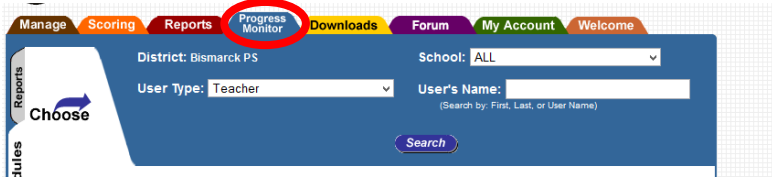
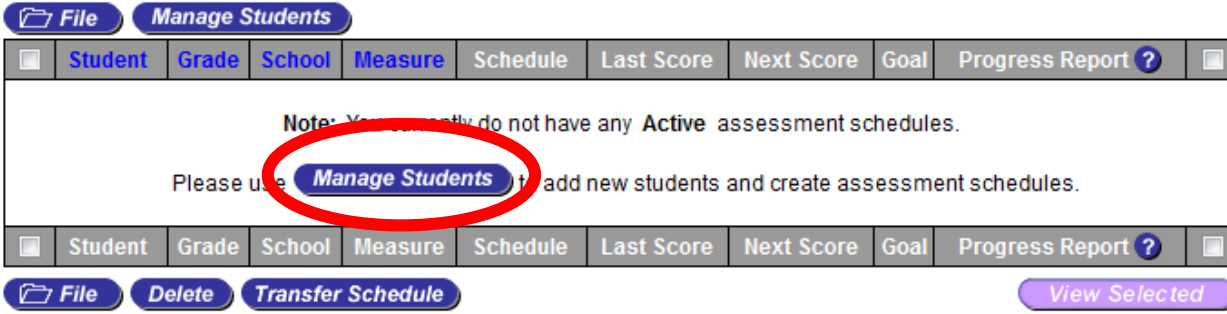


How-To Create a Progress Monitoring Schedule

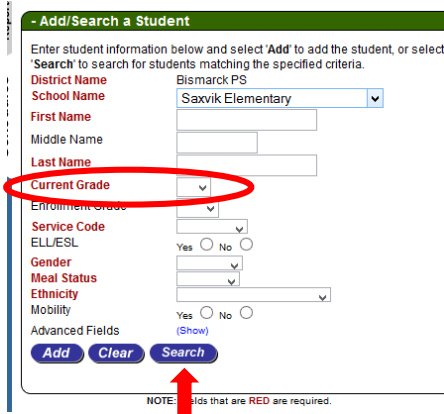
1. Click the blue "Progress Monitor" tab at the top of the page.



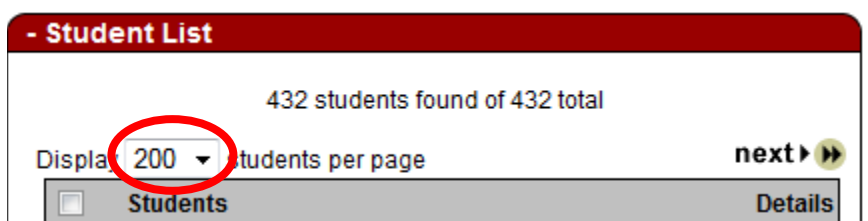
2. To add new students for Progress Monitoring, click "Manage Students".



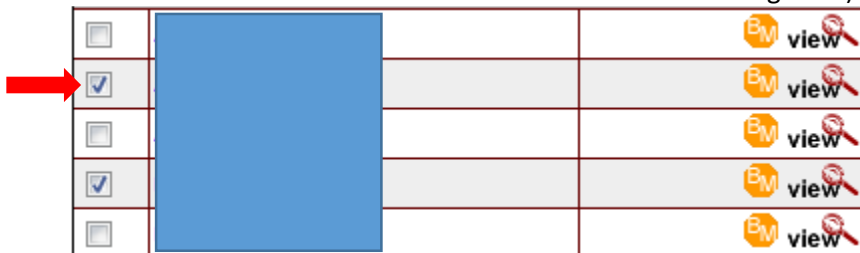
3. Select current grade level, then click "Search"



4. Use the dropdown arrow to display 200 students per page.



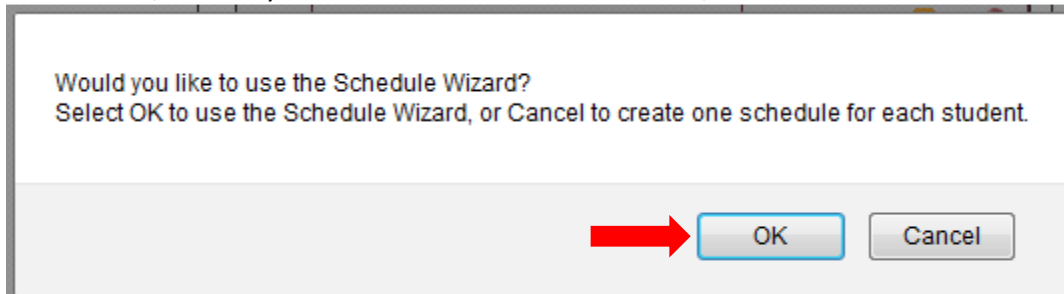
5. Click the box next to each child you wish to create a progress monitoring schedule for within a measure (i.e. all students for R-CBM at once then all students for M-CAP together).



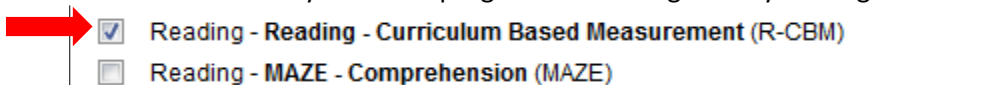
- Once you have selected the students to be monitored for a particular measure, click "Add PM" at the bottom of the page.



- When asked, "Would you like to use the Schedule Wizard?", select "OK".



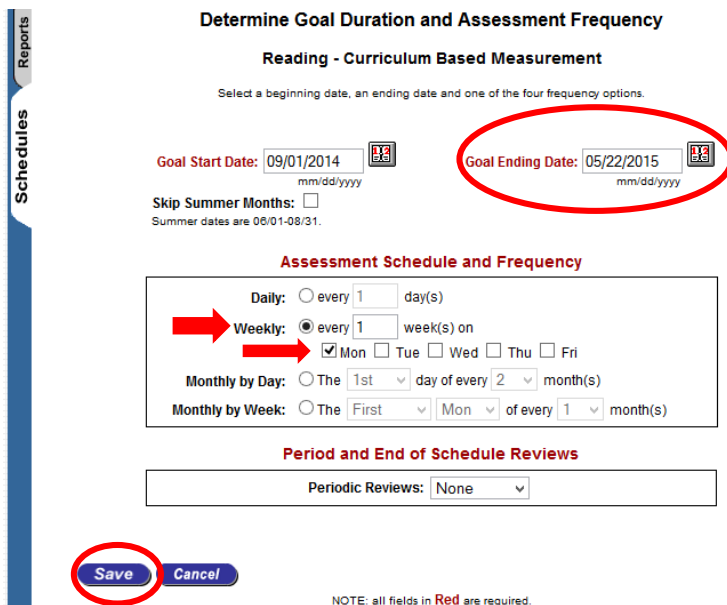
- Select the measure you will be progress monitoring with by clicking the box next to it.



- Click "Next" at the bottom of the page.



- Select an end of the school year date, for example May 22, 2015. This is for all students on grade level. If a student is out of grade level, we will change this later on. Select "Weekly" and change the number to reflect how often you will progress monitor. Select day of the week that you will progress monitor. If you select "Monday" the window will be open all week. Then click "Save".



- One student at a time, click "Enter" under Goal to begin.

Student	Grade	School	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?
	K	Moses Elementary	R-CBM	09/26/2013 thru 10/03/2013 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores
	K	Moses Elementary	R-CBM	09/26/2013 thru 10/03/2013 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores
Student	Grade	School	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?

Initial Performance Scores

Assessment Grade Level: ←

Initial Corrects: ←

Initial Errors: ←

Initial Probe:

Initial Program Label:

Initial Program Description:

12. Choose which level to progress monitor at. Enter most current benchmark score and errors, or Survey Level Assessment Score and errors.

13. Enter the intervention the student will be receiving into "Initial Program Label" and into "Initial Program Description":

- a. # of Minutes,
- b. # of Days/Week,
- c. Group Size, &
- d. Interventionist

14. Using the end of year 40th percentile score for the grade level progress monitoring at, enter the Goal Corrects and errors. Click "Save".

Goal Criterion for Success Scores

Goal Corrects: ←

Goal Errors: ←

Save **Cancel**

How-To Determine End of Schedule Date for a Student Being Progressed Monitored Out of Grade Level

You will need:

- Survey Level Assessment Information
- Excel Goal Setting Template From Response to Intervention page on RTI site

1. Pick tab at bottom of excel spreadsheet that has area and grade level needed based on Survey Level Assessment. Type in Survey level Assessment Score in yellow highlighted box. Number of weeks needed to meet the goal calculates.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Student Name:							Date:									
Instructional Grade Level:			2		R-CBM Score			56 ←		Percentile:		ROI @ 40th 1.19				
				96		subtract student score			56		=		40		(growth needed to meet 40th %ile)	
				(Goal)					(a)				(c)			
ROI		1.19	x2=	2.38												
		(c)		(d)												
		40	/	2.38		=	17 ←	number of weeks to meet goal								
		(c)		(d)												

Tab: Rdg 4 | Rdg 2 | Rdg 1 | MCAP 4 | MCAP 3 | MCAP 2 | MCOMP 4 | MCOMP 3 | MCOMP 2 | MCOMP 1

2. Click on "Schedule" of student being progressed monitored out of grade level.

Student	Grade	School	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?
One, Fake Student	2	Moses Elementary	R-CBM	09/26/2013 thru 10/11/2013 every 2 weeks on Wed	40/2 (09/26/2013)	10/09/2013 Wed Assess Today	Grade 1 58 WRC	Insufficient Scores

3. Set the Goal Ending Date at Number of weeks needed to meet the goal in Step 1. Click "Save".

Goal Start Date: 09/26/2013 
mm/dd/yyyy

Goal Ending Date: 11/13/2013 
mm/dd/yyyy

Skip Summer Months:
Summer dates are 06/01-08/31.

Assessment Schedule and Frequency

Daily: every 2 day(s)

Weekly: every 2 week(s) on
 Mon Tue Wed Thu Fri

Monthly by Day: The 2nd day of every 4 month(s)

Monthly by Week: The Second Wed of every 1 month(s)

Period and End of Schedule Reviews

Periodic Reviews: 8 Weeks