

How to Initiate Progress Monitoring

1. Click on the global Actions menu above the filters on your SCREENING dashboard.
2. Select Progress Monitoring from the drop-down menu.

SCREENING

Fall Reporting due on 10/01/2021
8 days remaining

Actions

2021-2022

Building: All

Screening: Select

District: All

Status: All

Submit

Reset Filters

Search:

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student		Test School	Completed	Not Started	Not Started	Not Started
Actions	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

3. Find the student you want to monitor progress on the Progress Monitoring dashboard.
4. Click on the Actions menu to the right of the student's state ID.
5. Select Monitor Progress from the drop-down menu.

School Year: 2021-2022

AEA: All

District: All

Building: All

Submit

Reset Filters

Scale 1: 0 0%

Scale 2: 0 0%

Scale 3: 0 0%

Scale 4: 0 0%

Scale 5: 0 0%

Scale 6: 0 0%

On-Track Progress

Not On-track

NM = Not Monitored

NS = No Scores

Search:

ACTIONS	STATE ID	STUDENT	GRADE	SCALE 1	SCALE 2	SCALE 3	SCALE 4	SCALE 5	SCALE 6	DATA LAST ENTERED
Actions	999999999	Add Student	5th	NM	NM	NM	NM	NM	NM	
Actions	888888888	Add Student2	6th	NM	NM	NM	NM	NM	NM	

6. Verify that the student's name is correct.
7. Select the scales to monitor.
8. Enter a start date for each scale selected.
9. Click Save when done. At least one scale from scales 1-4 and 6 must be selected to save the form.

	Yes	No	Start Date
Scale 1	<input checked="" type="radio"/>	<input type="radio"/>	09/22/2021
Scale 2	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy
Scale 3	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy
Scale 4	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy
Scale 5	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy
Scale 6	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy

10. You will see the message below if the information was saved successfully.

Success
Student Profile Updated!

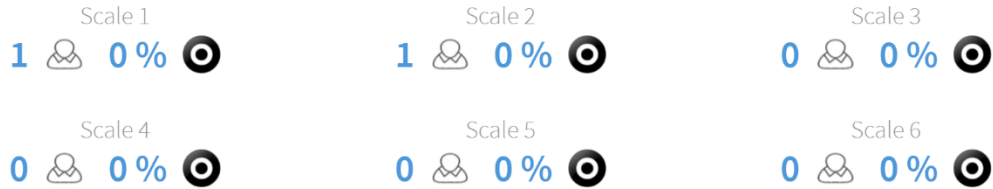
OK

11. Click OK to close the message box to go back to the Progress Monitoring dashboard.

12. Verify that the correct scales have been selected for monitoring. The selected scales should indicate NS (No Scores) instead of NM (Not Monitored).

School Year: 2021-2022 District: All

AEA: All Building: All



On-Track Progress

On-track
 Not On-track
 NM = Not Monitored
 NS = No Scores
 Search:

ACTIONS	STATE ID	STUDENT	GRADE	SCALE 1	SCALE 2	SCALE 3	SCALE 4	SCALE 5	SCALE 6	DATA LAST ENTERED
Actions	999999999	Add Student	5th	NS	NS	NM	NM	NM	NM	
Actions	888888888	Add Student2	6th	NM	NM	NM	NM	NM	NM	