

## How to Progress Monitor After Schedules Have Been Set Up

1. Change drop down menu to "Monitor"
2. Filter by grade, measure, and student name if desired.
3. For k-1 and ORF measures—click the "Red Pencil" under Assess.
  - a. This will start the assessment and tell you what form to have ready for the student
4. For 2+ click on the Red Ticket to Unlock the assessment
  - a. This will also bring up the student's username and password
5. The small number by the 'Measure' indicates grade level being assessed.
6. To print individual student graphs:
  - a. Check boxes of desired student names
  - b. Click on Export
  - c. Select Batch Individual Reports
  - d. Select Individual Monitor Report
  - e. Download from the queue (bell right above unlock)

The screenshot shows a progress monitoring interface with the following components and callouts:

- Callout 1:** Points to the 'Monitor' dropdown menu in the top navigation bar.
- Callout 2:** Points to the filter sidebar on the left, which includes fields for School Year, Grade, First Name, Middle Name, Last Name, Measure, and Include Expired Schedules.
- Callout 3:** Points to the 'Assess' column in the table, specifically to the red pencil icon.
- Callout 4:** Points to the 'Assess' column for a higher grade level (Grade 5), specifically to the red ticket icon.
- Callout 5:** Points to the 'Grade' column in the table.
- Callout 6a:** Points to the checkboxes in the 'Student (14)' column for selecting individual students.
- Callout 6b:** Points to the 'Export' button in the top right corner.

Student (14)	Grade	Assess	Date	Score	ROI	Status	%ile	Score	ROI	Intervention	Name	Freq	Session Len
<input type="checkbox"/>	1	WRF (1)	9/19/2019	1		NA	23	39	1.15				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	5		NA	29	44	1.05				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	8		NA	30	46	1.19				
<input type="checkbox"/>	1	WRF (1)	9/23/2019	13		NA	62	63	1.35				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	11		NA	45	54	1.34				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	6		NA	23	39	1.03				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	11		NA	45	54	1.34				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	6		NA	24	40	1.06				
<input type="checkbox"/>	1	WRF (1)	9/19/2019	4		NA	23	39	1.09				
<input type="checkbox"/>	2	NSF (2)	9/20/2019	2		NA	39	18	0.47				
<input type="checkbox"/>	2	NSF (2)	9/20/2019	4		NA	39	18	0.41				
<input type="checkbox"/>	5	NSF (5)	9/20/2019	8		NA	39	24	0.48				

Legend:   
 Status: Indeterminate, Projected to Meet/Exceed, Projected to Not Meet, Near Target, Goal Not Met, Goal Met, Goal or Intervention Change

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