

RTI/Progress Monitoring & Creating Goal Pages Guide

Go to www.aimsweb.com

Click on the **Customer Login**

Enter RTI User Information for your district

Customer ID Number: 8390

Username: _____

Password: _____

Selecting Target Students

Click on the Progress Monitor Tab.

Progress Monitor | Reports | Downloads | AIMSONline | My Account | Welcome

Progress Monitoring Caseload

File | Manage Students | Showing ALL | Measures Showing Active | Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report	<input type="checkbox"/>
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Note: You currently do not have any **Active** assessment schedules.
Please use **Manage Students** to add new students and create assessment schedules.

File | Delete | Transfer Schedule | View Selected

Today is: 05/31/2006 Wed

Click **Manage Students** button to find student list.

The Add a Student column allows you search for students to add to the RTI list. **Type** the initial of the student's last name in the last name field and their first initial in the first name field and **click search**.

Progress Monitor | Reports | Downloads | AIMSONline | My Account | Welcome

Manage Students

Please click **Home** when you are finished with this page.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade:

Service Code:

EL/ESL:

Gender: Unknown

Ethnicity: Unknown

Show advanced fields

Add **Clear**

- OR -

Search **Home**

NOTE: Fields that are **RED** are required.

- Student List

175 Students found of 175 total

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<input type="checkbox"/>	Students	10	Details
<input type="checkbox"/>	Aldritt, Madysen (0)		view
<input type="checkbox"/>	Anderson, Kaylee (0)		view
<input type="checkbox"/>	Audette, Madison (0)		view
<input type="checkbox"/>	Benson, Allison (0)		view
<input type="checkbox"/>	Berkel, Kaitlyn (0)		view
<input type="checkbox"/>	Blegan, Erik (0)		view
<input type="checkbox"/>	Brady, Devyn (0)		view
<input type="checkbox"/>	Brown, Justine (0)		view
<input type="checkbox"/>	Carlson, Riley (0)		view
<input type="checkbox"/>	Colburn, Jacob (0)		view

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Add PM **Delete**

- OR -

Transfer

Check the box next to the student you wish to add to the Progress Monitoring list.

The screenshot shows the 'Manage Students' page with a 'Student List' table. The table has columns for 'Students', 'Details', and 'Add PM'. The 'Students' column shows '10' students. The 'Details' column shows 'Bargeant, Jaylynn (4)' and 'Skow, Jesse (4)'. The 'Add PM' column has a button for each student. An arrow points from the 'Add PM' button to a zoomed-in view of the table's top row.

Students	Details	Add PM
10	Bargeant, Jaylynn (4)	view
	Skow, Jesse (4)	view

***Note:** If you click on view under the “Details” column you can view the student’s benchmark scores.

Click on **ADD PM** (Windows Schedule Wizard will pop up - **click OK**)

The screenshot shows the 'Manage Students' page with the 'Add PM' button in the 'Student List' table circled in red. An arrow points from the text above to the circled button.

Selecting Measures for Progress Monitoring

The screenshot shows the 'Select the Measure You Will Use to Monitor Progress' page. It contains a list of measures with radio buttons next to them. The measures are:

- Early LE - Business Word Fluency (BWF)
- Early LE - Letter Naming Fluency (LNF)
- Early LE - Initial Sound Fluency (ISF)
- Early LE - Letter Sound Fluency (LSF)
- Early LE - Phoneme Segmentation Fluency (PSF)
- OOO - Flipping (F+TW)
- OOO - Abstraction (ALT)
- OOO - Picture Naming Fluency (PNF)
- Early Num - Oral Counting (OCM)
- Early Num - Number Identification (NI)
- Early Num - Quantity Discrimination (QDM)
- Early Num - Missing Number (MN)
- MCE - MCE Letter Naming Fluency (M-LNF)

Select the measure(s) you will use to progress monitor and **click on the bubble(s)**.

At the bottom of the page **click SAVE**.

Setting a Progress Monitoring Schedule

Once you indicate the measure for the student, the **Enter Schedule** link appears. Click the **Enter Schedule** link.

The screenshot shows the 'Progress Monitoring Caseload' interface. At the top, there are navigation tabs: Progress Monitor, Reports, Downloads, AIMSONline, My Account, and Welcome. Below the tabs, there are buttons for File, Manage Students, and a dropdown menu for Showing ALL. To the right, there is a dropdown for Measures Showing set to Active and a Schedules button. The main table has columns: Student, Measure, Schedule, Last Score, Next Score, Goal, and Progress Report. The row for 'Gralish, Tabitha (3)' has 'R-CBM' in the Measure column and 'Enter Schedule' in the Schedule column. Below the table are buttons for File, Delete, and Transfer Schedule, and a View Selected button. The date 'Today is: 07/19/2006 Wed' is displayed at the bottom right.

A page titled Determine Goal Duration and Assessment Frequency will appear. **Type in Your progress monitoring schedule.**

Click Save.

Entering SLA, Baseline, and Goal Scores

The last step of creating an assessment schedule is to enter the initial performance scores (baseline scores) and goal scores.

The screenshot shows the 'Determine Goal Duration and Assessment Frequency' form. The title is 'Determine Goal Duration and Assessment Frequency' for 'Tabitha Gralish (Grade 3) Reading - Curriculum Based Measurement'. It asks to 'Select a beginning date, an ending date and one of the four frequency options.' There are fields for 'Goal Start Date' (07/19/2006) and 'Goal Ending Date'. Below these are 'Skip Summer Months' checkboxes. The 'Assessment Schedule and Frequency' section has radio buttons for 'Daily', 'Weekly', 'Monthly by Day', and 'Monthly by Week'. The 'Daily' option is selected with 'every 1 day(s)'. The 'Weekly' option is selected with 'every 1 week(s) on Mon Tue Wed Thu Fri'. The 'Monthly by Day' option is selected with 'The 1st day of every 2 month(s)'. The 'Monthly by Week' option is selected with 'The First Mon of every 1 month(s)'. The 'Period and End of Schedule Reviews' section has a dropdown for 'Periodic Reviews' set to 'None'. At the bottom are 'Save' and 'Cancel' buttons.

Click either the **Enter** link under the Goal column or the **Enter SLA Baseline and Goal Scores** link under the Progress Report column of the Progress Monitor Table.

The screenshot shows the 'Progress Monitoring Caseload' interface after the schedule has been entered. The 'Schedule' column for 'Gralish, Tabitha (3)' now contains the text '09/29/2006 thru 09/28/2007 every 2 weeks on Mon'. The 'Goal' column has an 'Enter' link, and the 'Progress Report' column has an 'Enter SLA, BaseLine and Goal Scores' link. The rest of the interface is the same as in the previous screenshot.

Enter SLA , Initial Performance, and Goal Scores

Tabitha Gralish (Grade 3)
Reading - Curriculum Based Measurement

Directions: Assess the student using randomly selected passages from each grade level. Enter the score for each grade level assessed.

Survey Level Assessment Scores		Initial Performance Scores	
Grade	Corrects	Errors	Assessment Grade Level: 3
Grade 8			Initial Corrects:
Grade 7			Initial Errors:
Grade 6			Initial Probe: None
Grade 5			Initial Program Label:
Grade 4			Initial Program Description:
Grade 3			
Grade 2			
Grade 1			
Grade K			

Goal Criterion for Success Scores

Goal Corrects:

Goal Errors:

Save & Graph **Save** **Cancel**

Note: Only the fields in Red are required. All other fields are optional.

This window is broken into three parts: **Survey Level Assessment (SLA) Scores** to the left and **Initial Performance Scores** and **Goal Criterion for Success Scores** to the right.

When an assessment level is selected use the Initial Performance Scores section to enter an **Assessment Grade Level** and an **Initial Score**.

Use the Assessment Grade Level dropdown menu to select an assessment grade. If the selected grade has a corresponding SLA score, you will be asked if you would like to use the SLA score as the initial score. Otherwise, type the student's first score at the selected grade level into the Initial Score text field.

Enter the **Goal Corrects** in the appropriately labeled text fields. Click the **Save** button to save the data.

To Enter Progress Monitoring Scores

Go to the Next Score Column.
Click on the date next to your target student.

Student	Measure	Schedule	Last Score	Next Score <i>ewk</i>	Goal	Progress Report ?
Boland, Austin (3)	R-CBM	09/15/2005 thru 01/06/2006 every 2 weeks on Tue	32/4 (09/15/2005)	09/27/2005 Tue	Grade 2 60 WRC	Insufficient Scores
Brady, Brittney (K)	Select					Select Measure
Frieler, Kaylee (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed	34/6 (09/01/2005)	09/14/2005 Wed	Grade 2 92 WRC	Insufficient Scores
Frieler, Kaylee (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores
Gale, Megan (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores

***Note:** Under the Progress Report Column click on the option available ("Insufficient Scores, etc.) to Copy and Paste a blank graph into your Goal Page for the IEP.

Click the **Show All** sessions for this schedule link. This will allow you to enter data for multiple weeks.

Mon	Tue	Wed	Thu	Fri
R-CBM - Boland, Austin 09/15/2005 thru 01/08/2006				
Sep 17	Sep 18	Sep 19	Sep 20	Sep 21
Sep 19	Sep 20	Sep 21	Sep 22	Sep 23
Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
Oct 31	Nov 1	Nov 2	Nov 3	Nov 4
Nov 7	Nov 8	Nov 9	Nov 10	Nov 11

ENTER SCORES: To enter the student's score, go to the date the assessment was given. Enter the score. Click **Save**. You will automatically be returned to the Progress Monitoring Caseload list.

Viewing and Printing Reports

To view the report for a specific student, click the student's status in the Progress Report column. **Click Expand** (in blue near top left by Report Options). Make sure Intervention Trends, Aimline and Intervention Lines are checked; click **Display**. Click red PDF tab near top left of the page. **Print**.