**ELLevation**

**“How To Claim Your Students”**

**Follow These Steps Before Entering Service Hours**

**Assigning Teacher and Claiming Your Students:**

* Open Ellevation
* Click on “**Students”** tab
* Select Student Lists from the dropdown menu.
* In the Blue highlighted area select School and Grade Level.

Select: “Yes” in the Active Field

 “ELL” in the Designation Field

 “LEP” in the Status Field

* Scroll down to select the students using the selection boxes or select “all” by checking the uppermost box to the left of the “Name” Field
* Go to **“Perform Action”**
* Select Assign Teacher from the dropdown menu
* Select LEP teacher
* Enter your name
* Assign

**Once you successfully claim your students, It’s easy to find them!**

* Navigate to the *Student List* under the *Students tab*
* Use the *Teacher* filter to filter for your name
* Once the filter loads, you can click on the students from the list