
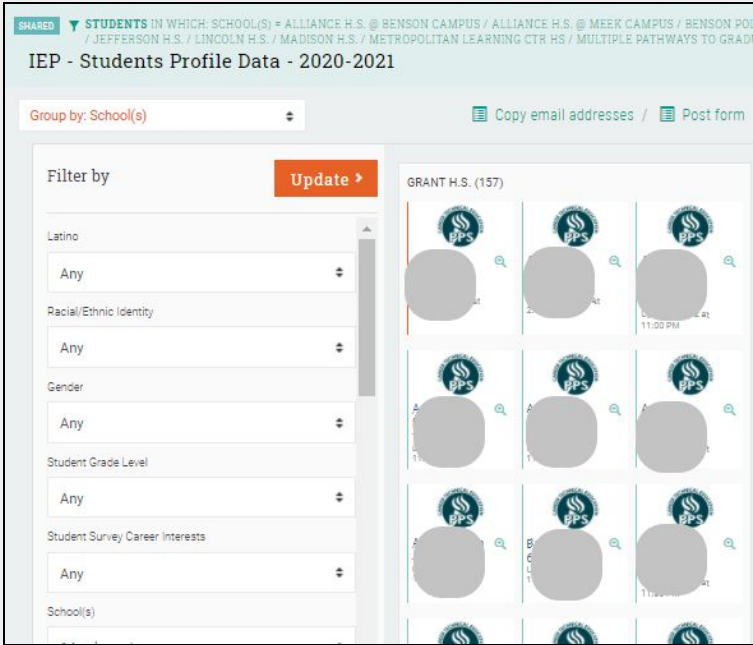


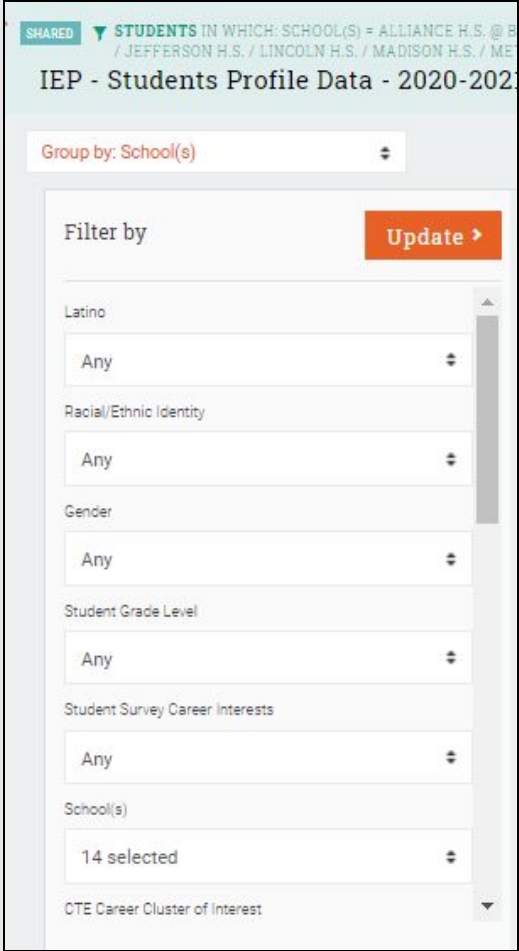
# Quick Reference Guide

## IEP Data & Ad Hoc Sorting

In Partner Connect we've recently added an English Language Learner(ELL) designation to the student profile. By utilizing information in Synergy we have now included this designation as part of our nightly data sync. To access this information we've created a Tracker and enabled browse in tracker function that will enable you to further sort the data. This guide will walk you through the steps to access and sort ELL data.

Accessing and Sorting ELL Data	
<p><b>Step 1</b></p> <p>From your Partner Connect dashboard screen navigate to the IEP - Student Profile Data - 2020-2021 Shared Tracker.</p> <p>Click on that to expand and see those student profiles who have been identified as having an IEP.</p>	
<p><b>Step 2</b></p> <p>Once expanded the tracker will reveal those students who are identified as IEP at your school. Again this information is populated from Synergy and may periodically change. Also note the Filter by tool on the left side of the tracker. You can use this information to further sort the students. We will touch on this in in the next step.</p>	

FOR ASSISTANCE CONTACT or [careerpath@pps.net](mailto:careerpath@pps.net)

<p><b>Step 3</b></p> <p>On the Shared Tracker the Filter by tool will enable you to use the Tag's pull down menu options to select more specific student profile criteria i.e., Race/Ethnicity, Gender, Grade Level.</p> <p>Once selected you can click on the Update Button to refresh your student list based on the criteria you selected.</p>	
<p><b>Step 4</b></p> <p>From the results you can select an individual student profile and navigate to the Profile tab and view the demographic information including the ELL status that has been imported from Synergy</p>	