

Ellevation Implementation & Rollout Plan

One-Stop-Shop for Mt. Diablo USD's EL Program



Implementation Plan Summary

This document details the implementation process and responsibilities for the implementation of Ellevation for Mt. Diablo Unified School District. From working with 1,000+ districts, including 270+ in California alone, the following approach will support your EL team through effective implementation in pursuit of streamlined program management, targeted instruction, and ultimately enhanced outcomes for ELs.

Training Plan Summary (Page 7 - End)

Effective professional learning that results in changes in teacher practice and improvements in student learning outcomes is collaborative, job-embedded, and sustained over time. For that reason, Ellevation is committed to thoughtful and strategic long-term planning that leverages the vision and priorities of our partners to ensure high-quality training and development for admins, specialists, and teachers. Ellevation provides blended and differentiated training that puts administrators, teachers, specialists, and/or coaches at the center of their learning. At Ellevation, we believe thoughtful planning, sustained learning, consistent implementation, and evaluating success are key to effective implementation.

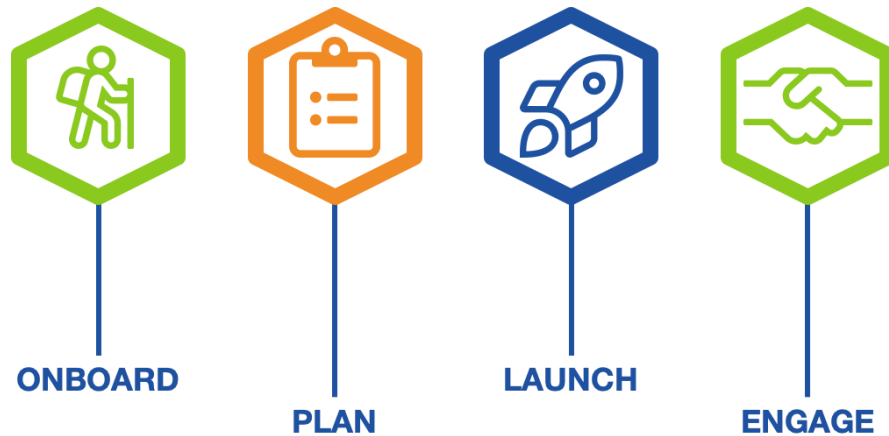
Implementation Process Outline

The purpose of this section is to outline the process, approach, and timeline for each phase and step of the

implementation that results in the launch of Ellevation in the District. This document also provides a high-level overview of the persons responsible for each of the key deliverables for the project. The implementation process for each District consists of a project that has a beginning and an end with the expectation that the project will implement core data and functionality for the Ellevation solution.

Successful implementation of new software requires proven management and methodology. Ellevation provides a comprehensive package of services delivered by an experienced team of education experts designed to ensure the Ellevation platform meets the District's unique needs and expectations.

Ellevation's Partner Success (PS) Team utilizes a four-phase implementation process with clearly defined steps, deliverables, and timeframes to deploy Ellevation.



Ellevation Project Roles

Account Manager - You will also have a dedicated Account Manager (AM) who works with the district as the main point of contact. The AM shares new products and services to help districts reach their goals. Your Account Manager will ensure that you can effectively and efficiently realize the full value of the Ellevation, as well as successfully renew when the time comes.

Partner Success Manager - You will have a dedicated Partner Success Manager (PSM) who will support a partner for their entire time with Ellevation. Your PSM will support Ellevation's success at the district, from implementation to ongoing support.

Data Integration Specialist - You will have a dedicated Data Integration Specialist (DIS) who is responsible for the technical integration components of the product. Your DIS will work closely with PSMs to ensure that data configurations are accurate and seamless.

Training Solutions Manager - You will have a Training Solution Manager (TSM) who provides online or in-person professional development. TSMs will focus on designing and delivering effective training sessions that meet your district's specific user learning goals.

***For a single document summary of our implementation process, [click here](#).**

Onboard Phase (Dec - Jan) - Due to the Holiday this is subject to change

During the Onboard Phase of the project, the Customer has an opportunity to review the project plan, confirm their implementation goals and priorities, and import data from Aeries.

Item	Description	Persons Responsible
Kick-Off Call	Conduct an initial meeting and determine goals, priorities, and sync on expected timelines	Ellevation, EL Team, IT Team
Submit Aeries API	The district provides data for demographics, staff, schedule, course grades, and assessment data	IT Leads
Import and Validate Data	Ellevation's Data Integration Team loads data provided into the platform.	Ellevation, EL Leads, IT Leads
Data QA	Conduct Data QA to confirm that the District database has all the needed student data imported including assessment data and student information.	Ellevation, EL Leads, IT Leads

Plan Phase (Jan-Feb)

During the Plan Phase, your Partner Success Manager will provide consultation and guidance to ensure your configurations are in line with district programs and will support desired instructional outcomes.

Items	Description	Persons Responsible
Ellevation Discovery	Discovery conversations will focus on understanding the current EL program, data needs, and district training practices.	Ellevation & EL Leads
Configuration	EL Team and Ellevation complete foundational configurations in the Ellevation Platform and Ellevation provides guidance around data and workflows	Ellevation & EL Leads
Configuration Validation	The district conducts configuration validation.	Ellevation & EL Leads
Rollout Plan	Ellevation supports Mt. Diablo USD in the creation and deployment of the rollout plan.	Ellevation & EL Leads
Build Admin Confidence	Provide opportunities for the EL Team to learn how the Ellevation platform works to enable long-term success and achieve expected outcomes.	Ellevation & EL Leads

Launch Phase (February–June)

For Detailed Information on Training, Jump to Page 7

A critical component of the Ellevation deployment is to provide product education to new users to help them become competent and effective users of the Ellevation solution. This involves both District-designed processes and procedures as well as Ellevation-directed implementation planning and product training. During the Launch Phase, the District will have the opportunity to celebrate the culmination of their work to implement Ellevation and deploy the platform to users in their District.

Items	Description	Persons Responsible
Training Planning Calls	District attends the training planning call to confirm content and ensure logistics are in order for the initial training launch.	Ellevation & EL Leads
Deliver Trainings	Schedule and delivers initial Ellevation training.	Ellevation, EL Leads, & Mt. Diablo USD Attendees
Post-Training Reflections	The district attends a post-training reflection to debrief on the training review feedback.	Ellevation & EL Leads

Engage Phase (Ongoing)

Once the project has successfully launched, Ellevation will support the district through consultation, monitoring, and proactive support to leverage all aspects of the product. This ongoing partnership continues for the duration of your journey with Ellevation.

Items	Description	Person Responsible
Engagement Meetings	Meet to discuss progress, create action plans, and support Mt. Diablo USD as needed	Ellevation & EL Leads
Usage and Reporting	Deliver consistent usage and reporting so the full value of Ellevation for Mt. Diablo USD is realized	Ellevation & EL Leads
New Feature Support	Ellevation will provide communication, webinars, and additional resources to ensure Mt. Diablo USD is able to quickly utilize new features as they are deployed	Ellevation
Strategic Account Planning	Mt. Diablo USD will have the opportunity to reflect and make a plan for the next year as it relates to optimizing systems and tools for enhanced EL outcomes	Ellevation & EL Leads

Data Access

Ellevation can provide a nightly automated export of all canonical data using the export wizard. Monitoring forms can be exported as PDFs.

Data Imports

Ellevation supports both automated and manual imports to aid districts with their integration process. The chart below illustrates which type of data is brought into Ellevation and via the appropriate venue.

Ellevation also supports both Clever and Classlink for SSO authentication but not for rostering. We will use the Aeries API for staff and schedule imports to support rostering for the District.

Automated	Manual via CSV/TXT File
Aeries API - Students, Staff, Schedules, ELPAC Initial & Summative, SBAC ELA & Math	Student Grades
Classlink SSO (not rostering)	District-Specific Benchmark Assessments
Third-Party Data Integrations - NWEA Map, STAR Renaissance, iReady, Achieve 3000	Other Standardized Tests (ex. TELL, Lexia, Imagine)

Helpful Data Docs:

1. [Aeries API Doc](#)
2. [District Benchmark File Specs Doc](#)
3. [Course Grades Doc](#)

Support

Ellevation offers solutions that ensure partners maximize Ellevation's use, including

- Partner Success Manager (PSM)- your dedicated PSM serves as the main point-of-contact from implementation to ongoing support
- Resource Center- easy-to-access digital library with a range of how-to articles, videos, and guidance for specific features to maximize usage
- A Product Support team- submit help tickets within the Ellevation app and we'll help solve any questions or challenges. Help tickets are monitored Monday-Friday 5:30 am - 5:00 pm PST and we provide a 2-hour response time (maybe up to 4 hours during peak season). Anyone can also always message support@ellevationeducation.com.
- Ellevation Webinars- designed to assist partners in the usage and application of Ellevation. We host live sessions that share specific product features and benefits in an interactive format. Recordings are always accessible in the Resource Center.
- Ongoing Training- personalized online & onsite training to build product mastery

Ellevation Training Plan

PD Plan for Mt. Diablo USD's EL Program

Elements for Success

- Dedicated, committed, and trained leadership at the district and campus level
- Dedicated, committed, and trained teachers of language
- Dedicated, committed, and trained EL Reps who believe in the importance of accurately identifying and supporting ELs
- Coordinated, systemic and intentional PD plan aligned to district goals

What does this look like?

District partners engage in professional learning that is blended and sustained over the course of a year. Ellevation recommends the following Professional Learning Pathway for **Mt. Diablo USD for '23-'24**.

District

- **Identify** the greatest areas of need to better support campus reps and teachers.
- **Plan** opportunities for learning and training (dates/times) that are documented in a Professional Learning Plan and communicated across campuses.
- **Train** key district leaders who support campuses with Ellevation.

Campus

- **Train EL Reps & Campus Admins** on Ellevation and how the Ellevation platform supports program needs (reclassification, progress monitoring, parental notification, data analysis) to ensure process fidelity and accountability.
- **Train EL Reps & Campus Admins** on Ellevation and how to train/support their colleagues to utilize Ellevation to enable better communication among district staff, site administrators, and classroom teachers to ensure that educators have concrete and actionable information about each EL they serve.

Classroom

- **Train Classroom Teachers** on the navigation of the Platform, their role in compliance (ex: completing digital RFEP monitoring forms).
- **Campus users facilitate/share learning** during PLCs, grade-level/dept. meetings (or another identified time period) on how to utilize Ellevation to support legal compliance workflows and most importantly enhanced EL outcomes.
- **Teachers engage in continued learning** through the use of the Ellevation Resource Center, Ellevation Academy, Ellevation webinars, collaborative conversations with peers, and ongoing interactions with the community.

Training Schedule

Based on the priorities, expectations, and measurements outlined above, the following recommended training can be allocated over the course of a year or more to support enablement.

Training	Content	Audience	Time	Format	Date(s)
Ellevation Platform	<u>Ellevation Platform: Essentials for CA Districts</u>	District Team EL Team	3 hours	Online Training	TBD
	<u>Ellevation Platform: Getting Started for EL Teams</u>	District Team & EL Site Reps	3 hours	Online Training	TBD
	<u>Ellevation Platform: Compliance Workflows for CA Districts</u>	District Team & EL Site Reps	3 hours	Online Training	TBD
	<u>Ellevation: Essentials for CA Districts</u>	Campus Leaders	3 hours	Online Training	TBD
	Training at your request	Your choice of audience	3 hours	Online Training	TBD
	<u>Ellevation Platform: Overview for Educators</u>	Teachers	1 hour (3 available)	Webinar	TBD

Notes

- *Training Date Requests are a first come, first served model. Please submit a secondary and tertiary backup date with all requests in the event your first training date is not available.*
- *A training planning conversation will be held with the Training Solutions Manager approximately 3-4 weeks before each training in which logistics, content, and audience details will be finalized.*
- *Additional training can be purchased by reaching out to your Partner Development Manager*

Training Descriptions

Training Course & Description	Time	Target Audience
<p>Ellevation Platform: Getting Started for CA Districts</p> <p>In this course, participants will develop the foundational skills and knowledge needed to utilize the Ellevation Platform to fulfill EL programmatic responsibilities and impact EL student instruction. Participants will walk away knowing how to use data in Ellevation to inform instructional support for their EL students and how to leverage tools to collaborate with colleagues at their campus.</p>	3 hours	Campus Admins and/or EL Leads
<p>Ellevation Platform: Compliance Workflows for CA Districts</p> <p>In this course, participants will learn how to manage EL compliance workflows that their district conducts using Ellevation Platform, including Reclassification, Progress Monitoring, and/or RFEP Monitoring. Participants will walk away prepared to manage the steps of the workflow(s) that their district uses Ellevation to complete.</p>	3 hours	Campus Admins and/or EL Leads
<p>Ellevation Platform: Overview for Educators</p> <p>In this course, teachers will learn how to leverage the components of the student profile in Ellevation to build a greater understanding of their EL students and how to better support them in their classrooms.</p>	1 hour	Teachers
<p>Ellevation Platform: Focusing on District Needs</p> <p>This learning experience is custom-built for your district from a menu of training topics and can include a focus on the Ellevation Platform, Ellevation Strategies, or both products. District partners will engage in a consultative planning session with a Training Solutions Manager in order to determine which Ellevation tools and applications participants will focus on during training. Each session will have a tailored learning outcome aligned to district needs.</p>	3 hours	Varies

Post Training Support

In addition to face-to-face training, Ellevation offers a variety of options that help educators to continue their learning and get the support needed to meet initial objectives, successfully use additional tools and features, and ultimately master the use of Ellevation.

- **Ellevation Help Center** is an easy and fast way to get your questions answered. All Ellevation users can submit a ticket to our Help Center. Our staff will respond within 2-hours during business hours.
- **Ellevation Resource Center** offers hundreds of How-To articles to help Ellevation users get the most out of Ellevation.
- **Ellevation Webinar & Working Sessions** hosted at convenient, regular intervals over the course of the year. Users engage in a live instructor-led environment with other districts. Example webinars include:
 - Building Better Data Dashboards
 - Supporting EL & RFEP Monitoring
- **On-Demand Ellevation Academy Learning Courses** which provide self-guided exploration and practice with Ellevation through a variety of micro-learning (5-7 minutes) and macro-learning (lengthier and include concepts and practice).
- **Ellevation Community** provides EL educators with opportunities for professional learning via podcasts, articles, social media, and more.