



Tip Sheet: Progress Monitoring

August 2022 Updates

User Types with Access to the Progress Monitoring Module

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.

Step #2: Copy and paste the IEP goal as the last step. Click Save.

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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Reading

Goal Reading Goal #2

IEP End Date 04/10/2023 Mastery Criteria 90

Data Collection Setup

Collection Method Trial Recording Ceiling 100

Measure Type Number Collection Skill (Not Required)

Response Key Numeric No. of Sessions 30

X-Axis Title Number of Sessions Y-Axis Title Score

Objective(s)/Benchmarks

Name	Sequence	Comments	Edit	Duplicate	Delete
Test Objective #1	1				
Test Objective #2	2				
Reading Goal #2	3				

Step #3: Click Save. Now the IEP goal has been added as the last step.

Cancel Save

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

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.

Select	Area of Need	Goal	Data Capture Status	Trend
	Adapted Physical Education	887722TST	No Status	
☒	Reading	Given a passage on her independent reading level, Christine Test will read 120 words per minute in 4 out of 5 consecutive trials.	On Track	
☒	Reading	Reading Goal #2	No Status	
☐	Visually Impaired	Test Goal 1	No Status	
☐	Visually Impaired	Test Goal 2	On Track	

Close Select

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.

Reading

Goal: Reading Goal #2

Data Capture Grid

#	Objective(s)/Benchmark	Response	Not Presented
1	Test Objective #1		☐
2	Test Objective #2		☐
3	Reading Goal #2		☐

Session Information

Recording Date: MM/DD/YYYY (Required)

Condition: Baseline

Comments:

Reading

Goal: Given a passage on her independent reading level, Christine Test will read 120 words per minute in 4 out of 5 consecutive trials.

Data Capture Grid

#	Objective(s)/Benchmark	Response	Not Presented
1	Given a passage on her independent reading level, Christine Test will read 100 words per minute in 4 out of 5 consecutive trials.		☐
2	Given a passage on her independent reading level, Christine Test will read 110 words per minute in 4 out of 5 consecutive trials.		☐

Session Information

Recording Date: MM/DD/YYYY (Required)

Comments:

Session No: 9

☐ By checking this checkbox, you are indicating that you have made an instructional change that you wish to display as a vertical line on the graph.

Cancel Undo Save & Confirm Save, Confirm, & Log Another Session



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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.

Goal/Objective Summary

Data Collection

New Session Print Report **Not Mastered**

Session History Graph

Show 10 entries Filter:

Details	No	Condition	Recording Date	Score	Comments	Data Capture Status
+	1	Baseline	04/11/2022	75.0		Approved
+	2	Baseline	04/11/2022	76.0		Approved
+	3	Baseline	04/11/2022	77.0		Approved
+	4	Instructional	04/11/2022	80.0	logging on 1st objective	Approved
+	5	Instructional	04/11/2022	88.0		Approved
+	6	Instructional	05/11/2022	120.0		Approved
+	7	Instructional	06/14/2022	120.0		Approved
+	8	Instructional	07/11/2022	120.0		Approved

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

Goal/Objective Summary

Data Collection

New Session Print Report Not Mastered

Session History Graph

Show 10 entries Filter:

Do you want to mark this goal/objective as Mastered?

Cancel Confirm

Details	No	Condition	Recording Date	Score	Comments	Data Capture Status
+	1	Baseline	04/11/2022	75.0		Approved
+	2	Baseline	04/11/2022	76.0		Approved

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'.

Goal/Objective Summary

Data Collection

New Session Print Report **Mastered**

Session History Graph

Show 10 entries Filter:

Details	No	Condition	Recording Date	Score	Comments	Data Capture Status
+	1	Baseline	04/11/2022	75.0		Approved
+	2	Baseline	04/11/2022	76.0		Approved



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Dashboards

Tile Name	Overview
Goal/Objective Data Monthly Volume	This tile shows the number of Progress Track data sessions entered by month compared over the last two school years. It looks at the date the log was entered when determining what month to plot each data session towards. This dashboard tile is provided to user types LEA Admin 4, LEA Data Manager, and EC Administrator.
Progress Track Data Logged by School	This tile displays a pie chart for each individual school showing the number of students with and without Progress Track data sessions logged by school. It will include all students with a currently valid IEP. The number of students in Green reflect the students with at least one progress monitoring data session entered. The students in Red reflect the students with no progress monitoring data sessions entered. This dashboard tile is provided to user types LEA Admin 4, LEA Data Manager, and EC Administrator.
Progress Track Log Past 30 Days	This tile is a pie chart that answers the question of what percent of students on my caseload, haven't had progress monitoring data collected and entered in the system in the last 30 days. It will display data for the user's caseload or for their school assignment(s) depending upon their user type. LEA Admin 2, LEA Admin 4, School Admin 2, LEA Data Manager, and EC Administrator have access to this dashboard tile for their school assignments. Service Provider 1, Service Provider 2, EC Teacher 1, and EC Teacher 2 user types have access to this dashboard tile for their caseload.