

# ESGI Teacher Guide for ELP 2.0

## Digital Early Learning Profile



Central Okanagan  
Public Schools  
Together We Learn

The following is a comprehensive overview guide for teachers on using the ESGI (Educational Software to Guide Instruction) application to digitally collect and view ELP assessment information for their students.

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### Accessing Your ESGI Account - First Login

To access your ESGI account for the first time, go to [app.ca.esgisoftware.com/login](http://app.ca.esgisoftware.com/login), and click "**Forgot Password**", enter your **sd23 email address**, and click "**Submit**".

Username

Password

[Forgot Password](#)

BACK LOGIN

Password Reset

Please enter your email address or username. We will email you a link to reset a password.

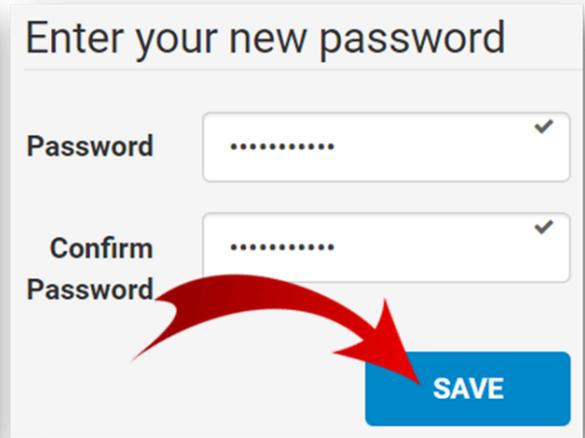
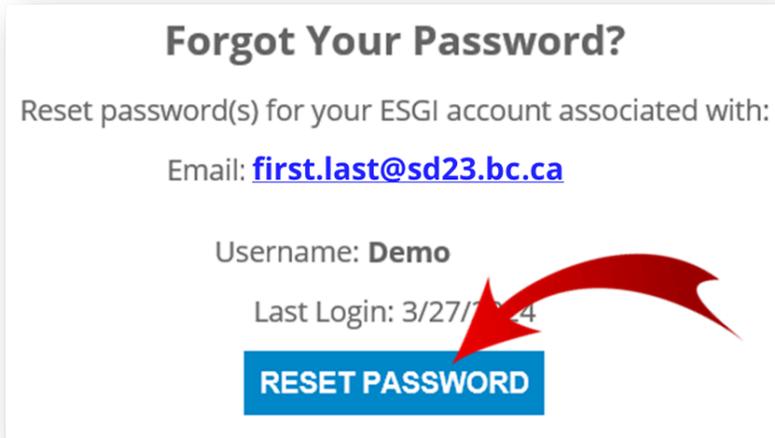
Email

- OR -

Username

SUBMIT

You will then receive an email in your sd23 email inbox so you can "**reset your password**".



Click "Login" and enter your username and the new password you just created. **Note: your username is not your email address, it is simply your **firstname.lastname** (e.g., John.Smith).**

Should you have any trouble accessing your account through this method, please contact [Software.Support@sd23.bc.ca](mailto:Software.Support@sd23.bc.ca).

## Overview of ESGI Homescreen

Below is an overview of the various features on your ESGI homescreen (highlighting the elements and features in the application that are used as part of our digital ELP 2.0).

**Settings**

**Create and View Groups**

**Select and View Students**

**Current View (Class or Student Name)**

**ELP Assessment Category**

**Create Parent Letter**

**Class or Group Reports and Analysis**

**View and Run Tests on "Untested Students"**

**ELP Sub-Assessment Tile (Overview of Latest Score) (Run a Test) (View History) (View Details and Notes)**

The screenshot shows the ESGI Homescreen for user Romy Gabriella. The main content area displays a grid of assessment tiles for various categories like Rhyming, Isolation, Blending, and Segmentation. The 'Isolation - Media (phoneme/sound) (Gr.2)' tile is highlighted with a red box. The left sidebar shows a list of students, and the right sidebar shows options for creating parent letters and viewing reports.

## Important Settings to Customize

There are certain settings that we recommend all teachers change for their account to get the best possible experience in using ESGI for their digital ELP.

- (1) Enable your **“Keyboard Shortcuts”**. This will make it much faster and easier to run assessments (just using your left and right arrow keys) and it also makes it less likely that a student knows whether or not you are noting their response as correct or incorrect.
- (2) Consider customizing your **“Test Button Labels”**. They default to “Yes” and “No”, but you can change them to something different if you’d like.
- (3) Be sure to change the setting for **“Test Session Results”** to be **“Without scores”**. That way students will not see their pie chart immediately pop up after the final question that you complete together. For some learners seeing a less-than-full pie chart could have some negative unintended consequences.

The image shows a screenshot of the ESGI settings page with three red callout boxes and arrows pointing to specific settings:

- Keyboard Shortcuts:** A callout box titled "Keyboard Shortcuts" with a sub-header "Enable Keyboard Shortcuts" and an arrow pointing to the "Enable shortcuts." checkbox, which is checked.
- Test Button Labels:** A callout box titled "You Can Customize Your Test Button Labels" with an arrow pointing to the "Customize" radio button and the input fields "i.e. Y" and "i.e. N".
- Test Session Results:** A callout box titled "Change Test Result End Screen to 'Without Scores'" with an arrow pointing to the "Without scores" radio button, which is selected.

The main settings page shows the following sections:

- TESTING**
  - Keyboard Shortcuts
  - Test Button Labels
  - Student-Testing Options
- TEST SESSION RESULTS**
  - Test Result Verbiage
  - Test Session Results

The "Test Session Results" section shows a preview of a student's results for "Jane Howard" on the "Uppercase Letters" test. The preview includes a pie chart showing 19% correct (21/26) and 81% incorrect. Below the pie chart, the "Without scores" radio button is selected.

At the bottom of the page, there is a blue banner that says "Success! You finished!" with a colorful ribbon graphic.

## Running an Assessment

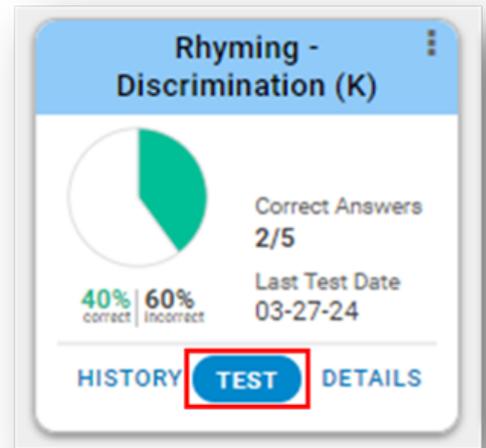
To run an assessment on a student, click their name in the “**student panel**” on the left, and click the blue “**Test**” button on the tile you want to assess.

If this is the first time you’re running this assessment on a student, it will jump straight to the screen with an overview of the teacher instructions for the assessment and you can begin completing the assessment right away.

***If you have previously assessed this student on this tile, you will be given the option to “Test all questions” or to simply “Test incorrect & not tested” questions if you want to only assess the student on the specific items they have not yet mastered.***

After reading the teacher instructions on the main test screen, click the blue “Start Test” button at the bottom to begin.

When running the assessment, **click “Yes” or “No”** with your mouse or use your **left and right arrow keys** if you have enabled the **Keyboard Shortcuts** in your account settings.



The image shows a "Start New Session" dialog box. It has two radio button options: "Test all questions" (unselected) and "Test incorrect & not tested" (selected). Below these is a checkbox for "Shuffle question order" which is unselected. At the bottom, there are two buttons: "CANCEL" and "START TEST".

The image shows a screen with the following text: "Directions: 'I'm going to say two words and ask you if they rhyme. Listen carefully.'" Below that is a demo: "Demo: 'Fan rhymes with man. Do fan and boy rhyme?'" and "Additional Demo Items: mitt/fit mitt/bit mitt/hen". At the bottom, there are two buttons: "CANCEL" and "START TEST" (highlighted with a red arrow).

The image shows a question screen with the words "look / took" in large white text. Below the words, it says "Directions: Do these two words rhyme?". There are four red arrows pointing to different parts of the screen: "Go Back" points to a left arrow button, "Select 'Yes' or 'No'" points to the "YES" button, "Teacher directions" points to the question text, "Add a Note" points to a "Notes:" input field, and "Skip Ahead" points to a right arrow button. The screen also shows "1 of 5" in the middle.

You can go “**Back**”, “**Skip**” to the next question, and/or write “**Notes**” for a given question at any time.

## Adding and Viewing Notes for an Assessment

If you have added notes during the assessment in the **“Notes”** box (see above), you can view them later by clicking on the **“Details”** button on the assessment tile and **hovering over and/or clicking** the little **“Note Icon”** beside the specific assessment item that you entered a note for.

The first screenshot shows an assessment tile for 'Rhyming - Discrimination (K)'. It features a green pie chart indicating 60% correct (3/5) and 40% incorrect (2/5). The 'Last Test Date' is 03-27-24. A red arrow points to the 'DETAILS' button. The second screenshot shows the 'Test Session 4' details for 3-27-24 2:07 PM. It lists 'Correct (3)' items: look / took, farm / car, and dad / rad. It also lists 'Incorrect (2)' items: fun / sun and hop / sand. A red arrow points to a blue note icon next to the 'hop / sand' item, which has a 'note here' text box below it.

## Adding a Manual Score for an Assessment

If you ever want to enter a manual score for a student (e.g., if you have observed that a student is fully capable of “rhyming production”) you can click on the **“Details”** button, click **“Add Test Session”**, and then manually move the **“Not Tested”** items (e.g., you can **“select all”** and move all items to the **“Correct”** box). Note: you have the option to change the date/time of the assessment as well.

The first screenshot shows the 'Add Test Session' button highlighted with a red arrow and the text 'Add a Manual Score'. The second screenshot shows the 'Not Tested (5)' list with all items selected (look / took, fun / sun, farm / car, hop / sand, dad / rad). A red arrow labeled 'Select' points to the selection checkboxes. Another red arrow labeled 'Move to Correct' points to the 'Move to Correct' button. A third red arrow labeled 'Date/Time' points to the date/time selector (3/27/2024 2:25 PM).

## Editing or Deleting an Assessment Score

If you ever want to edit an assessment you’ve completed or delete it all together, simply click on the **“Details”** button on the assessment tile. Select the **“Test Session”** you want to edit or delete, and click the blue **“Edit”** button in the bottom right corner. You can move any items around, change the date/time, or click **“Delete test session”** if you want to delete it all together.

The first screenshot shows a list of test sessions. A red arrow points to the selected session (3-27-24 2:07 PM) with the text 'Select “Test Session”'. A second red arrow points to the 'EDIT' button at the bottom right with the text 'Click “Edit” to Edit or Delete a Session'. The second screenshot shows the 'Delete test session' button highlighted with a red arrow and the text '“Delete” Test Session'. A second red arrow points to the date/time selector (3/27/2024 2:07 PM) with the text 'Change Date/Time'. A third red arrow points to the assessment items with the text 'Make Edits'. A fourth red arrow points to the 'SAVE' button at the bottom right with the text 'Save Changes'.

## Untested Students Feature

ESGI has a helpful feature called “**Untested Students**”. If you click this button in the bottom right corner of the main window, it will pull up a list of your students and note which ones you still have not completed certain assessments for within a given time window. It defaults to “1 week” but you can change that to any time frame. From this screen you can simply click “**Run Test**” for any item for a given student to jump right into completing their assessment for that item.

The screenshot shows the 'Untested Students' interface. On the left is a sidebar with navigation options. The main window has a header with 'Subject Tab: Phonological Awareness' and 'Test: All'. Below this is a filter for 'Show students who haven't been tested in the last: 10 weeks (maximum 40)'. A table lists students with columns for 'Rhyming - Discrimination (K)', 'Rhyming - Production (K)', 'Isolation - Initial (phoneme/sound) (K)', and 'Blending - Syllables (K)'. Each cell in the table contains either a progress indicator (e.g., '0/5') or a 'Run Test' button. Red arrows point to the 'Subject Tab' and 'Test' dropdowns, the time filter, and the 'Run Test' buttons.

**Choose Time Window**

**Select the "Assessment" and "Sub-Assessments"**

**Click to "Run Test"**

## Making and Viewing Groups of Students

In ESGI you can create your own custom “**Groups**” of students. You may want to use this to create groups if you have a combined class (e.g., K/1) or if you want to view a specific group of students (e.g., ELL Students). To create a group, click the “+” icon beside the “**All Groups**” left side tab. Name the group, select and move the students, and click “**Save**”. Now when you select that group, you will see data just for those specific students.

The first screenshot shows the 'All Groups' section in the ESGI sidebar. A red arrow points to the '+' icon next to 'All Groups (2)'. The second screenshot shows the 'Add Group' form. The 'Group Name' field contains 'ELL Students'. Below are two columns of students: 'Available Students' (with checkboxes for Natalina Akash, Pedro Athrin, and Gianluca Bates) and 'ELL Students' (with checkboxes for Reva Keyan, Leland Koch, and Paulette Neela). A 'MOVE >' button is between the columns. At the bottom right are 'CANCEL' and 'SAVE' buttons. Red arrows point to the 'Group Name' field, the 'MOVE >' button, and the 'SAVE' button.

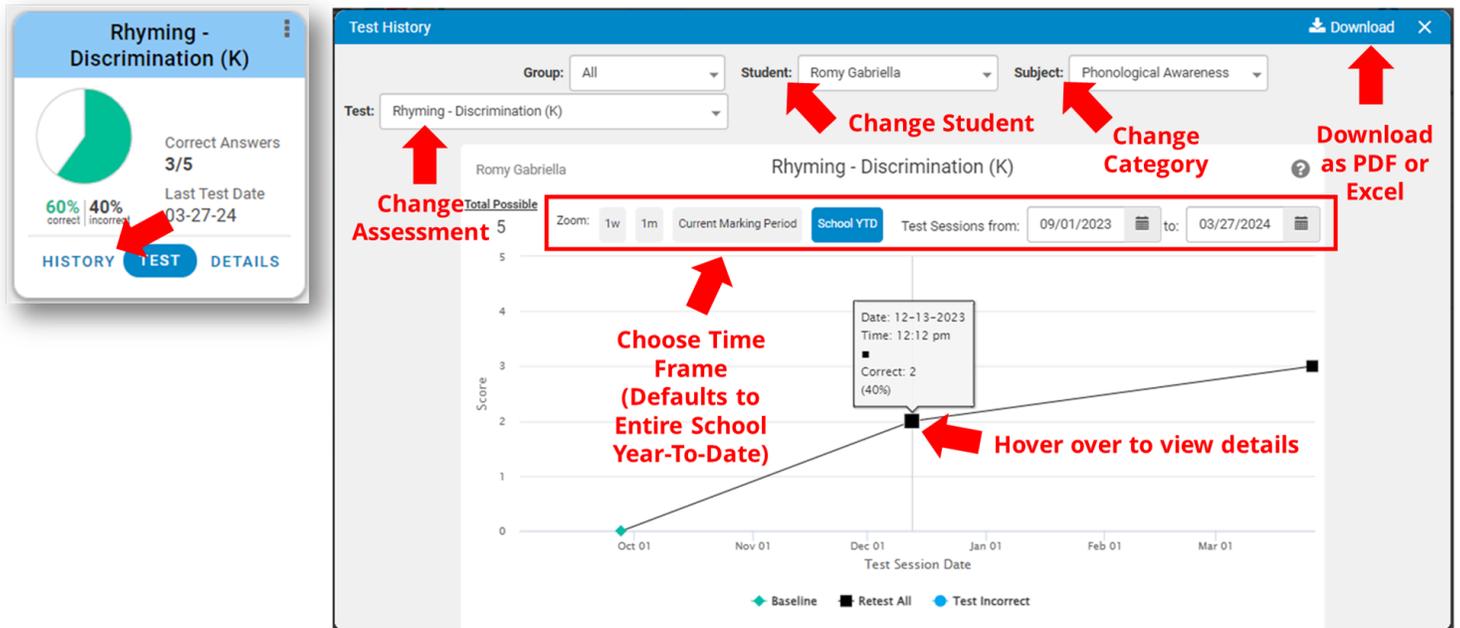
**Name The Group**

**Move Students**

**SAVE**

## View Students Assessment History

One valuable feature in ESGI is the ability to view a student's "growth over time" for any assessment. To view their "assessment history", click on the student in the right panel, and click "History" on any tile to view their "assessments over time".



You can hover over any point to "View Details" for that data point, you can change the "Time Frame", change the "Student", change the "Assessment Category", change the "Sub-Assessment", and/or "Download" as a PDF or Excel.

## Viewing Various Class Reports

There are many ways you can view data for your class: by scale (**Class Grades**), by totals (**Class Totals**), through analysis of all assessment questions (**Item Analysis**), or by pie charts (**Pie Charts**).

### By Scale (Class Grades)

Your first option listed on the left side tab under “**Class Reports**” is “**Class Grades**” (note: if you select a specific “Group” it will say “Group Grades”).

“**Class Grades**” shows your data by scale (e.g., Emerging / Developing / Proficient). Select the “**Assessment**” Category and “**Sub-Assessments**” you want to view and click “**Run Report**”.

**Select Assessment Category**

**Select Sub-Assessments to Include**

**Run Report**

You can sort the way you view the data by **clicking the top of the column** (it defaults to sorting by last name alpha). You can also view the “**Current Marking Period**” or view “**All Marking Periods**”. When viewing all marking periods, the “**B column**” represents the very first assessment completed for the student, and the numbers “**1, 2, and 3**” represent the most current data the student in each term (note: NT means “Not Tested”).

**View values behind the scale**

**Click here to sort by EMG → PRF or PRF → EMG**

First Name	Last Name	Uppercase Letters (out of 26)
Natalina	Akash	PRF
Pedro	Athrin	PRF
Gianluca	Bates	PRF
Melanie	Benton	EME
Romy	Gabriella	EME
Trista	Habiba	PRF
Reva	Keyan	PRF
Leland	Koch	PRF
Dicha	Lucanus	PRF
Paulette	Neela	PRF
Sara	Obrien	EME
Vinnie	Pena	EME

**Baseline (First Data Collected) and Most Recent Data by Each Term**

**View “Current Marking Period” or View “All Marking Periods”**

First Name	Last Name	B	1	2	3
Natalina	Akash	PRF	NT	NT	PRF
Pedro	Athrin	PRF	NT	NT	PRF
Gianluca	Bates	PRF	NT	NT	PRF
Melanie	Benton	EME	NT	NT	EME
Romy	Gabriella	EME	NT	NT	EME
Trista	Habiba	PRF	NT	NT	PRF
Reva	Keyan	PRF	NT	NT	PRF
Leland	Koch	PRF	NT	NT	PRF
Dicha	Lucanus	PRF	NT	NT	PRF
Paulette	Neela	PRF	NT	NT	PRF
Sara	Obrien	EME	NT	NT	EME
Vinnie	Pena	EME	NT	NT	EME

## **By Totals (Class Totals)**

The second option listed on the left side tab under “**Class Reports**” is “**Class Totals**” (note: if you select a specific “Group” it will say “Group Totals”). “**Class Totals**” shows your data by totals (e.g., Uppercase Letters will range from 0 to 26).

**Subject Tab:** Alphabet

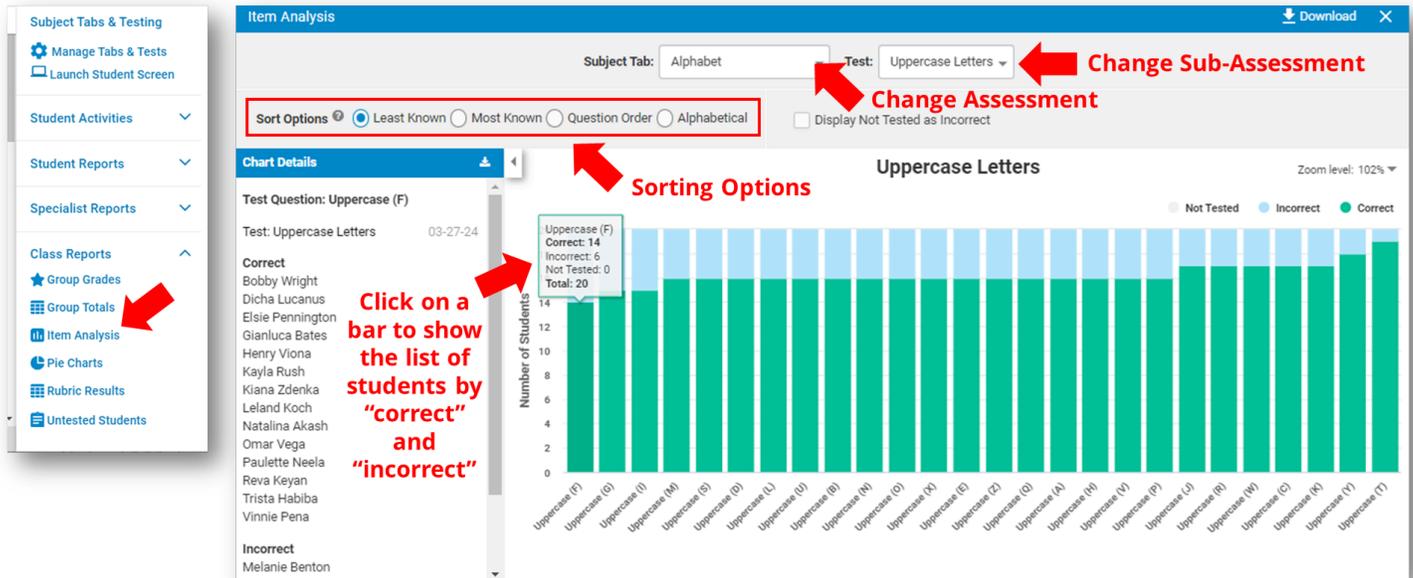
**Settings:** Display results as:  Score  Percent    Display not tested as:  Zero  NT    Results:  Carry forward    Marking Period:  Current  All

Students		Uppercase Letters (out of 26)	Lowercase Letters (out of 26)
First Name	Last Name ↓		
		3	3
Natalina	Akash	26	NT
Pedro	Athrin	22	NT
Gianluca	Bates	26	NT
Melanie	Benton	20	NT
Romy	Gabriella	5	NT
Trista	Habiba	26	NT
Reva	Keyan	25	NT
Leland	Koch	23	NT
Dicha	Lucanus	26	NT
Paulette	Neela	26	NT
Sara	Obrien	5	NT

You can sort the way you view the data by **clicking the top of the column** (it defaults to sorting by last name alpha). You can also view the “**Current Marking Period**” or view “**All Marking Periods**”. If you select “**Carry Forward**” it will show the student’s last test session regardless of the term it was completed in.

## By Analysis of All Questions (Item Analysis)

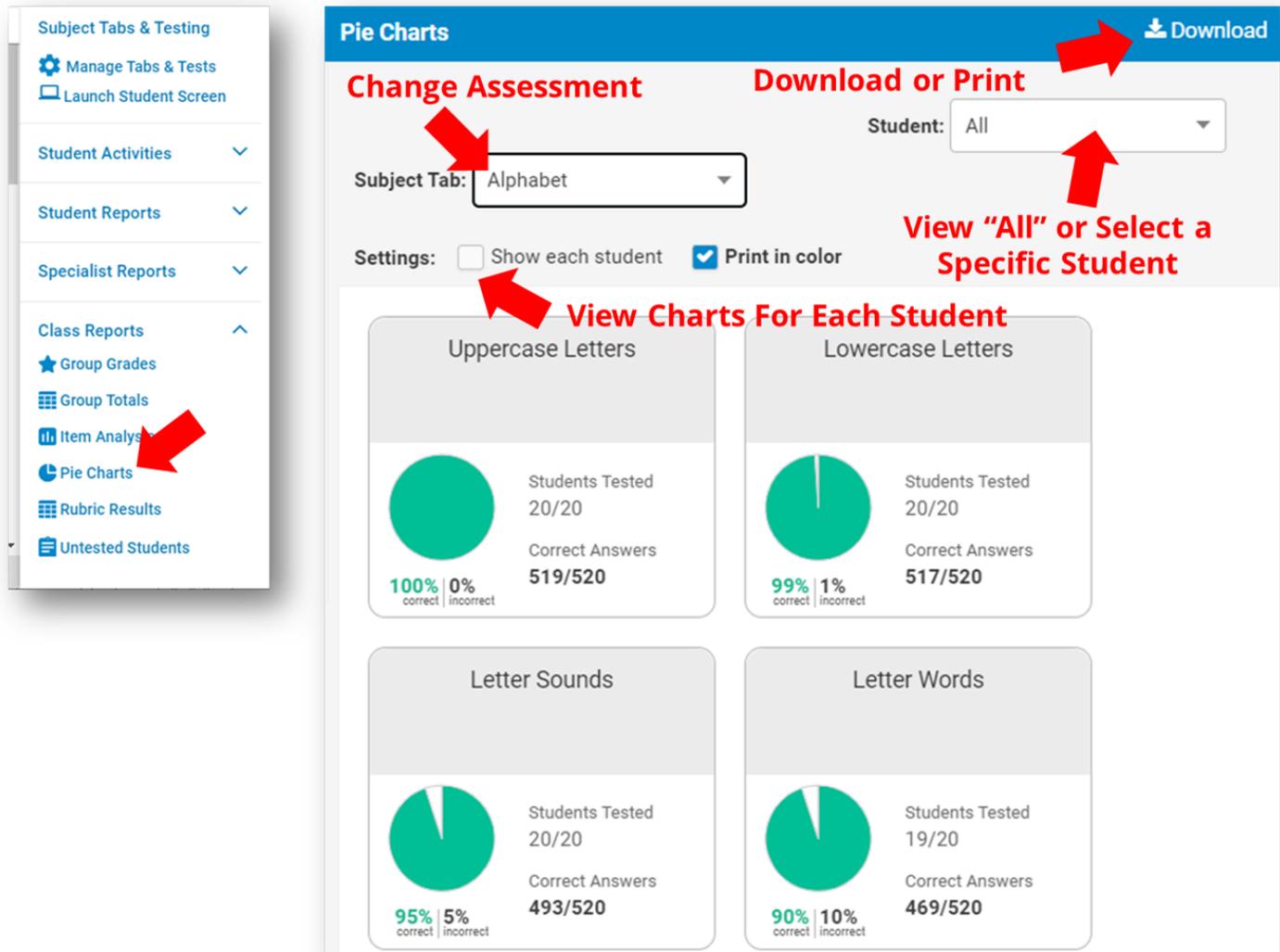
The third option listed on the left side tab under “**Class Reports**” is “**Item Analysis**” (note: you can click on a “**Group**” of students to view analysis for that group). “**Item Analysis**” shows correct/incorrect responses in a sub-assessment across all your students.



You can sort the way you view the data using the “**Sort Options**” (it defaults to sorting by “least known”). You can also **click on any bar** to view the list of students by “correct” and “incorrect”.

## By Pie Charts (Pie Charts)

The fourth option listed on the left side tab under “**Class Reports**” is “**Pie Charts**” (note: you can click on a “**Group**” of students to view pie charts for that group). “**Pie Charts**” charts for the most recent assessment completed on each student in a given assessment category.



You can view pie charts for each student by selecting “**Show each student**” (it defaults to showing pie charts for the whole class/group). You can also click on any bar to view the list of students by “correct” and “incorrect”. Click the “**Download**” button to quickly download or print the pie charts.

## Creating and Printing Parent Letters

A useful feature in ESGI is that you can print off “**Parent Letters**” to keep parents in-the-know on their child’s current development and highlight what they can work on with their child at home.

**Note:** there are certain aspects of the ELP/Profil de L’Élève where **using this feature would be appropriate such as Alphabet Knowledge and/or High Frequency Words**, as the questions within these assessments are what we’d want families to practice at home (e.g., learning to identify uppercase letters or developing automaticity around high frequency words).

**Assessments such as Phonological Awareness and Phonics for example, would not be appropriate to use this Parent Letter feature for**, as we wouldn’t want to send home the questions we use to check for the skill within the ELP/Profil de L’Élève.

Click on the “**Parent Letter**” tab on the right side tab to get started. You can choose to include any “notes” or “summary” comments you’ve made (these are defaulted to “off” as often any notes or comments you make in ESGI are for educators). You can either “turn off” the parent message that gets included with their child’s progress overview, or click on “**Parent Message**” to update or change the wording.

When ready, click the blue “**View Parent Letter**” button to view and print off your parent letters that you can distribute to your students to go home to their parents.

The screenshot shows the 'Parent Letter Settings' window. On the left sidebar, 'Parent Letter' is selected under 'Student Reports'. The main window has 'Student: All' and 'Subject Tab: Alphabet'. The 'Show' section has 'Parent Message' checked. Below is a table of test results:

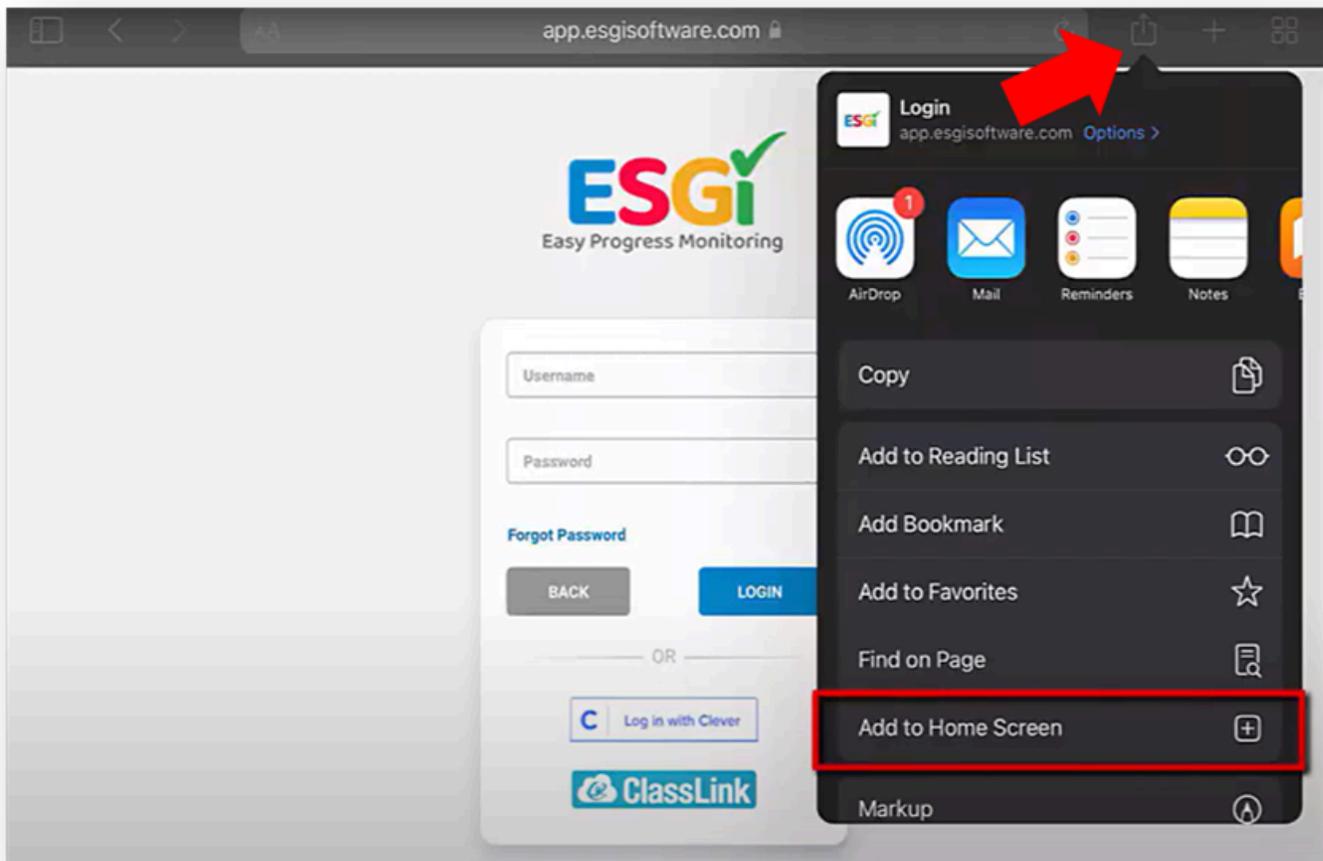
Test Name	Correct	Incorrect	Skipped	Number of Incorrect items to print
Uppercase Letters	519	1	0	All
Lowercase Letters	517	3	0	All
Letter Sounds	493	27	0	All
Letter Words	469	23	2	All

At the bottom right, there is a blue button labeled 'VIEW PARENT LETTER'.

## **Adding an ESGI Shortcut on Your iPad**

While many educators may opt to use ESGI on their laptop, you can also use it on a tablet or smartphone. There is no app to add, you simply create a “home screen shortcut” for ESGI.

Simply go to ESGI’s main login screen page on your tablet or smartphone (<https://app.ca.esgisoftware.com/login>) in your web browser (note: only works in Safari on an iPad or iPhone).



Then, click the icon with the “box and up arrow” and click “Add to Home Screen” and you’ll now have an icon on your home screen that goes directly to ESGI.



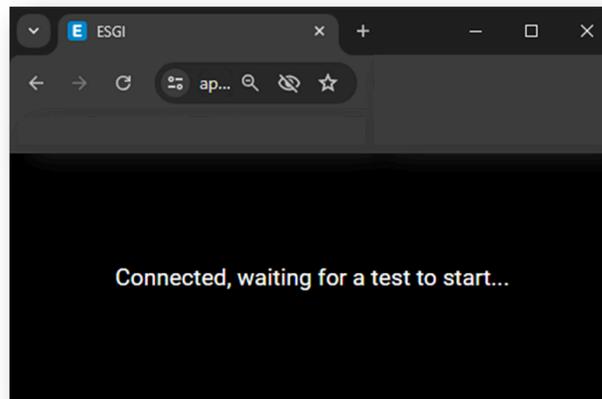
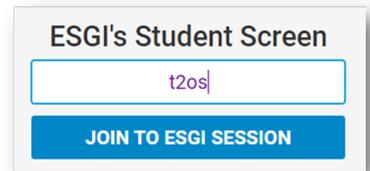
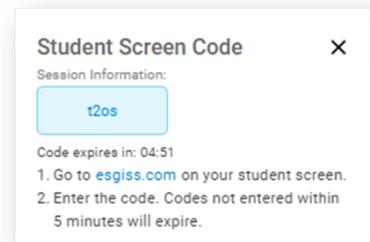
## **Launching and Using Student Screen**

You can use “Student Screen” to mirror assessments from your teacher laptop onto a student tablet or laptop. The advantage of this feature is the student only sees the prompt and not whether or not you are selecting “Y” or “N” for their response or if you are taking any notes on a given question.

To get started, simply click “Launch Student Screen” on the right navigation bar. In the pop-up, click “**Get Code**”.

On the student device, go to [esgiss.com](https://esgiss.com) and enter the code.

Once the student is logged in, they will be on a waiting screen until you run an assessment from the teacher device (at which point the prompts will then show up on the student screen).



***You can run as many assessments as you'd like and use it with multiple students (no need to have each student login separately and/or use a new code).***