

Tip Sheet: Progress Monitoring

August 2022 Updates

<u>User Types with Access to the Progress Monitoring Module</u>

LEA Admin 2 School Administrator 2 LEA Data Manager

LEA Admin 4 Service Provider 1 Service Provider 2

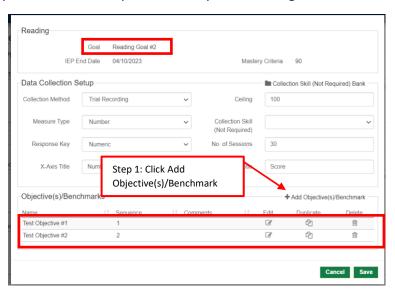
EC Administrator EC Teacher 1 EC Teacher 2

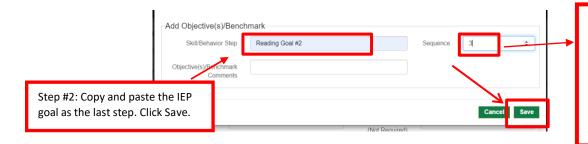
Objectives/Benchmarks Automatically Populate As Steps

The Progress Monitoring Tool has been configured to automatically pull in goals and objectives/benchmarks from the currently valid IEP. Objectives/Benchmarks are listed as steps and can be **edited**.

If finalized IEP goals contain objectives/benchmarks, the objectives/benchmarks populate automatically to the Progress Monitoring tool. When objectives/benchmarks are listed as steps automatically in Progress Monitoring, the user is unable to log data on the goal. Users can only log data on the objectives/benchmarks UNLESS they create another step and manually enter in the goal.

For each goal that contains objectives/benchmarks, follow the directions below to manually create the step to be able to log data on the annual goal.

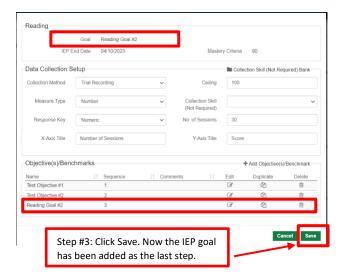




Choose the sequence #
you would like the goal to
appear. A #3 will put the
goal at the end of the
sequence in this example.
The sequence can be
changed by clicking on
"Edit" once set up.



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Please note that any goals that have already been set up in the PM tool will not have objectives/benchmarks automatically populate until a new annual review IEP is finalized and set up occurs.

**When entering data for the first time on a new goal with objectives/benchmarks, it is suggested the first three data points are logged for the goal only giving an accurate baseline. This step will ensure the baseline is documented for the goal and the aim line will calculate correctly for the end of the IEP. **

Batch Logging

This allows users the capability to select multiple goals/objectives to be batch logged. Batch logged means the user is brought to a screen with multiple data collection grids, one for each applicable goal/objective selected. Users can select which already set up goals to batch log data on. There will then be a screen to log data for the selected goals.

To Batch Log, click 'Select	Christine MiddleName Test	Select Skills to Log
Skills to Log'.	Adapted Physical Education	
	887722TST	Setup

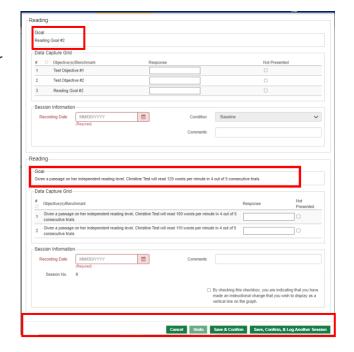


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The student's goal(s) will appear on the pop-up screen. If a goal has been set up for data collection, then a check box will be available to select for batch logging. Click the check box for the goals you would like to batch log and then click 'Select' on the bottom right.



The goals you have selected will appear for you to batch log. Remember to Save & Confirm after you have entered the data for each goal.

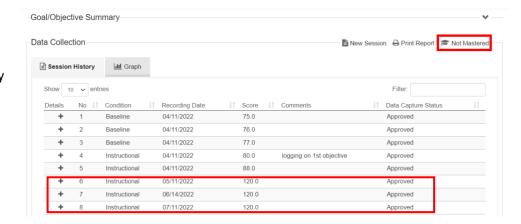




Number of Mastery Sessions Changing from 1 to 3

This allows users to select that a goal has been mastered after logging at least three sessions where the scores meet or exceed mastery criteria.

Once at least three sessions have been entered meeting or exceeding the mastery criteria, the user will see the option 'Not Mastered' on the top right of the Data Collection section.



Click 'Not Mastered.' The user will see a question and can either Confirm Mastery or Cancel.



If the user selects confirm, 'Mastered' will display on the top right. If the user confirmed Mastery by mistake, clicking 'Mastered' will allow the user to change the level back to 'Not Mastered'.





Dashboards

