

Entering Mainly speak English at home?, Main Language Other Than English Spoken At Home & LBOTE – Sheet 2

March 2009

NOTE: If the student's Main Language spoken at home has been identified as **not** being English, then (in addition to the main language being identified from the drop down list) the LBOTE field on the **Misc** tab should be ticked as well and the student should be assessed as to what phase of ESL they are. For clarification or further information, contact TL&S on 89993776.

You can do this Manually or through Speed Edit.

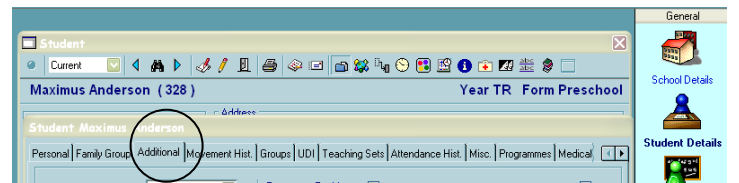
Manually

Step 1: Mainly speak English at home?

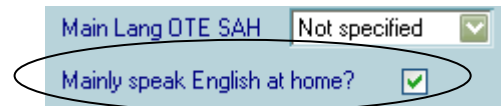
- Sign onto SAMS and go to:
- **General>Student Details**
- Search for the student
- Click the **Edit** icon



- Go to the **Additional** tab



- Go to **Mainly speak English at home?**
- Tick the box



NOTE: If the box on the enrolment form *No. English only* is ticked, don't enter Step 2. *Main Language other than English Spoken at Home*

Does the student speak a language other than English at home?

No, English only

Yes, Other - please specify

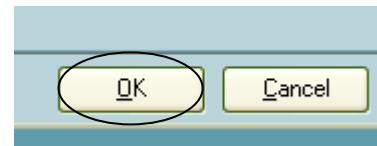
Step 2: Main Language Other Than English Spoken at Home

- Go to **Main Lang OTE SAH** field
- Click on the **Drop down arrow** and choose the language.

Step 3: LBOTE

- Go to the **Misc tab**
- Tick the **LBOTE** tick box

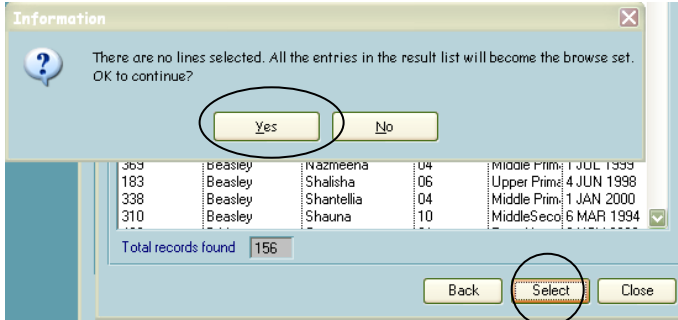
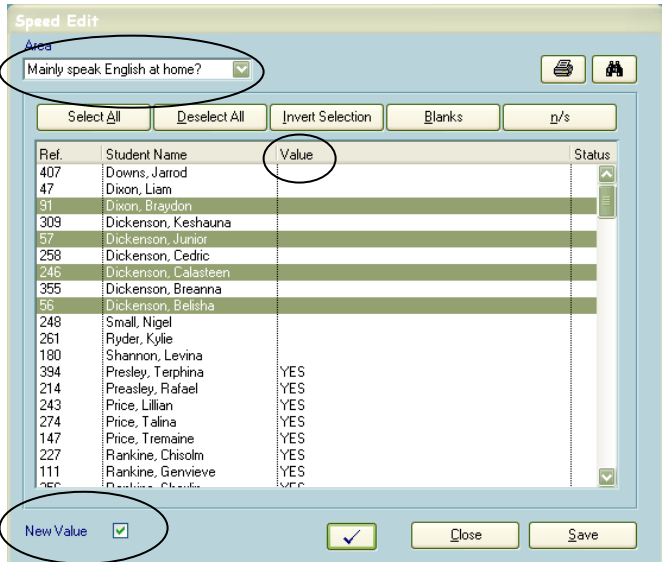

- Then click **OK**
- NOTE:** If a pop-up screen appears asking if you want to copy *LBOTE & Mainly speak English at home?* to the student's siblings, click **Cancel**



Through Speed Edit

Step 1: Mainly speak English at home?

- Go to **Admin>Speed Edit**
- Click on the **Search icon**
- Click on **Find**

<ul style="list-style-type: none"> Click on Select Click on Yes This will load your current students. 	
<ul style="list-style-type: none"> Go to the Area field again Click on the Drop down arrow and choose Mainly speak English at home? Click on the Value column to sort your students into order of value. Select the students you want to change to Yes for <i>Mainly speak English at home?</i> and then tick the New Value tick box. 	
<ul style="list-style-type: none"> Click the Tick to save the modifications. An M will appear in the Status column. Click on Save Click Yes 	

Step 2: Main Language Other Than English Spoken at Home

- Go to the **Area** field again
- Click on the **Drop down arrow** and choose **Main Lang OTE SAH**.
- Click on the **Value** column to sort your students into order of value.
- Select the students you want to enter the language for. These students will have **Not Specified** in the Value column.

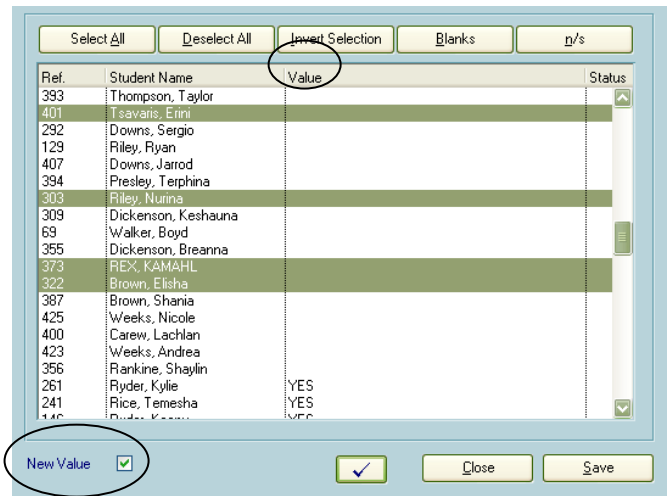
Ref.	Student Name	Value	Status
164	James, Ezekial	English	
265	Marshall, Paulette	English	
222	Long, Nathaniel	English	
232	Lewis, Nadia	English	
180	Shannon, Levina	English	
145	Kelly, Garth	English	
246	Dickenson, Calasteen	English	
424	McDonaugheyaaaaaaaaab.	Italian	
81	Robertson, Rhianna	Not specified	
109	Kidd, Bianca	Not specified	
111	Rankine, Genvieve	Not specified	
205	Jones, Fiston	Not specified	
15	Tanami, Chasity	Not specified	
83	Waake, Tanita	Not specified	
18	Thompson, Jason	Not specified	
6	Tsavaris, Maria	Not specified	
4	Waake, Rueben	Not specified	
227	Rankine, Chisolm	Not specified	
19	Charles, Zibeon	Not specified	
0	Dis...	Not specified	

- Click on the **Drop down arrow** next to the **New Value** field.
- Choose a **Language**
- Click the **Tick** to save the modifications. An **M** will appear in the **Status** column.
- Click on **Save**
- Click **Yes**

Step 3: LBOTE

- Go to the **Area** field
- Click on the **Drop down arrow** and choose **LBOTE**.

- Click on the **Value** column to sort your students into order of value.
- Select the students you want to change to **Yes** for LBOTE and then tick the **New Value** tick box.



- Click the **Tick** to save the modifications. An **M** will appear in the **Status** column.
- Click on **Save**
- Click **Yes**
- Click **Close**

