 2021	User
<input type="radio"/>	Summer Learning 2017 - Regular Program	School
<input type="radio"/>	Summer Learning 2017-Late French Immersion Program	School

+ New Copy Delete

Use X Cancel

Click on
+ New



Name

Owner

Save as filter

Move to top of my list

Records to Include

Current List

Snapshot Comb

1-Add a name

2- Save as a filter for quick access

3- Save

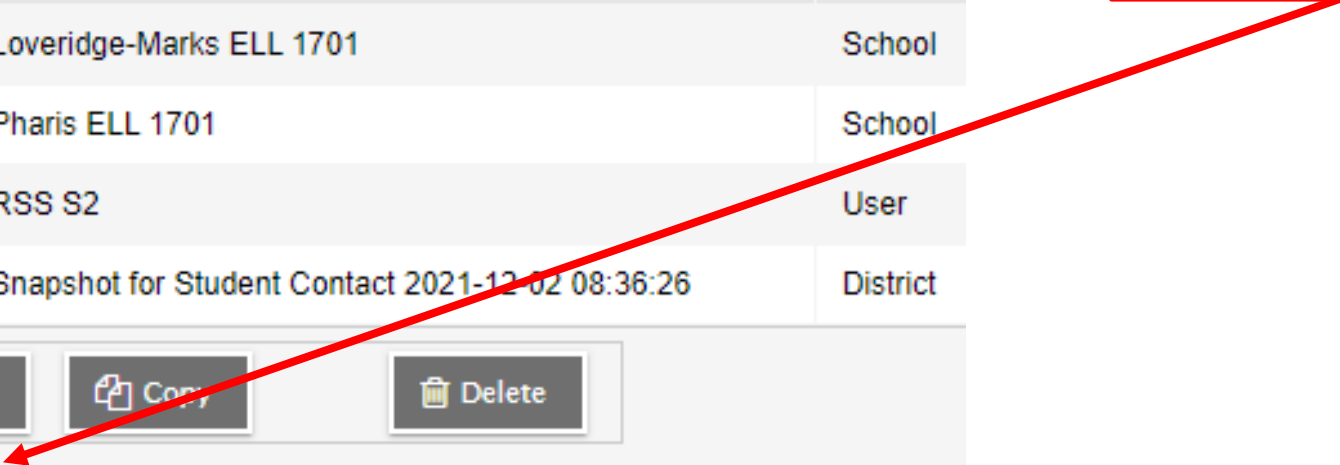
Tip: Put the year in the name for easy deletion later

< 2:Grads 2022 ELL 1701 > 37 records

Search on Name

	Name	OwnerType
<input type="radio"/>	Grads 2022 ELL 1701	User
<input type="radio"/>	Grads 2022 International	User
<input type="radio"/>	Graduating Internationals 2021-22	User
<input type="radio"/>	INT'L S2	School
<input type="radio"/>	JV FOOTBALL	School
<input checked="" type="radio"/>	Level 1	User
<input type="radio"/>	Loveridge-Marks ELL 1701	School
<input type="radio"/>	Pharis ELL 1701	School
<input type="radio"/>	RSS S2	User
<input type="radio"/>	Snapshot for Student Contact 2021-12-02 08:36:26	District

Click on
Use



Student List

Details

Options ▾ Reports ▾ Help ▾

Contacts

Attendance

Conduct

<input type="checkbox"/>	UsualLast	UsualFirst	Alerts
<input checked="" type="checkbox"/>	[REDACTED]	Ghofran	
<input type="checkbox"/>	[REDACTED]	Sam	

Transcript

Assessments

Academics

Schedule

Membership

Transactions

Documents

Click on the check box of the student who you are copying from and then Documents



- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- Membership
- Transactions

Options ▾ Reports ▾ Help ▾ Search on EffectiveDate 🔍 [Filter] [Grid] a-z [Bar Chart] [Print] [Book]

0 of 0 selected All Records

Extended Dictionary > Name	Status	EffectiveDate	ReviewDate	LastMeeting	DistrictSigned	ParentSigned
No matching records						

Click on Ed. Plans

Ed. Plans
Details
Meetings

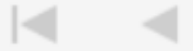
0 of 1 selected 📄

	Extended Dictionary > Name	Status	School Year	Language Overall Level	Listening & Speaking Level	Staff > Name	Reading Level	Writing Level	Effective Date	End Date
<input type="checkbox"/>	Annual Instructional Plan	Active	2021-2022	Beginning	Beginning	Pharis, Katryne	Beginning	Developing	1/10/2022	6/30/2022

All Records - Annual Instructional Plan

Select and open the Annual Instructional Plan

All Records



- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule

Options ▾ Reports ▾ Help ▾

- Add
- Delete
- Copy...

Copy Annual Instructional Plan From Selected Student

When the AIP is finished.
Click on Options and then
Copy Annual Instructional
Plan From Selected Student

Type * ▾
Status *
AIP Developer *
Case Manager *

🔍
 📅
 📅
 📅
Review Date 1
Review Date 2
Review Date 3
Review Date 4

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to *

Values for new plans

School year

2020-2021

Status

Active

Effective date *

End date *

Preview only

Click on the magnifier to choose the previously created snapshot

 Run

 Cancel

< 1:AIP test May... |User > 20 records

Search on Name

	Name	OwnerType
<input type="radio"/>	AIP test May 2021	User
<input type="radio"/>	Band 7	School
<input type="radio"/>	Bantam - Track and Field (Gr. 7)	
<input checked="" type="radio"/>	Beginner Class Level 1	
<input type="radio"/>	Copy of Test AIP 5	
<input type="radio"/>	Ecole Salish Secondary	
<input type="radio"/>	Peewees - Track and Field (Gr. 5, Gr. 6) 2017	
<input type="radio"/>	Pre-reg students	School
<input type="radio"/>	Query search AIP May 2021	User
<input type="radio"/>	Summer Learning 2017 - Regular Program	School

OK Cancel

Choose the
snapshot
and
Click on OK

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to * Beginner Class 🔍

Values for new plans

School year 2020-2021 🔍

Status ▾

Effective date *

End date *

Preview only

Make sure the status is on active and add the effective and end dates

This allows you to preview to your selection of students and make changes, if necessary

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to *

Values for new plans

School year

Status

Effective date *

End date *

Preview only

Beginner Class 🔍

2020-2021 🔍

Active ▾

5/12/2021 09/29/23 📅

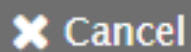
5/12/2021 09/27/24 📅



Click on
Run



Run



Cancel

A Messages Window will appear

Messages

=====

PREVIEW MODE

Number of students selected for AIP creation : 2

Number of AIP to be created :1


Number of AIP to be skipped :1

Following is the list of students skipped :

Student Name : Appelt, Yusumvictor, Pupil:2216377 , Reason :

Student already has Active AIP Plan

Check why
students
were
skipped



Redo the process to actually copy it to other students

Student List :: 01 - Appelt, Y

Options ▾ Reports ▾ Help ▾

- Add
- Delete
- Copy...

Copy Annual Instructional Plan From Selected Student

Type * ELL ▾
Status * Active
AIP Developer * Gagnon, M
Case Manager * Gagnon, Michel
End Date

Review Date 1
Review Date 2
Review Date 3
Review Date 4

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics
Schedule

Click on Options and then Copy Annual Instructional Plan From Selected Student

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to *

Values for new plans

School year

Status

Effective date *

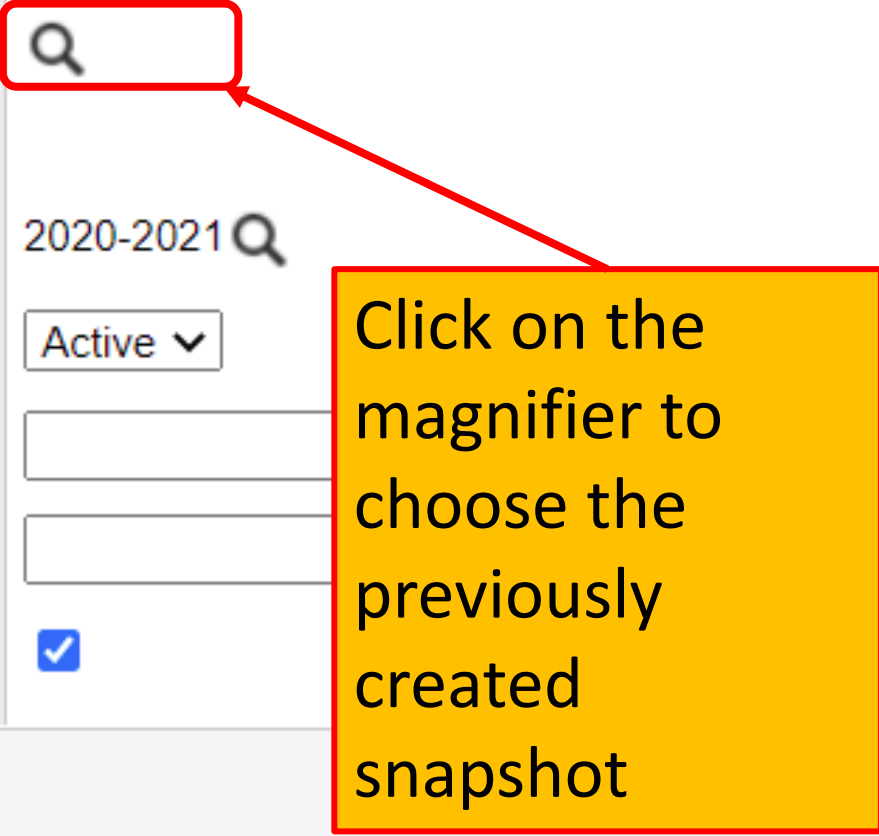
End date *

Preview only

2020-2021

Active

Run Cancel



Click on the magnifier to choose the previously created snapshot

< 1:AIP test May... |User > 20 records

Search on Name

	Name	OwnerType
<input type="radio"/>	AIP test May 2021	User
<input type="radio"/>	Band 7	School
<input type="radio"/>	Bantam - Track and Field (Gr. 7)	
<input checked="" type="radio"/>	Beginner Class Level 1	
<input type="radio"/>	Copy of Test AIP 5	
<input type="radio"/>	Ecole Salish Secondary	District
<input type="radio"/>	Peewees - Track and Field (Gr. 5, Gr. 6) 2017	School
<input type="radio"/>	Pre-reg students	School
<input type="radio"/>	Query search AIP May 2021	User
<input type="radio"/>	Summer Learning 2017 - Regular Program	School

OK Cancel

Choose the
snapshot
Click on OK

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to *

Beginner Class 🔍

Values for new plans

2020-2021 🔍

School year

Status

Active ▼

Effective date *

5/12/2021 📅

End date *

5/13/2021 📅

Preview only

Make sure the status is right and add the effective and end dates

Make sure the Preview only mode is unchecked

▶ Run

✕ Cancel

Copy Annual Instructional Plan From Selected Student

Snapshot of students to copy to *

Values for new plans

School year

2020-2021

Status

Active

Effective date *

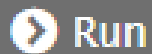
5/12/2021 09/29/23

End date *

5/12/2021 09/27/24

Preview only

Click on
Run



Run

Cancel

The same Messages Window will appear

```
Messages
```

```
=====
```

```
Number of students selected for AIP creation : 2
```

```
Number of AIP created :1
```

```
Number of AIP skipped :1
```

```
Following is the list of students skipped :
```

```
Student Name : Appelt, Yusumvictor, Pupil:2216377 , Reason :
```










```
Student already has Active AIP Plan
```

The AIP was copied to another Student's AIP

All students in the snapshot should have a copied AIP

Options ▾ Reports ▾ Help ▾ Search on Name

< 1: [Redacted], Muntaser ▾ >

<input type="checkbox"/>	UsualLast	UsualFirst	Alerts	Pup
<input type="checkbox"/>	[Redacted]	Muntaser	 	260
<input type="checkbox"/>	[Redacted]	Ghofran	 	240
<input type="checkbox"/>	[Redacted]	Hakem	  	230
<input type="checkbox"/>	[Redacted]	Khaled	 	215

You can now go into each AIP and adjust and personalize