

Progress Monitoring

Select Student to Monitor

1. Click on the Actions menu corresponding to the student you want to monitor progress in the Screening data table.
2. Select Monitor Progress from the drop-down menu.

The screenshot shows a dashboard with several filters and summary cards. The filters include School Year (2020-2021), AEA (All), District (All), Building (All), Screening (Fall Screening), and Status (All). Summary cards show Fall Enrollment (2), Fall Screening (1), and Participation Rate (50%). A notification states 'Winter Reporting starts on 02/15/2021 Will start in 104 days'. A table titled 'Screening' is displayed with columns for Student, State ID, Teacher, Building, First Contact Survey, Fall, Winter, and Spring. A red circle highlights the 'Screening' tab, and another red circle highlights the 'Monitor Progress' option in the Actions dropdown menu for the first row of the table.

Dashboard

School Year: 2020-2021 | Building: All | AEA: All | Screening: Fall Screening | District: All | Status: All | Submit

Fall Enrollment: 2 | Fall Screening: 1 | Participation Rate: 50%

Actions

Winter Reporting starts on 02/15/2021
Will start in 104 days

Screening

Show 10 entries

STUDENT	STATE ID	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING	Actions
Test Scale	9595959595	Test Scale	Adair-Casey Elementary School	Completed	Completed	Completed	Completed	Actions
Test Scale2	9494949494	Test Scale	Adair-Casey Elementary School	Not Started	Not Started	Not Started	Not Started	Actions

Complete Monitoring Form

1. Make sure the correct student name is displayed.
2. Select Yes to monitor the student's progress.
3. Select scales to monitor.
4. Enter a start date for each scale selected.
5. Click Save.

The screenshot shows a 'Monitor Progress' modal window overlaid on a dashboard. The dashboard background includes a 'Screening' section with a table of student entries and a 'Winter Reporting starts on 02/15/2021' notification. The modal window contains the following elements:

- Test Scale**
- Monitor Student Progress?** with a green 'Yes' button selected and a grey 'No' button.
- Select scales to monitor** section with a table of scales and start dates.

	Yes	No	Start Date
Scale 1	<input checked="" type="radio"/>	<input type="radio"/>	09/01/2020
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 checked="" type="radio"/>	<input type="radio"/>	09/01/2020
Scale 6	<input type="radio"/>	<input checked="" type="radio"/>	mm/dd/yyyy

At the bottom of the modal, there are 'Close' and 'Save' buttons.

Enter Scores

1. Click on the global Actions menu above the Screening data table.
2. Select Progress Monitor.

The screenshot shows a dashboard with filters for School Year (2020-2021), Building (All), AEA (All), Screening (Fall Screening), District (All), and Status (All). Below the filters are three summary cards: Fall Enrollment (2), Fall Screening (1), and Participation Rate (50%). An 'Actions' dropdown menu is open, with 'Progress Monitor' highlighted in red. Below the menu is a 'Screening' table with columns: STUDENT, STATE ID, TEACHER, BUILDING, FIRST CONTACT SURVEY, FALL, WINTER, SPRING, and ACTIONS. The table contains two rows of screening data.

STUDENT	STATE ID	TEACHER	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING	ACTIONS
Test Scale	9595959595	Test Scale	Adair-Casey Elementary School	Completed	Completed	Completed	Completed	Actions
Test Scale2	9494949494	Test Scale	Adair-Casey Elementary School	Not Started	Not Started	Not Started	Not Started	Actions

3. In the Progress Monitor data table, click on the Actions menu corresponding to the student you want to enter scores for.
4. Select Enter Scores from the drop-down list.

The screenshot shows a dashboard with filters for School Year (2020-2021), District (All), AEA (All), and Building (All). Below the filters are six summary cards for Scale 1 through Scale 6, each showing a count and a percentage. An 'Actions' dropdown menu is open, with 'Enter Scores' highlighted in red. Below the menu is a 'Progress Monitor' table with columns: STATE ID, STUDENT, GRADE, SCALE 1, SCALE 2, SCALE 3, SCALE 4, SCALE 5, SCALE 6, DATA ENTRY, DATA LAST ENTERED, and ACTIONS. The table contains two rows of progress data.

STATE ID	STUDENT	GRADE	SCALE 1	SCALE 2	SCALE 3	SCALE 4	SCALE 5	SCALE 6	DATA ENTRY	DATA LAST ENTERED	ACTIONS
9595959595	Test Scale	5th	On-track	NM	NM	NM	Not On-track	NM	11 %	09/01/2020	Actions
9494949494	Test Scale2	1st	On-track	NM	NM	NM	NM	NM	11 %	10/12/2020	Actions

5. Review the student's information. Make sure the correct school year is displayed.
6. Enter a score for each scale available. Only scores from 0-18 are valid. Scores can be entered in 0.25 increment.
7. Enter a date when the evidence was collected for each score entry.
8. Click Submit to save your data.

Test Scale

Student State ID: 9595959595
AEA: Heartland AEA
District: Adair-Casey
School: Adair-Casey Elementary School
Grade: 5th
School Year: 2020

Score Entry | Benchmarks Comparison

Score Entry form

Scale 1: Reading Literature & Information Text: Key Ideas and Details Outcome	Enter Date mm/dd/yyyy	Enter Score
Scale 5: Writing: Text Types and Purposes Outcome	Enter Date mm/dd/yyyy	Enter Score

Submit

Compare Student Current Performance to Benchmarks

1. Click the Benchmarks Comparison tab.
2. Select a benchmark (e.g., fall, winter, or spring) to compare with the student's last entered scores.
3. The blue bars represent the last scores entered for the scales monitored.
4. The yellow line represents the benchmark selected.

