ECATS Translation Quick Reference Guide
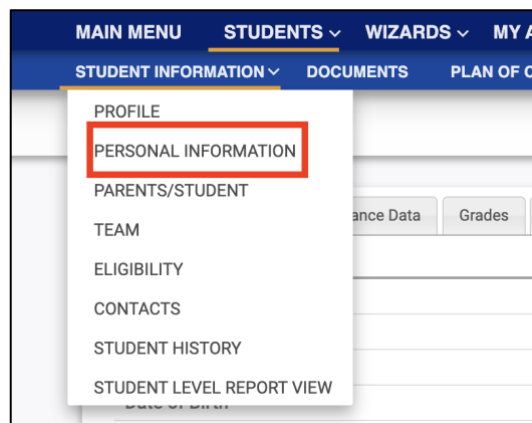
Associated Data Fields

Document translation is enabled based on the Document Language data field found on the student's Personal Information page. Only authorized LEA users may edit this field. (Refer to the most recent User Type permissions guide under ECATS Resources for a list of authorized user types.) If a language is missing or incorrect for a student in the system, the authorized user must update the Document Language field.

Currently, ECATS offers document translation when one of the following languages is set as the Document Language: Spanish, Chinese, French, German, Hmong, Italian, Japanese, Korean, Portuguese, Russian, and Vietnamese.
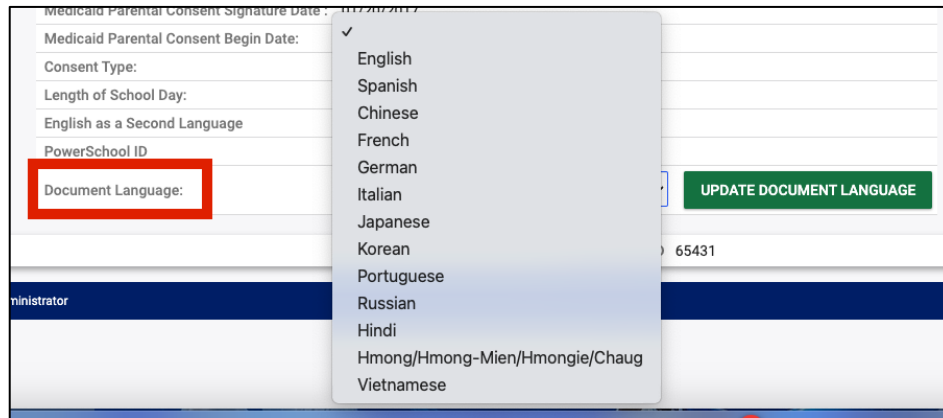
Impacts to Interface and Accessing Translated Documents

Editing the Document Language Field:

1. Only authorized LEA users may edit this field. (Refer to the most recent User Type permissions guide under ECATS Resources for a list of authorized user types.)

2. Navigate to Student Infor>Personal Information

3. On the Personal Information page, data fields imported from PowerSchool will remain view-only. However, the Document Language Field may be edited.

4. Select the preferred language from the dropdown menu and click UPDATE DOCUMENT LANGUAGE to save to ECATS.

Translation Features in the System

1. Once a student's document translation language is set in the system, users will see additional options for document translation within the different process pages in ECATS.
2. Any page in the system that prints information from that page onto the PDF document will have an additional "Show Section in [student's language]" button. Click the button to view what the information on this page will look like in the translated PDF document.

Creating a Draft and Final Translated Document

1. Users will need to create a draft translated version before completing a final version. Once the translated draft version is created, the user can create a final translated document. When creating a draft or final version of a document, an additional checkbox will display above the "Create Draft" and "Create Final" buttons. Select the checkbox to generate a translated version of the document.

2. When you generate a draft or final document and select the checkbox indicating that a translated version of the document should be generated, you will see both an English and translated version of the document. An English version of the document will always be generated alongside the translated version.
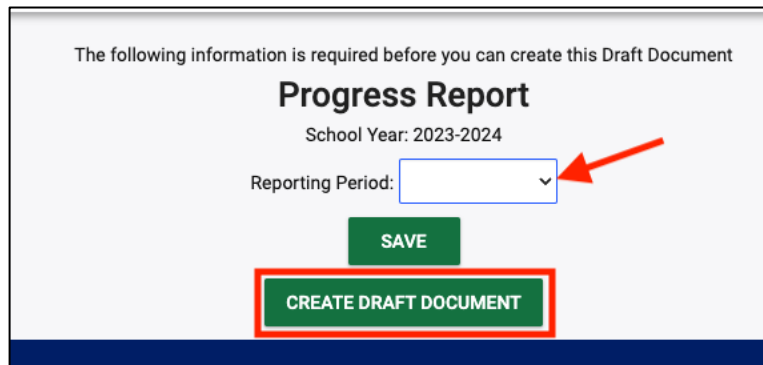
ECATS

Creating Translated Progress Reports

Translated Progress Reports can be created from the Progress Report Wizard or from the Documents tab for a single Progress Report.

1. From the Progress Report Wizard:
   a. Once the information has been updated in the Wizard, the user will scroll to the bottom of the screen for the creation options.
   b. Choose the translation version to include and choose either:
      i. "Create Draft Progress Report and Move to the Next Student" **or**
      ii. "Create Final Progress Report and Move on to the Next Student".

2. When creating a single Progress Report from the Documents Tab, the user **must choose Create Draft** to create a translated version.

3. Click Create Draft, choose the Reporting Period, click Create Draft Document.

The following information is required before you can create this Draft Document

Progress Report

School Year: 2023-2024

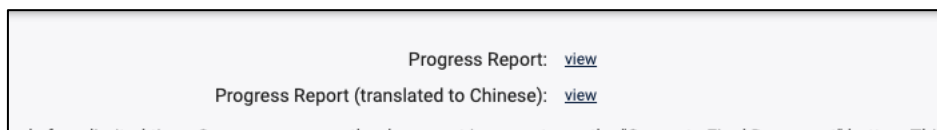Reporting Period: ⌄

SAVE

CREATE DRAFT DOCUMENT

4. Once the Progress Report is updated with the new data, scroll to the bottom and choose the box to include the translated version of the document, click Create Draft Progress Report.

☐ Include a Chinese version of the document

CREATE DRAFT PROGRESS REPORT

5. The document will be created in both English and the chosen translated version and the user will be able to view each from the next screen.
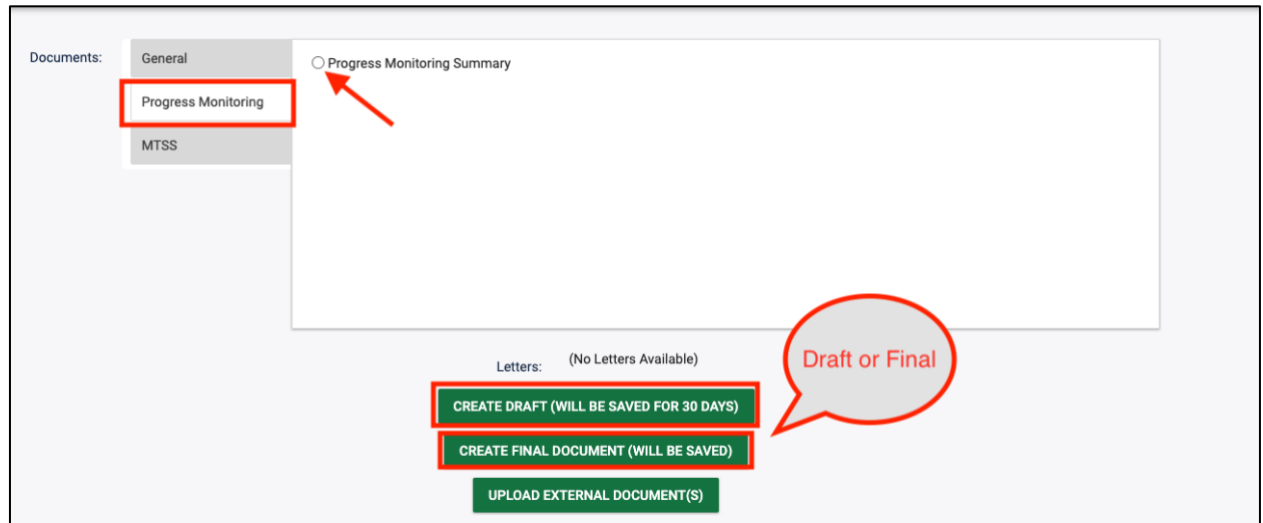
Progress Report: view

Progress Report (translated to Chinese): view

6. Once the draft document is created, the user can then create a final document that includes the translated version by following steps 1-4.

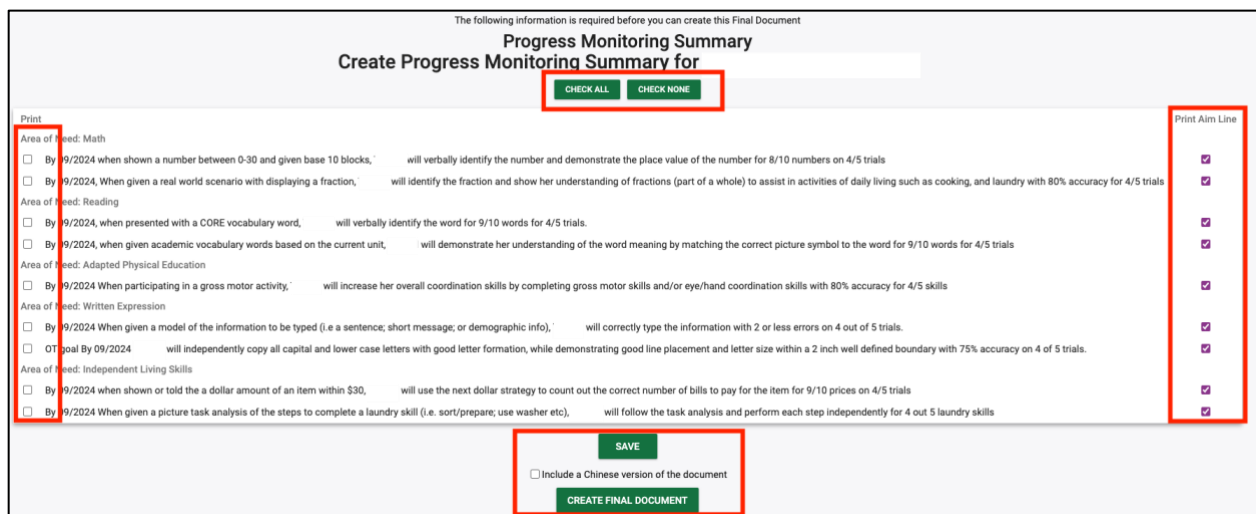## Translating the Progress Monitoring Summary Document

For the users that utilize the Progress Monitoring Tool in ECATS, the Progress Monitoring Summary Document can also be translated to the designated language.

1. Navigate to the Documents tab for the chosen student. Choose Progress Monitoring on the left and then choose the Progress Monitoring Summary. The user can then either Create a Draft or Create a Final Document.

2. Once the document creation choice has been made, the next screen had many options for the user. On the left-hand side, the user can choose which goals to include in the Progress Monitoring Summary. On the right-hand side of the list, the user can choose to include or remove the Aim Line from the document. At the bottom of the screen, choose "Include the Translated Version of the Document" and Create the Draft/Final Document.