

Add Progress Reports for Multiple Students

Distribution: Frontline RTI Providers and Supervisors

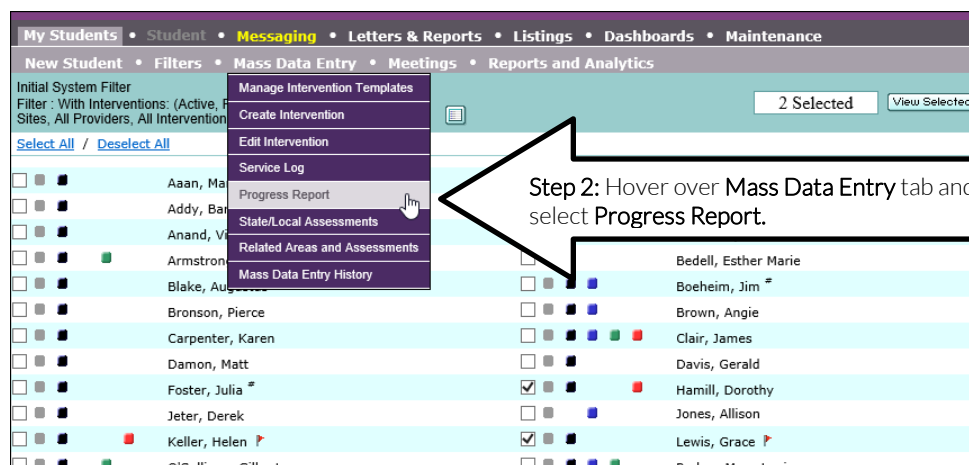
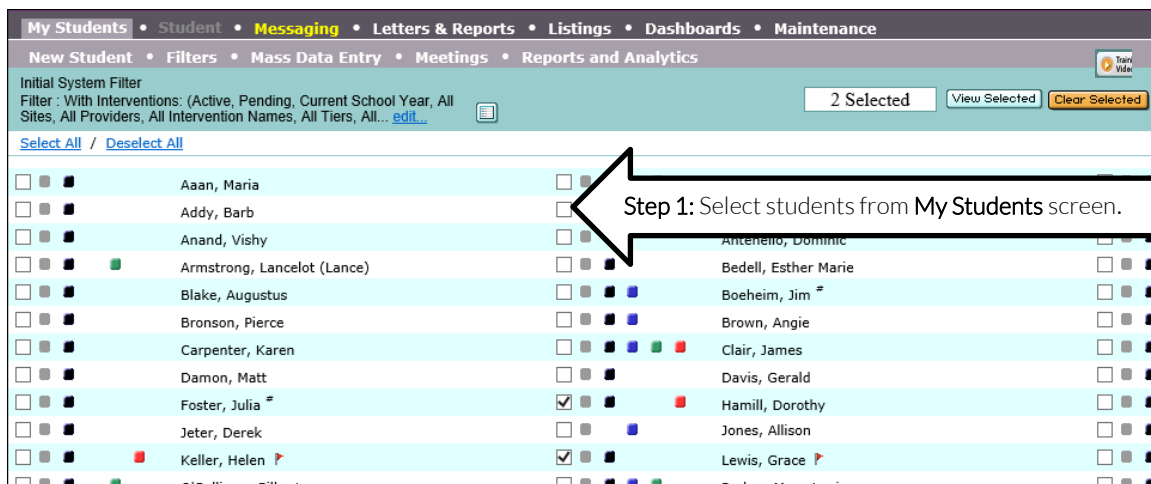
User Reference Guide



Step-by-Step Guide

Add Progress Reports for Multiple Students

Progress Reports may be entered for each **Active Intervention**. The Interventions must have the same intervention name, and Progress Report dates must fall within the start and end date of the interventions.



Mass Data Entry - Progress Report Step 1

Select the Intervention, Progress Report Name and Date for which the progress report entries will be created. The

Intervention : *

Progress Report Name :

Progress Report Date :

* Required field

Step 3: Enter information:

- Select an Intervention
- Select a Progress Report Name
- Enter Progress Report Date

Step 4: Click Add.

Mass Data Entry - New Progress Report Entry

Intervention: Math Instruction

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Aant,Marley (8/20/2011 - 20010010)

Intervention Start Date: 7/7/2014 Intervention End Date: 8/18/2014 Provider: Trish, Vic Scheduled: Summer School

Progress Report Name: *

Progress Report Date:

Progress Notes:

Show	Category	Sub-Category	Score
<input type="button" value="Add"/>	<input type="button" value="Edit Order"/>		

* Required field

Step 5: Enter Progress Notes for student.

Note: **Progress Report Name** and **Progress Report Date** may be modified for each student.

You may also enter:

- Category
- Sub-Category
- Score

Step 6: Click **Next** to move to the next student's **Progress Report**. Continue to add progress notes and click **Next**.

Mass Data Entry - Progress Report Entry - Review and Confirm

Please review your progress report entries and student selections. If satisfied, click the Next button to create the progress report entries.


You will be creating the following progress report entries

Student	Progress Report Name	Progress Report Date	Intervention	Intervention Start Date
Aant,Marley	Report 1	07/18/2014	Math Instruction	7/7/2014
Progress Notes Marley maintains a positive attitude. He is beginning to demonstrate improved organizational and study skills.				
Category		Score		
Listening - Attentive		Improving		
Work Habits - Completes Work		Fair		
Adams,John	Report 1	07/18/2014		
Example,Student25	Report 1	07/18/2014		
O'Sullivan,Gilbert	Report 1	07/18/2014	Math Instruction	7/7/2014
St. James,Clare	Report 1	07/18/2014	Math Instruction	7/7/2014

Step 7: Review your information.

Step 8: Click Next.

Message from webpage

 **WARNING:** You are about to perform a Mass Data Entry action. This action CANNOT be undone.

Are you sure you want to continue?

←

A Warning Message will appear.

Step 9: Click OK to continue.

Mass Data Entry - Progress Report Finish Finish

5 Progress Report entrie(s) have been created. Progress Report entries have not been created if the student does not receive the selected intervention in the current school year. If an intervention has been inactive for more than 15 days, a Progress Report entry will not be created.

Progress Report entries have been successfully created for the following students:			Progress Report entries were NOT successfully created for the following students:		
Student Name	Date of Birth	Gen Ed #	Student Name	Date of Birth	Gen Ed #
Aant, Marley	9/20/2001	300100100			
Adams, John	6/27/2002	99870			
St. James, Clare	1/1/2000	200000002			
O'Sullivan, Gilbert	2/20/2000	100000001			
Example_Student25	6/4/2002	03453475			

Step 10: Click Finish. ➔ Finish

You will return to your **My Students** screen.