



“System to Enhance
Educational Performance”

iSTEEP DATA

COMPREHENSIVE USER'S MANUAL

STEEP

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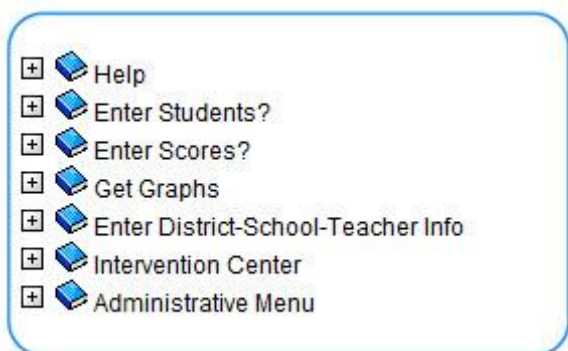
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Additional Questions?
Email: support@isteep.com

Introduction

Welcome to the **iSTEEP Comprehensive User's Manual!** The purpose of this manual is to guide professionals to use all major features of the STEEP data system. Specific instructions and graphics have been provided to help guide users step by step through each of the databases available features.

Once logged in, the STEEP database is designed around a menu that is located on the left hand side of the screen (see below).



The **Quick Links** table is also available on the main screen for the "**Most Frequently**" used functions (see below). Users may access features using either the menu on the left or the quick links on the right.

Quick Links		
Screening	Progress Monitoring	Information
Enter Screening Scores	Intervention Dashboard	Data System Manual
Class Wide Graphs	Intervention Setup	Contact iSTEEP
Computer Assessment	Quick Data Entry	New Products & Updates

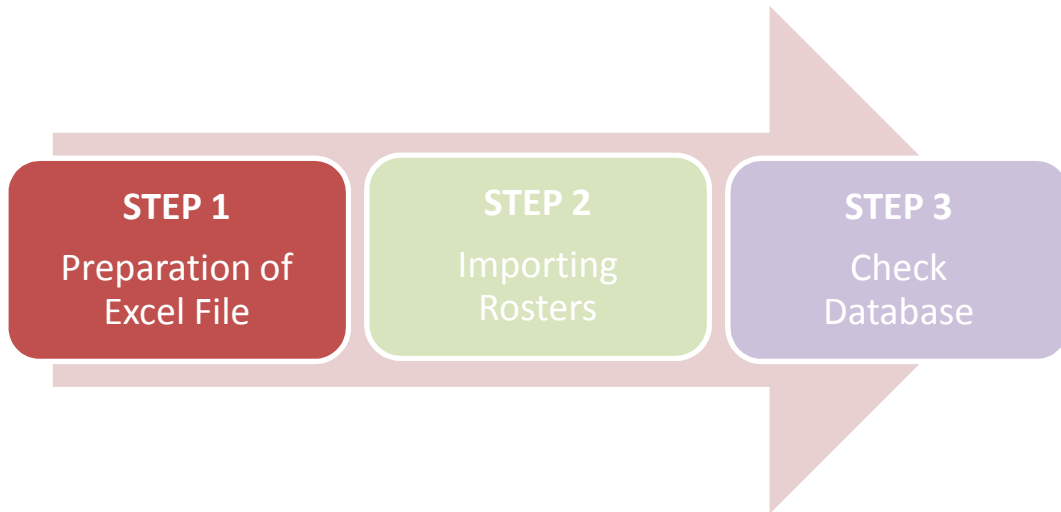
Organization of this Guide

This guide is organized to guide professionals sequentially through the data system as they will normally engage in the RTI process. Hence, the guide begins with entering students into the system, moving on to entering scores, getting graphs, setting up intervention and progress monitoring data and concludes with exporting data.



Importing Rosters Help Guide

Welcome to the iSTEEP importing rosters help guide. There are 3 steps we will review to help guide you as you setup your school or districts database to help insure you receive the most out of your data.



STEP 1: Preparing Your Excel File

Rosters are imported into the STEEP database through an **Excel CSV file**. Setting up your rosters so that students can be easily found once within the system and scores can be quickly entered is very crucial.

Important notes regarding the file:

- **Required Fields**
 - ✓ Student First Name
 - ✓ Student Last Name
 - ✓ Class Grade
 - ✓ Teacher First Name
 - ✓ Teacher Last Name
 - ✓ Class Name (Typically teacher last name and grade)
- Each field must be in **separate columns**
- **Optional Fields** such as ethnicity, gender, special education status, free/reduced lunch status, student ID (only if ID is unique for entire district), etc., can also be imported. If not done at the time of importing, this information can be manually entered.
- **No commas** are allowed in the file (i.e. Smith, Jr)
- Recommend keeping **class sizes** (which is broken down by Class Name in the excel file) to approximately 30-40 students.

STEEP Codes

All data systems use codes but the codes may differ from one system to another. For example in most cases, the code for the student's grade level is the number of his/her grade (i.e., 5 is fifth grade).

However, the code for Kdg is 14 in the STEEP system and your system may use K or 0 for Kdg. When you import, you must use the codes iSTEOP uses for anything you import.

WARNING! Before importing students, make sure that your data file ID-s fit into the system database design:

☒ [Click here to check database design!](#)

Grade		Ethnicity		English Proficiency		Special Education	
Code	Name	Code	Name	Code	Name	Code	Name
1	1	0	Unspecified	0	Unspecified	0	Unspecified
2	2	1	African American/Black	1	Proficient	1	Yes
3	3	2	Asian or Pacific Islander	2	Not Proficient	2	No
4	4	3	Caucasian/White	3	Level 1		
5	5	4	Hispanic	4	Level 2		
6	6	5	Mixed	5	Level 3		
7	7	6	Native American	6	Level 4		
8	8	7	Other	7	Level 5		
9	9						
10	10						
11	11						
12	12						
13	PK						
14	K						

Migrant		Low Income		Active		Gender	
Code	Name	Code	Name	Code	Name	Code	Name
0	Unspecified	0	Unspecified	0	No	0	Unspecified
1	Yes	1	Yes	1	Yes	1	Male
2	No	2	No			2	Female

****These codes can be found in the STEEP database on the import page.**

**** Before importing it is important to think first about how you will use the data system.****

Elementary Class Name Recommendations

In elementary, class naming is usually easy. There is one teacher who has students assigned to him or her. The STEEP assessment(s) will be conducted in that teachers classroom so we recommend organizing student names by homeroom teacher. At minimum, teachers last name and grade should be included as the class name. Column F in the excel file above is an example of class name using this method.

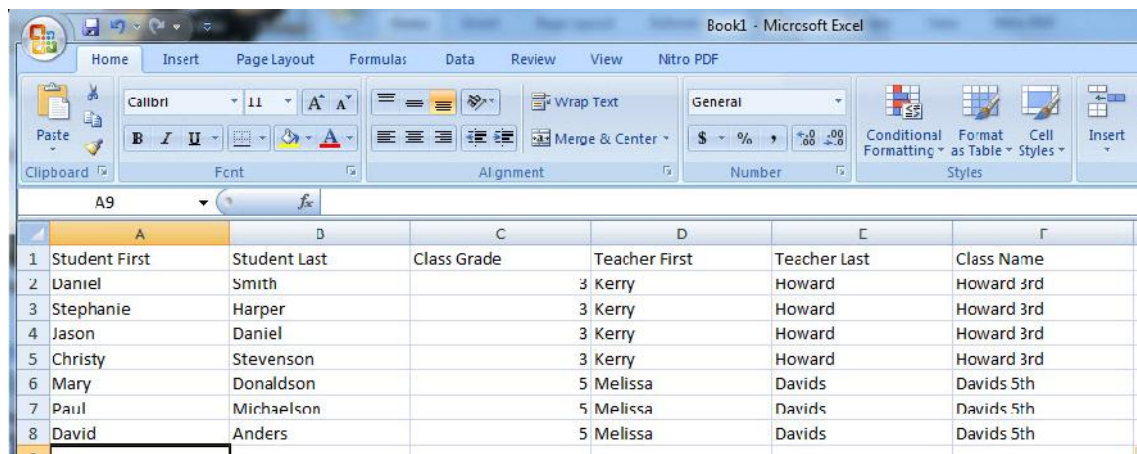
Secondary Roster Recommendations

In secondary schools, it is also best to have one primary teacher, such as the homeroom teacher, where all assessment(s) will take place. This makes data entry later on easier. You will pull up the homeroom teacher and see all the students who were assessed together.

In some cases, students may get a math assessment in their math class and a reading assessment in their reading class. If so, iSTEOP permits you to import up to two teachers.

IMPORTANT: Do not use student ID numbers if you are importing a student into two teachers classes. Only the second instance of the student will be imported.

Example of required Excel format



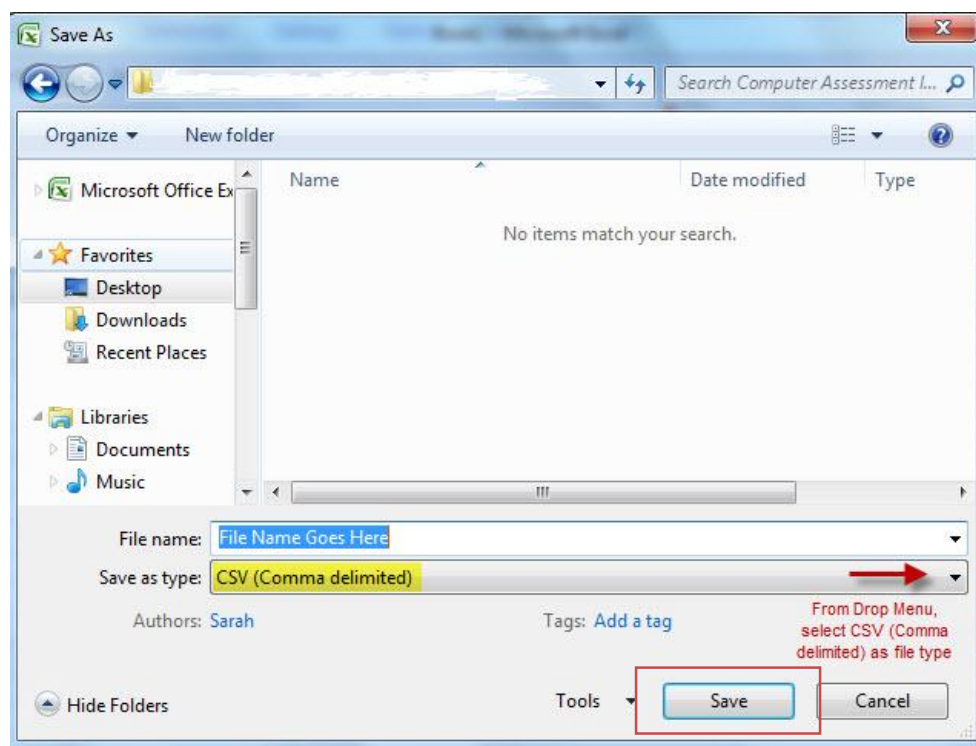
The screenshot shows a Microsoft Excel spreadsheet titled 'Book1 - Microsoft Excel'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Nitro PDF. The 'Home' ribbon is active, showing options for Clipboard, Font, Paragraph, Alignment, Number, Styles, and Cells. The spreadsheet has the following data:

	A	B	C	D	E	F
	Student First	Student Last	Class Grade	Teacher First	Teacher Last	Class Name
1	Daniel	Smith		3 Kerry	Howard	Howard 3rd
2	Stephanie	Harper		3 Kerry	Howard	Howard 3rd
3	Jason	Daniel		3 Kerry	Howard	Howard 3rd
4	Christy	Stevenson		3 Kerry	Howard	Howard 3rd
5	Mary	Donaldson		5 Melissa	Davids	Davids 5th
6	Paul	Michaelson		5 Melissa	Davids	Davids 5th
7	David	Anders		5 Melissa	Davids	Davids 5th

IMPORTANT: We recommended uploading no more than 400-450 students at a time. If your roster is larger than 400-450 students, it is suggested to break the file up into multiple files. Uploading several small files will take less time than uploading one large file.

SAVE

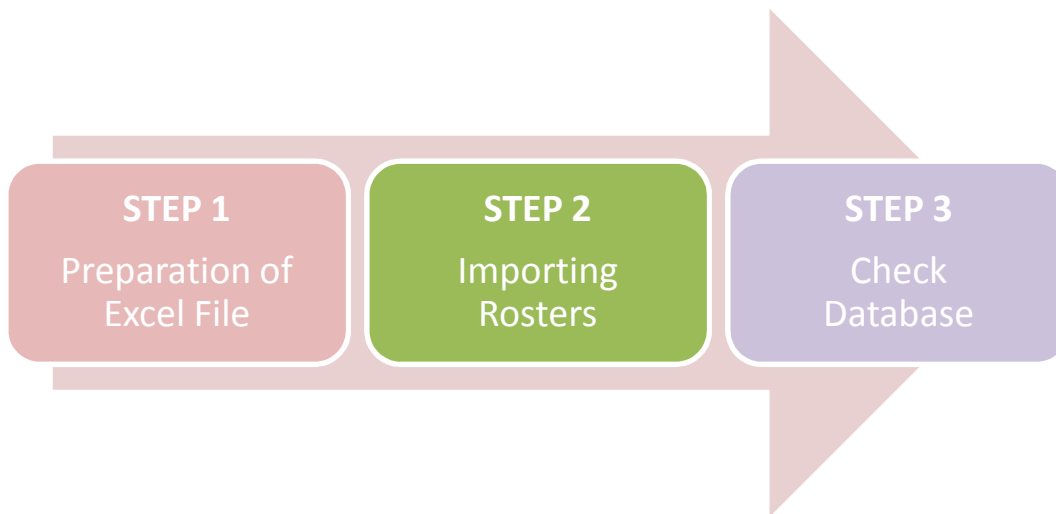
Once your file is complete, save your file as an Excel CSV file.



Your File is Now Complete and Ready to Import!

Please contact us at support@istep.com for any questions/concerns prior to importing.

STEP 2: Importing Rosters



IMPORTANT

Only import if you are an intermediate/advanced computer user and PATIENT.

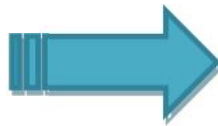
Double check your CSV file to insure the following

- ✓ File does not contain any commas
- ✓ Does the file have all the required information
- ✓ If you are importing a student ID number, it is unique for the entire district and only one teacher per student is being imported

Accessing Import portal in STEEP Database

Once in the database, select the following menu items:

- Administrative Menu
- Import and Export Information
- Import Students and Teachers



Select District, School and Term from the drop down menus. Click Browse to locate the CSV file and select Upload. See below.

Import new students from a file

School District: Sample Database District

School: School A

Term: 2009-2010

Data File: Browse...

Data Format: CSV Upload

WARNING! Before importing students, make sure that your data file ID-s fit into the system database design:

☐ Click here to check database design! Check this box to check STEEP codes in the system.

Apply Import Cancel

Next, you will see a screen similar to the image below. Uncheck any **ROWS** that are **NOT** needed. Use drop down arrows to identify each **COLUMN**. If a column is not needed, leave as "Ignore".

Scroll down and Click **Apply**.

	Student Last Name	Student First Name	Ignore	Ignore
<input type="checkbox"/>	Last Name	First Name	Grade	Teacher Last Nar
<input checked="" type="checkbox"/>	Babin	Josh	1	Smith
<input checked="" type="checkbox"/>	Franklin	Shelly	1	Smith
<input checked="" type="checkbox"/>	Hill	Paul	1	Smith
<input checked="" type="checkbox"/>	Laurence	Pat	1	Smith
<input checked="" type="checkbox"/>	Singletary	Trisha	1	Smith
<input checked="" type="checkbox"/>	Wilson	Maddox	1	Smith

Apply Import Cancel


Review the imported information to insure accuracy. Click **IMPORT**.

Imported Students


Student ID	Student First Name	Student Middle Name	Student Last Name	Student Gender ID	Student Ethnicity	Student Proficiency ID	Student Special Education Status	Student Migrant Status	Student Low Income	Student Enrolled Status	Student Class Grade	Teacher First Name	Teacher Middle Name	Teacher Last Name	Teacher Login	Teacher Password	Class Name
	Josh		Babin								1	Peggy		Smith			
	Shelly		Franklin								1	Peggy		Smith			
	Paul		Hill								1	Peggy		Smith			
	Pat		Laurence								1	Peggy		Smith			
	Trisha		Singletary								1	Peggy		Smith			
	Maddox		Willson								1	Peggy		Smith			

After you Click Import, the system provides feedback on progress (on most computers).

BE PATIENT! This process may require a long time (over 1 hour for large files or slow connections). Do not exit or close your browser until you are sure the upload is complete.



Assessment Center


[Logout](#)

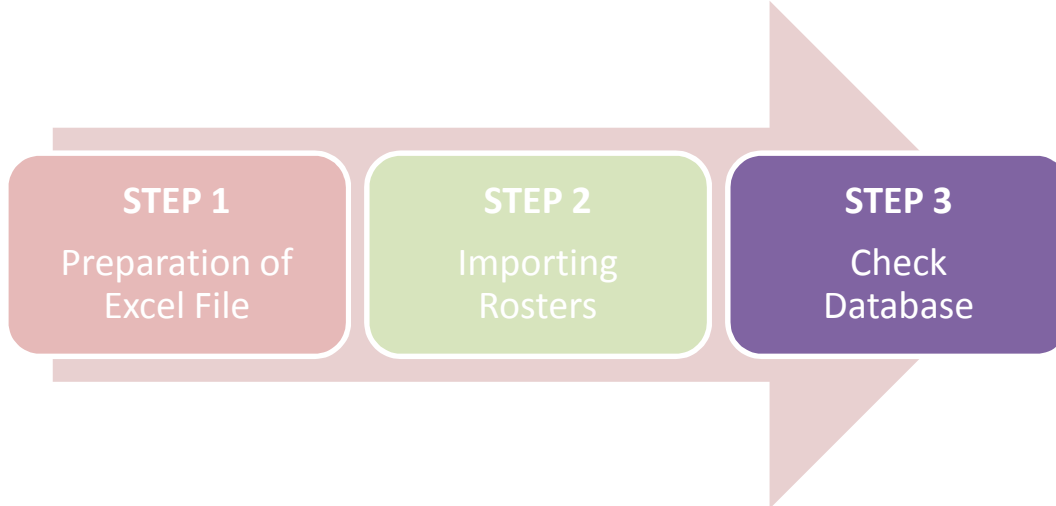
- Multiple Class Reports
- Multi-class Reports
- Enter District-School-Teacher Info
- Intervention Center
- Administrative Menu
- Advanced Reports
- Get Lists and Rosters

Importing has begun and may require over 10 minutes. If there are problem with this import, do not import again. Contact iSTEEP support. Students imported thus far: 0 students..., 50 students..., 100 students..., 150 students..., 200 students..., 250 students..., 300 students..., 350 students..., 400 students..., 450 students...,

Browsers can get disconnected from our server and not "know" it. If so, it can appear your import is going on forever. To conduct detailed check of import progress, proceed to step 3 using a **SECOND** computer to check.

To perform a check on the database to insure your import is complete, please proceed to STEP 3.

STEP 3: Check Database

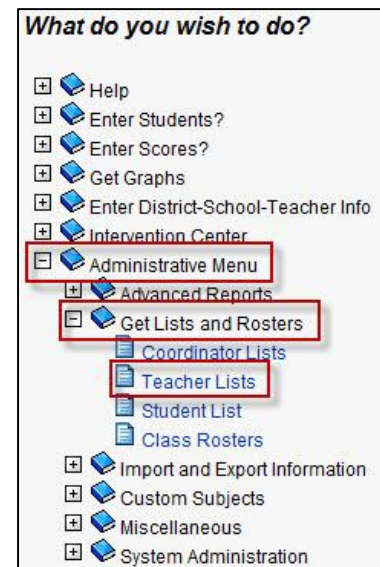
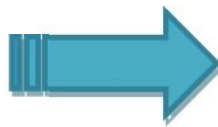


Browsers can get disconnected from the STEEP server and not "know" it. If so, it can appear your import is going on forever. To conduct a detailed check of import progress, use a **SECOND** computer to check.

Checking Import

From a second computer, select the following menu items:

- Administrative Menu
- Get Lists and Rosters
- Teacher Lists



Select District, School and Term from the drop down menus. Grade can be left as "All Grades". Select the circle option "Grades and #of Students Assigned to Each Teacher". Click "Show Report". See below.

Teacher lists will tell you which teachers have been imported and how many students are imported from each class. iSTEEP imports your list of students starting with the first student in the excel file proceeding to the last. If the last student listed on the excel sheet is on the list, then the import is complete and you can close your browser. If the last student is not on the list, then allow more time and check later.

Confirmation of Completed Import

When importing is complete you will receive the following message in your browser. You may need to scroll down to view.

Importing is complete. If you see any error messages, then the error stopped the import. If information is provided about the error, examine the lines indicated for improper characters (symbols such as commas or slashes) or improper codes (using K instead of the code 14 for kindergarten).

Imported Students

Student ID	Student First Name	Student Middle Name	Student Last Name	Student Gender ID	Student Ethnicity	Student Proficiency ID	Student Special Education Status	Student Migrant Status	Student Low Income	Student Enabled Status	Student Class Grade	Teacher First Name	Teacher Middle Name	Teacher Last Name	Teacher Login
A3005	threethousand		threefive								2	Newman		New	
A3006	threethousand		threesix								2	Newman		New	

Apply Import Cancel

If you are unable to confirm that all students were imported, this likely means that some but not all students were imported. You must determine the last student that imported and then import the remaining students. **Do not import all students a second time. This will create duplicate students.** Since students are imported in the order in which they appear on the spreadsheet it is relatively simple to determine the last student imported. Once you find that student, create a new spread sheet containing ONLY those students who were not imported.

Typically by following the guidelines and not importing more than 400-450 students, following instructions, and being patient, all students will be imported without difficulty.

Errors

Errors may include:

- Error on Line XX
- Timeout occurred

IMPORTANT: If an error occurs contact iSTEEP at support@isteep.com. DO NOT import a second time. This can cause duplicate names and cost you time. Let iSTEEP review and advise you on how to proceed.

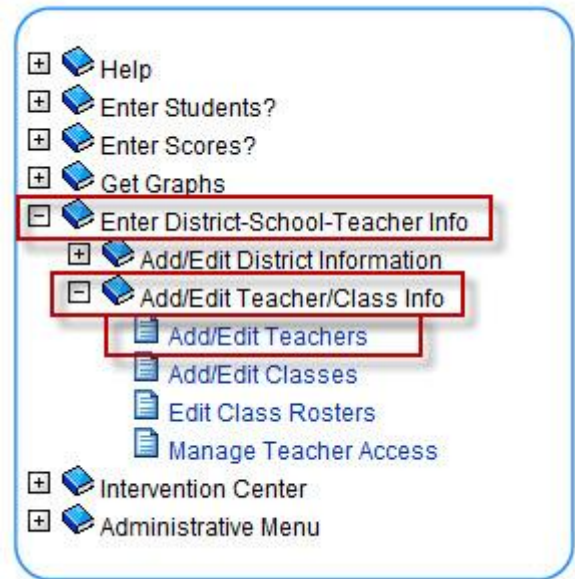
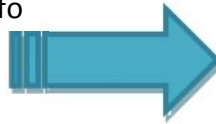
If all students are entered without errors you are finished. Congratulations!

Manual Data Entry

Entering Teachers

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Teachers



Click, Add New. Enter Teacher First Name and Teacher Last. Click "Save/Done". If additional teachers need to be entered, click "Save/Next".

NOTE: Middle name, as well as, Login Information are optional fields and not required to enter a new teachers. Teacher logins give access to teachers to only access information on their classes. Logins must be unique to the **ENTIRE** STEEP system.

Add or Edit Teachers in the Selected School

School District: Sample Database District
School: Sample School A

		Teacher ID	Last Name	First Name	Middle Name	Term
Edit	Delete	222841	Davis	Ben		2010-2011
Edit	Delete	222840	Smith	Sandy		2010-2011

Add New

Name

Title: Mr.
First Name:
Middle Name:
Last Name:

Login Information

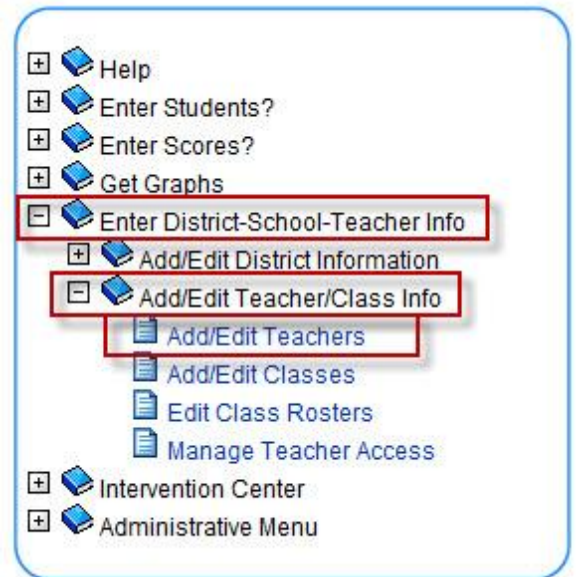
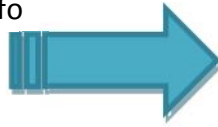
Login:
Password:
Confirm Password:

Save / Done Save / Next Cancel

Editing Teachers

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Teachers



Click, the "Edit" button in the row of the teacher to be edited. Make any corrections needed.

IMPORTANT: Login information is not initially required to enter a new teacher. After editing and attempting to save a teacher, you may get an error message that the user already exists. If so, repeat the edit and this time add a login and password for the teacher. It can be anything, but must be unique to the ENTIRE STEEP database.

Click, "Save/Done"

Add or Edit Teachers in the Selected School

School District:

School:

		Teacher ID	Last Name	First Name	Middle Name	Term
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	222841	Davis	Ben		2010-2011
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	222840	Smith	Sandy		2010-2011

Name

Title:

First Name:

Middle Name:

Last Name:

Login Information

Login:

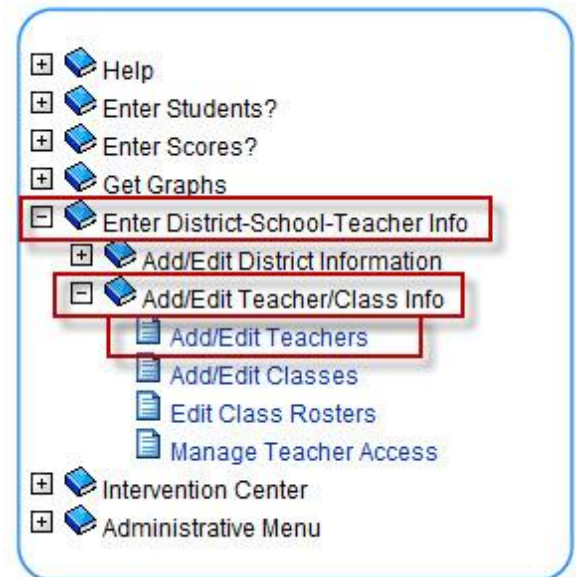
Password:

Confirm Password:

Deleting Teachers

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Teachers



Click, the "Delete" button in the row of the teacher to be deleted.

IMPORTANT: A teacher cannot be deleted without the classes and students under that teacher being deleted first. Please view the "Deleting Classes" and "Deleting Students" sections of this manual.

Add or Edit Teachers in the Selected School

School District: Sample Database District
School: Sample School A

	Teacher ID	Last Name	First Name	Middle Name	Term
Edit Delete	222841	Davis	Ben		2010-2011
Edit Delete	222840	Smith	Sandy		2010-2011

Add New

Name

Title: Mr.
First Name:
Middle Name:
Last Name:

Login Information

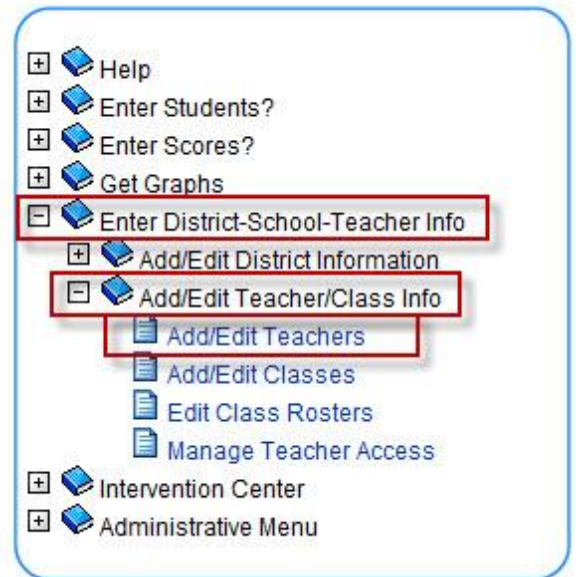
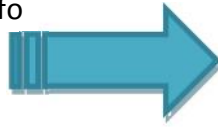
Login:
Password:
Confirm Password:

Save / Done Save / Next Cancel

Teacher Logins and Passwords

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Teachers



If it is a new teacher being entered, follow the "Enter Teachers" section of this manual and for existing teachers in the system, follow the "Edit Teachers" section of this manual. Enter a login ID and password for the selected teacher.

IMPORTANT: Login ID's are universal throughout the STEEP Database and not to just one particular school or district. If the system says the login ID already exists, please choose a more specific login (i.e., instead of jsmith choose jsmith2030).

Click, Save/Done.

Name	
Title:	Mr. <input type="button" value="v"/>
First Name:	Ben
Middle Name:	
Last Name:	Franklin

Login Information	
Login:	bfranklin
Password:
Confirm Password:

What is a Class?

A class is a way of grouping students under a specific teacher. For example, one teacher may have 3 classes (i.e., Period 1, Period 2, Period 5). Every teacher must have at least one class for students to be classified under.

For example, the image below shows that Helen Baker teaches KDG, but has two sections, 1A and 1B. By adding two classes, Baker - 1A and Baker - 1B, under Helen Baker, her students can be added to their appropriate sections.

School District:	Metro Edison	▼
School:	Metro Edison Elementary	▼
School Term:	06 07	▼
Teacher:	BAKER, HELEN	▼
Class:	Baker - 1A	▼

District: Metro Edison
School: Metro Edison Elementary
Term: 06 07
Teacher: BAKER, HELEN

Students

Baker, Adam
Broussard, Diane
Ford, Melissa
Jackson, Betty
Jones, Mike
Smith, John

School District:	Metro Edison	▼
School:	Metro Edison Elementary	▼
School Term:	06 07	▼
Teacher:	BAKER, HELEN	▼
Class:	Baker - 1B	▼

District: Metro Edison
School: Metro Edison Elementary
Term: 06 07
Teacher: BAKER, HELEN

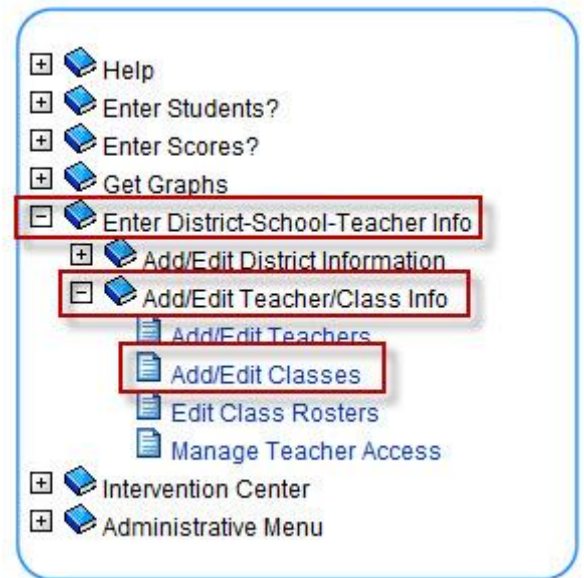
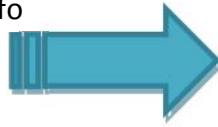
Students

Cotten, Linda
Goodman, Brian
Livingston, Michael
Walker, Lacey

Adding a Class

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Select, term and teacher. Click "Add New"

Add and Edit Classes

School District:	Metro Edison	▼
School:	Metro Edison Elementary	▼
School Term:	10-11	▼
Teacher:	AARON, HANK 2005 2006	▼
Class:		▼

Add New

Name:

Grade: PK ▼

Status: ☒ Active ☐ Inactive

Save

Delete

Add/Edit Students...

Assign Students...

Unassign Student

Enter Class Name and select grade level. Click "Save".

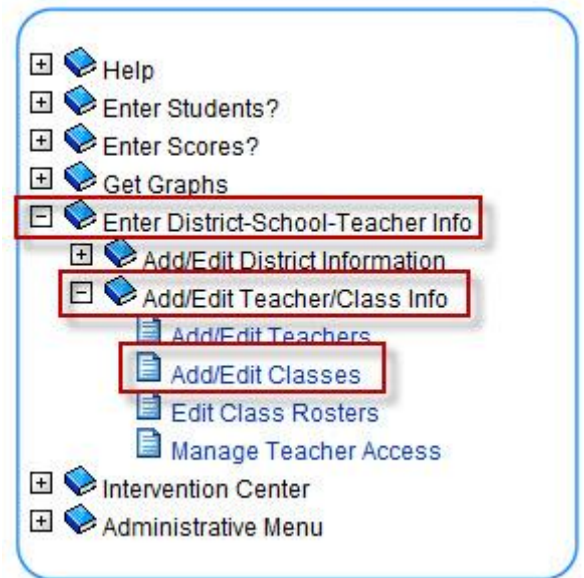
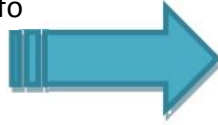
Recommendation: For class names, recommendation is to name the class Teacher Last Name and Grade (i.e., Smith 7th or Smith Period 1, 7th).

The screenshot shows a web form titled "Add and Edit Classes". At the top, there are five dropdown menus: "School District" (Metro Edison), "School" (Metro Edison Elementary), "School Term" (10-11), "Teacher" (AARON, HANK 2005 2006), and "Class" (New...). An "Add New" button is to the right of the "Class" dropdown. Below these is a section for class details with a red-bordered box around it. This section contains: a "Name" field with the placeholder text "Enter Class Name"; a "Grade" dropdown menu currently set to "PK", with a red arrow pointing to it and the text "Select Class Grade from Drop Down Menu"; a "Status" section with "Active" selected (indicated by a blue dot) and "Inactive" as an option; and two buttons, "Save" and "Delete", with the "Save" button highlighted by a red rectangle. To the right of the class details box are three buttons: "Add/Edit Students...", "Assign Students...", and "Unassign Student".

Editing/Changing a Class

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Indicate the school, term and class that needs to be changed.

For example, let's say that Ben Davis' class, Davis 2nd, needs to be changed to BDavis 2nd. Click in the "Name" field and delete the current name, Davis 2nd and enter the new name of BDavis 2nd. If the grade needs to be changed, select the new grade from the drop down menu and click "Save"

Add and Edit Classes

School District:	Sample Database District	▼
School:	Sample School A	▼
School Term:	2010-2011	▼
Teacher:	Davis, Ben 2010-2011	▼
Class:	Davis 2nd	▼

Add New

Name: Davis 2nd

Grade: 2 ▼

Status: ☒ Active ☐ Inactive

Save Delete

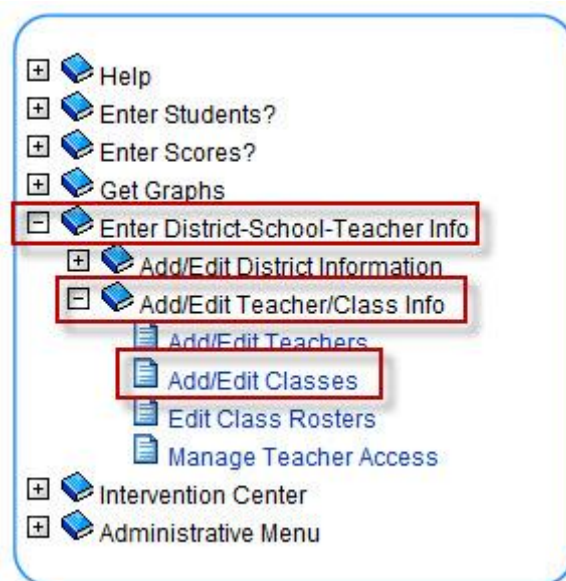
Baker, Nikki
Brown, David
Davis, Brandon
Lynn, Jessica
Parker, Peter
Sanders, Justin
Turner, Amber
Wilkinson, Julie

Add/Edit Students...
Assign Students...
Unassign Student

Deleting a Class

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



NOTE: Before deleting a class, all assessments must be deleted and all students must be unassigned.

Indicate the school, term, teacher that the class to be deleted is located under. If there are any students assigned to the class, use the "Un-assign Student" function on the right. Select the "Delete" button. The class has now been deleted.

NOTE: A teacher cannot be deleted without classes and students under that teacher being deleted first.

Add and Edit Classes

School District: Sample Database District
School: Sample School A
School Term: 2010-2011
Teacher: Davis, Ben 2010-2011
Class: Davis 2nd

Add New

Name: Davis 2nd
Grade: 2
Status: ☒ Active ☐ Inactive

Save Delete

Add/Edit Students...
Assign Students...
Unassign Student

No Students should be listed here for the class to be deleted!

Error Message: If an error message appears, check that all assessments and students have been deleted from the class. See section of manual on deleting assessments.

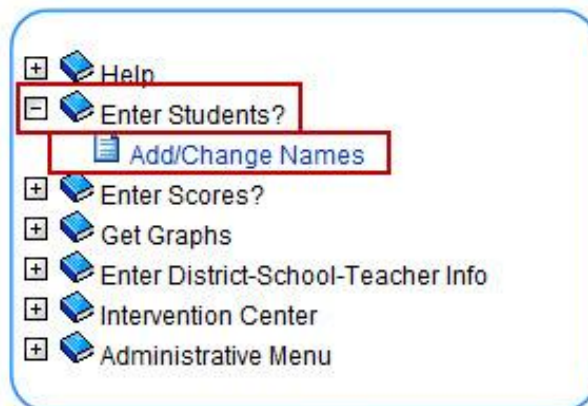
Entering Students

NOTE: There are **TWO** ways of manually entering students into the system.

Option 1

Once in the database, select the following menu items:

- Enter Students
- Add/Change Names



Select term, teacher and class. **Enter** Student Last Name, Student First Name, Student Middle Name (optional). **Click**, "Save". If you wish to enter demographic information or Student ID, click "Details".

Add and Edit Students

School District:	Sample Database District
School:	Sample School A

☐ School (Not in any class)

Assign students to:

Term: 2010-2011

☒ Class: Teacher: Davis, Ben

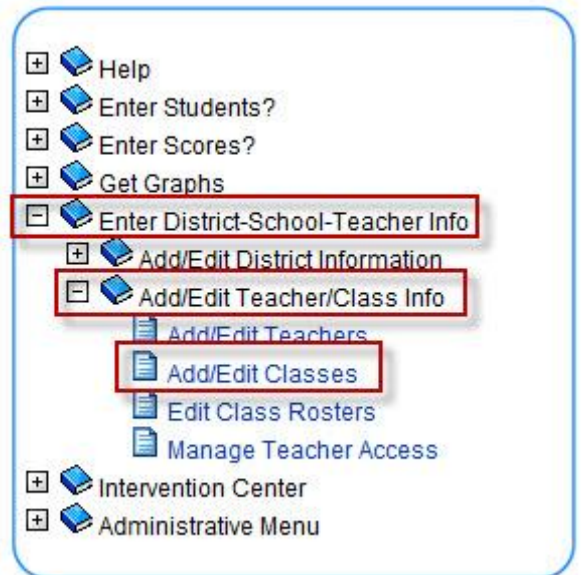
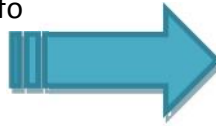
Class: Davis 2nd

Last Name	First Name	Middle Name	Details	Save	Delete
Baker	Nikki		Details	Save	Delete
Brown	David		Details	Save	Delete
Davis	Brandon		Details	Save	Delete
Lynn	Jessica		Details	Save	Delete
Parker	Peter		Details	Save	Delete
Sanders	Justin		Details	Save	Delete
Turner	Amber		Details	Save	Delete
Wilkinson	Julie		Details	Save	Delete
Enter Student Last Name	Enter Student First Name			Save	

Option 2

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Select term, teacher and class. **Click** "Add/Edit Students".

Add and Edit Classes

School District: Sample Database District

School: Sample School A

School Term: 2010-2011

Teacher: Davis, Ben 2010-2011

Class: Davis 2nd

Add New

Name: Davis 2nd

Grade: 2

Status: ☒ Active ☐ Inactive

Save Delete

Baker, Nikki

Brown, David

Davis, Brandon

Lynn, Jessica

Parker, Peter

Sanders, Justin

Turner, Amber

Wilkinson, Julie

Add/Edit Students...

Assign Students...

Unassign Student

Select term, teacher and class. Click, "Add New". Enter student first and last name. Click "Save/Done" or "Save/Next" to move on to the next student.

Optional: Enter demographic and Student ID information. Click, "Save".

Add and Edit Students

School District: Sample Database District

School: Sample School A

☐ School (Not in any class)

Term: 2010-2011

Assign students to:

☒ Class: Teacher: Davis, Ben

Class: Davis 2nd

		Last Name	First Name	Middle Name
Edit	Delete	Baker	Nikki	
Edit	Delete	Brown	David	
Edit	Delete	Davis	Brandon	
Edit	Delete	Lynn	Jessica	
Edit	Delete	Parker	Peter	
Edit	Delete	Sanders	Justin	
Edit	Delete	Turner	Amber	
Edit	Delete	Wilkinson	Julie	

Add New...

Student Info

First Name:

Middle Name:

Last Name:

Student ID:

Save / Done

Save / Next

Icon

No Image

Select...

Subgroup Information

Gender:

Unspecified

Ethnicity:

Unspecified

English Proficiency

Unspecified

Special Education

Unspecified

Low Income

Unspecified

Migrant

Unspecified

Save

Cancel

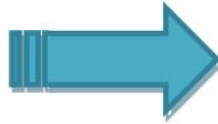
Editing/Changing Students

NOTE: There are **TWO** ways of manually editing students in the system.

Option 1

Once in the database, select the following menu items:

- Enter Students
- Add/Change Names



Indicate teacher, term and class of the student(s) to be edited. Place the cursor in the box of the student to be changed.

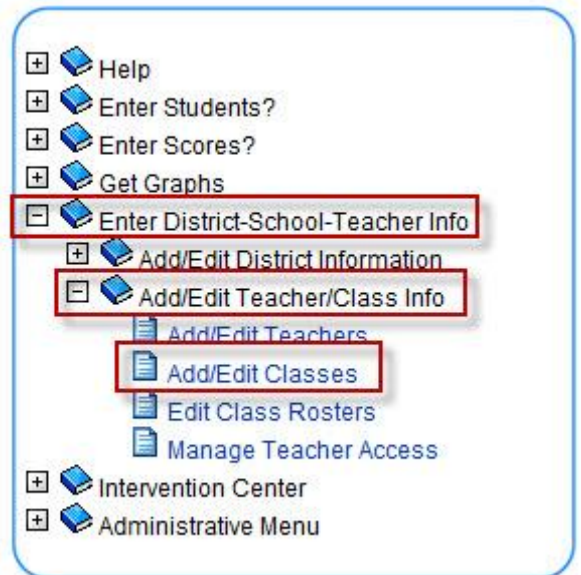
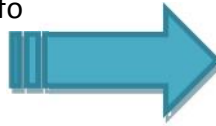
Enter changes. **Click "Save"**.

Add and Edit Students																																															
School District:		Metro Edison																																													
School:		Metro Edison Elementary																																													
<div style="text-align: center;"><input type="radio"/> School (Not in any class)</div>																																															
Assign students to:		Teacher:		FRANK, ANNE																																											
		Class:		2005 2006																																											
		Class:		Anne Franks Class																																											
<table border="1"><thead><tr><th>Last Name</th><th>First Name</th><th>Middle Name</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Connelly</td><td>Sarah</td><td></td><td>Details</td><td>Save</td><td>Delete</td></tr><tr><td>Hiebert</td><td>Joe</td><td></td><td>Details</td><td>Save</td><td>Delete</td></tr><tr><td>Miller</td><td>Marcia</td><td></td><td>Details</td><td>Save</td><td>Delete</td></tr><tr><td>Richard</td><td>Misty</td><td></td><td>Details</td><td>Save</td><td>Delete</td></tr><tr><td>Walker</td><td>Marshall</td><td></td><td>Details</td><td>Save</td><td>Delete</td></tr><tr><td></td><td></td><td></td><td></td><td>Save</td><td></td></tr></tbody></table>						Last Name	First Name	Middle Name				Connelly	Sarah		Details	Save	Delete	Hiebert	Joe		Details	Save	Delete	Miller	Marcia		Details	Save	Delete	Richard	Misty		Details	Save	Delete	Walker	Marshall		Details	Save	Delete					Save	
Last Name	First Name	Middle Name																																													
Connelly	Sarah		Details	Save	Delete																																										
Hiebert	Joe		Details	Save	Delete																																										
Miller	Marcia		Details	Save	Delete																																										
Richard	Misty		Details	Save	Delete																																										
Walker	Marshall		Details	Save	Delete																																										
				Save																																											

Option 2

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Select term, teacher and class. Click "Add/Edit Students".

Add and Edit Classes

School District: Sample Database District

School: Sample School A

School Term: 2010-2011

Teacher: Davis, Ben 2010-2011

Class: Davis 2nd

Add New

Name: Davis 2nd

Grade: 2

Status: ☒ Active ☐ Inactive

Save Delete

Baker, Nikki

Brown, David

Davis, Brandon

Lynn, Jessica

Parker, Peter

Sanders, Justin

Turner, Amber

Wilkinson, Julie

Add/Edit Students...

Assign Students...

Unassign Student

Click, "Edit".

Add and Edit Students

School District: Sample Database District

School: Sample School A

☐ School (Not in any class)

Assign students to:

Term: 2010-2011

☒ Class: Teacher: Davis, Ben

Class: Davis 2nd

		Last Name	First Name	Middle Name
Edit	Delete	Baker	Nikki	
Edit	Delete	Brown	David	
Edit	Delete	Davis	Brandon	
Edit	Delete	Lynn	Jessica	
Edit	Delete	Parker	Peter	
Edit	Delete	Sanders	Justin	
Edit	Delete	Turner	Amber	
Edit	Delete	Wilkinson	Julie	

Add New...

Student Info

First Name:

Middle Name:

Last Name:

Student ID:

Save / Done Save / Next

Icon

No Image

Select...

Subgroup Information

Gender: Unspecified

Ethnicity: Unspecified

English Proficiency: Unspecified

Special Education: Unspecified

Low Income: Unspecified

Migrant: Unspecified

Save Cancel

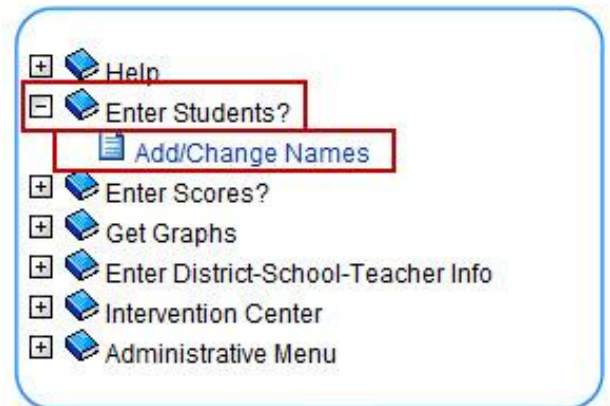
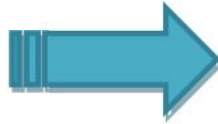
Deleting Students

NOTE: Before deleting a student, all assessment scores must be deleted.

Option 1

Once in the database, select the following menu items:

- Enter Students
- Add/Change Names



Indicate teacher, term and class of the student(s) to be deleted. **Click** "Delete" in the row of the selected student.

Add and Edit Students

School District: Sample Database District

School: Sample School A

☐ School (Not in any class)

Term: 2010-2011

Assign students to:

☒ Class: Teacher: Davis, Ben

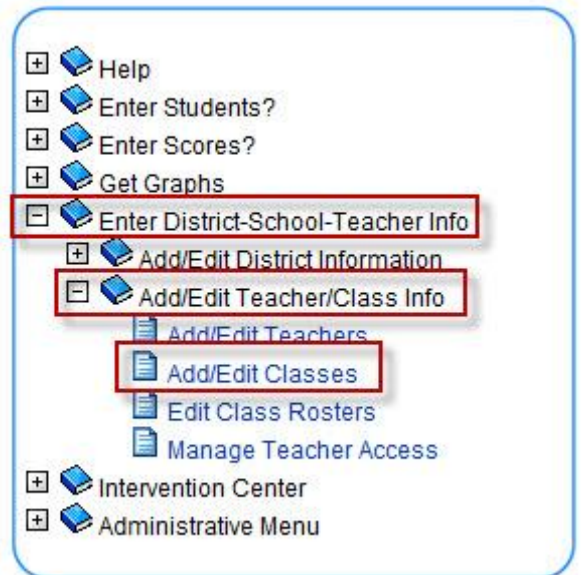
Class: Davis 2nd

Last Name	First Name	Middle Name			
Baker	Nikki		Details	Save	Delete
Brown	David		Details	Save	Delete
Davis	Brandon		Details	Save	Delete
Lynn	Jessica		Details	Save	Delete
Parker	Peter		Details	Save	Delete
Sanders	Justin		Details	Save	Delete
Turner	Amber		Details	Save	Delete
Wilkinson	Julie		Details	Save	Delete
				Save	

Option 2

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Select term, teacher and class. **Click** "Add/Edit Students".

Add and Edit Classes

School District: Sample Database District

School: Sample School A

School Term: 2010-2011

Teacher: Davis, Ben 2010-2011

Class: Davis 2nd

Add New

Name: Davis 2nd

Grade: 2

Status: ☒ Active ☐ Inactive

Save Delete

Baker, Nikki

Brown, David

Davis, Brandon

Lynn, Jessica

Parker, Peter

Sanders, Justin

Turner, Amber

Wilkinson, Julie

Add/Edit Students...

Assign Students...

Unassign Student

Click, "Delete".

Add and Edit Students

School District: Sample Database District

School: Sample School A

☐ School (Not in any class)

Term: 2010-2011

Assign students to:

☒ Class: Teacher: Davis, Ben

Class: Davis 2nd

		Last Name	First Name	Middle Name
Edit	Delete	Baker	Nikki	
Edit	Delete	Brown	David	
Edit	Delete	Davis	Brandon	
Edit	Delete	Lynn	Jessica	
Edit	Delete	Parker	Peter	
Edit	Delete	Sanders	Justin	
Edit	Delete	Turner	Amber	
Edit	Delete	Wilkinson	Julie	

Add New...

Student Info

First Name:

Middle Name:

Last Name:

Student ID:

Save / Done Save / Next

Icon

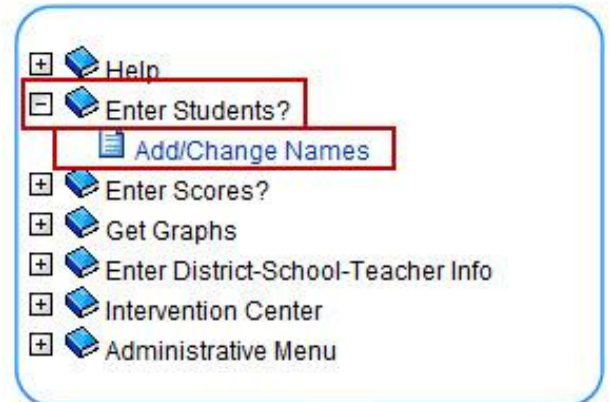
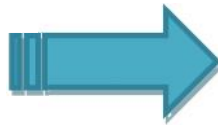
No Image

Adding/Changing Student Demographics and Student ID's

Option 1

Once in the database, select the following menu items:

- Enter Students
- Add/Change Names



Indicate teacher, term and class of the student(s) to be edited. **Click** "Details" in the row of the selected student.

Add and Edit Students					
School District:		Sample Database District			
School:		Sample School A			
<input type="radio"/> School (Not in any class)					
Assign students to:		Term: 2010-2011			
		<input checked="" type="radio"/> Class: Teacher: Davis, Ben			
		Class: Davis 2nd			
Last Name	First Name	Middle Name			
Baker	Nikki		Details	Save	Delete
Brown	David		Details	Save	Delete
Davis	Brandon		Details	Save	Delete
Lynn	Jessica		Details	Save	Delete
Parker	Peter		Details	Save	Delete
Sanders	Justin		Details	Save	Delete
Turner	Amber		Details	Save	Delete
Wilkinson	Julie		Details	Save	Delete
				Save	

Enter, student ID or other optional subgroup information.

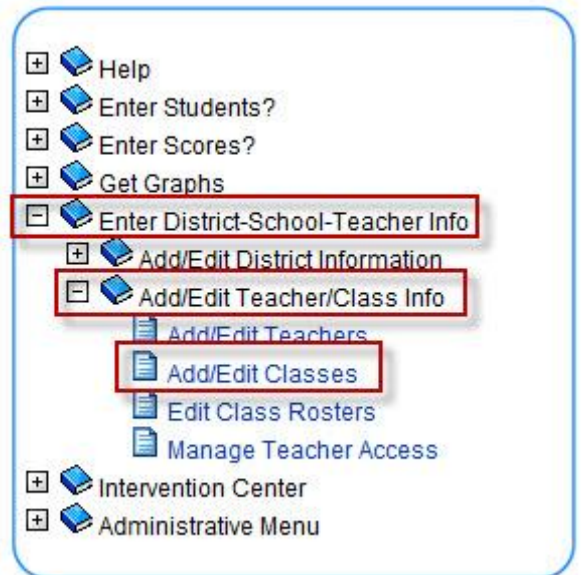
Student Details

Student Info		Icon
First Name:	David	<div>No Image</div> <div>Select</div>
Middle Name:		
Last Name:	Brown	
Student ID:		
Subgroup Information		
Gender:	Unspecified ▾	
Ethnicity:	Unspecified ▾	
English Proficiency	Unspecified ▾	
Special Education	Unspecified ▾	
Low Income	Unspecified ▾	
Migrant	Unspecified ▾	
<div>Save</div> <div>Close</div>		

Option 2

Once in the database, select the following menu items:

- Enter District-School-Teacher Info
- Add/Edit Teacher/Class Info
- Add/Edit Classes



Select term, teacher and class. **Click** "Add/Edit Students".

Add and Edit Classes

School District: Sample Database District

School: Sample School A

School Term: 2010-2011

Teacher: Davis, Ben 2010-2011

Class: Davis 2nd

Add New

Name: Davis 2nd

Grade: 2

Status: ☒ Active ☐ Inactive

Save Delete

Baker, Nikki

Brown, David

Davis, Brandon

Lynn, Jessica

Parker, Peter

Sanders, Justin

Turner, Amber

Wilkinson, Julie

Add/Edit Students...

Assign Students...

Unassign Student

Indicate term, teacher and class of the student(s) to be edited. **Click** "Edit" in the row of the selected student.

Add and Edit Students

School District: Sample Database District

School: Sample School A

☐ School (Not in any class)

Term: 2010-2011

Assign students to:

☒ Class: Teacher: Davis, Ben

Class: Davis 2nd

		Last Name	First Name	Middle Name
Edit	Delete	Baker	Nikki	
Edit	Delete	Brown	David	
Edit	Delete	Davis	Brandon	
Edit	Delete	Lynn	Jessica	
Edit	Delete	Parker	Peter	
Edit	Delete	Sanders	Justin	
Edit	Delete	Turner	Amber	
Edit	Delete	Wilkinson	Julie	

Add New...

Student Info

First Name:

Middle Name:

Last Name:

Student ID:

Save / Done

Save / Next

Icon

No Image

Add and Edit Students

School District:

School:

☐ School (Not in any class)

Term:

Assign students to:

☒ Class: Teacher:

Class:

		Last Name	First Name	Middle Name
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Baker	Nikki	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Brown	David	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Davis	Brandon	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Lynn	Jessica	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Parker	Peter	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Sanders	Justin	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Turner	Amber	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Wilkinson	Julie	

Student Info

First Name:

Middle Name:

Last Name:

Student ID:

Icon

No Image

Subgroup Information

Gender:

Ethnicity:

English Proficiency:

Special Education:

Low Income:

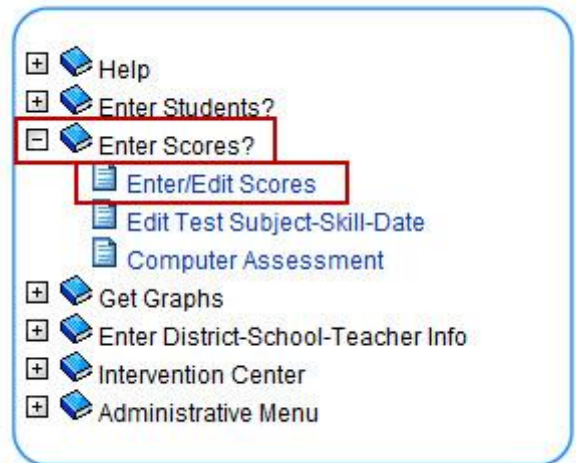
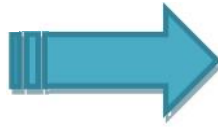
Migrant:

**MAKE ANY
NECESSARY
CHANGES TO
THE RIGHT.
CLICK SAVE.**

Entering Scores

Once in the database, select the following menu items:

- Enter Scores
- Enter/Edit Scores



Select term, teacher and class. **Next**, select the Subject, Skill, Grade Level and Date.

IMPORTANT: Be sure to select the appropriate assessment information from the drop down menus. If the wrong assessment is entered, this can easily be edited. View the Editing Assessment section of this manual. Some subjects such as DIBELS must be requested from iSTEOP if they are not listed. Email support@isteop.com.

Select a class and assignment below and enter scores for the students.	
School District:	Sample Database District
School:	Sample School A
School Term:	2010-2011
Teacher:	Davis, Ben
Class:	Davis 2nd
Assessment	
Subject:	Reading
Skill:	Class-wide-Fluency
Level:	Read Second
Date:	3/23/2011

Enter the scores for each student. Click, "Save".

ID	Name	Score	Can't Do / Won't Do
	Baker, Nikki	45	
	Brown, David	30	
	Davis, Brandon	60	
	Lynn, Jessica	70	
	Parker, Peter		
	Sanders, Justin		
	Turner, Amber		
	Wilkinson, Julie		

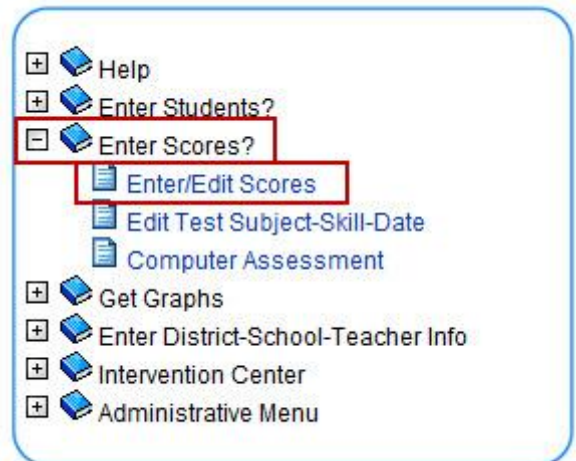
ABSENT STUDENTS: For students that are absent on the day of screening, be sure to select the **ORIGINAL ASSESSMENT DATE** from the calendar when entering the make-up score. This will place the absent students score on the **SAME** graph as the rest of the graph. Having a separate date will place the absent students score on a separate graph.

Editing Scores

NOTE: This function is mainly used for correcting typos of student scores that were entered incorrectly. Multiple student scores can be edited at once.

Once in the database, select the following menu items:

- Enter Scores
- Enter/Edit Scores



Select term, teacher and class. **Next**, select the Subject, Skill, Grade Level and Date of the original assessment entered.

IMPORTANT: Be sure to select the **ORIGINAL DATE** the assessment was entered, otherwise the scores will not pull up.

Select a class and assignment below and enter scores for the students.	
School District:	Sample Database District
School:	Sample School A
School Term:	2010-2011
Teacher:	Davis, Ben
Class:	Davis 2nd
Assessment	
Subject:	Reading
Skill:	Class-wide-Fluency
Level:	Read Second
Date:	3/23/2011

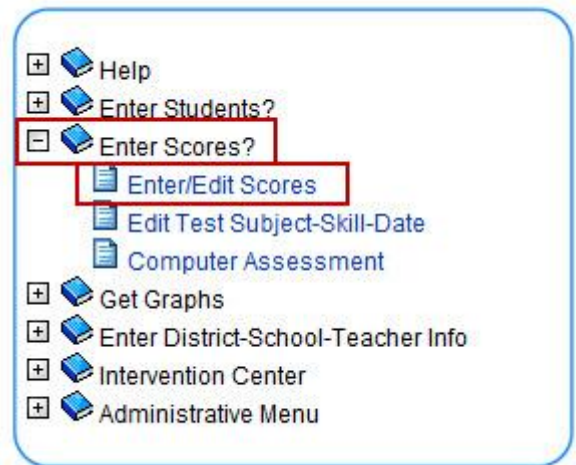
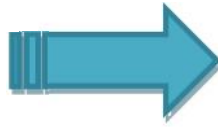
Click in each of the boxes of students scores that need to be edited and type in the correct score. **Click**, "Save".

ID	Name	Score	Can't Do / Won't Do
	Baker, Nikki	45	
	Brown, David	30	
	Davis, Brandon	60	
	Lynn, Jessica	70	
	Parker, Peter		
	Sanders, Justin		
	Turner, Amber		
	Wilkinson, Julie		

Deleting Scores

Once in the database, select the following menu items:

- Enter Scores
- Enter/Edit Scores



Select term, teacher and class. **Next**, select the Subject, Skill, Grade Level and Date of the original assessment entered.

IMPORTANT: Be sure to select the **ORIGINAL DATE** the assessment was entered, otherwise the scores will not pull up.

Select a class and assignment below and enter scores for the students.	
School District:	Sample Database District
School:	Sample School A
School Term:	2010-2011
Teacher:	Davis, Ben
Class:	Davis 2nd
Assessment	
Subject:	Reading
Skill:	Class-wide-Fluency
Level:	Read Second
Date:	3/23/2011

Place the cursor in the box of the student score to be deleted. Delete the score so that the box is empty. **Click**, "Save".

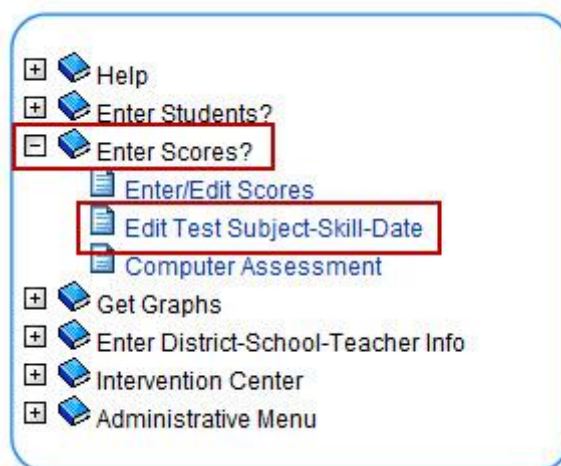
NOTE: Multiple students' scores can be deleted at once.

ID	Name	Score	Can't Do / Won't Do
	Baker, Nikki	45	
	Brown, David	30	
	Davis, Brandon	60	
	Lynn, Jessica	70	
	Parker, Peter		
	Sanders, Justin		
	Turner, Amber		
	Wilkinson, Julie		

Editing Class Wide Assessments

Once in the database, select the following menu items:

- Enter Scores
- Edit Test Subject-Skill-Date



NOTE: This function is used if an assessment has been entered incorrectly. For example, when entering scores, the assessment was listed as Reading, Class-wide Fluency, Read Second rather than 4th Grade. Or perhaps, Maze scores were accidentally entered under Class Wide Fluency. This function can be used to correct this. There is no need to re-enter the scores. Editing the assessment information will automatically correct all graphs and reports for that assessment.

Select term, teacher and class. **Next**, select the assessment from the drop down menu to be edited.

Below, where it says "Edit Assessment Information", make any necessary changes. **Click**, "Save".

Select a class and assignment below and enter scores for the students.

School District:	Sample Database District	▼
School:	Sample School A	▼
School Term:	2010-2011	▼
Teacher:	Davis, Ben	▼
Class:	Davis 2nd	▼

Assessment Description: 4/11/2011 - Reading, Class-wide-Fluency, Read Second ▼

Select Assessment from Drop Down Menu

Edit Assessment Information

Assessment Date:	4/11/2011	📅
Subject:	Reading	▼
Skill:	Class-wide-Fluency	▼
Level:	Read Second	▼

Make changes using calendar and drop down menus.

Save Delete Cancel

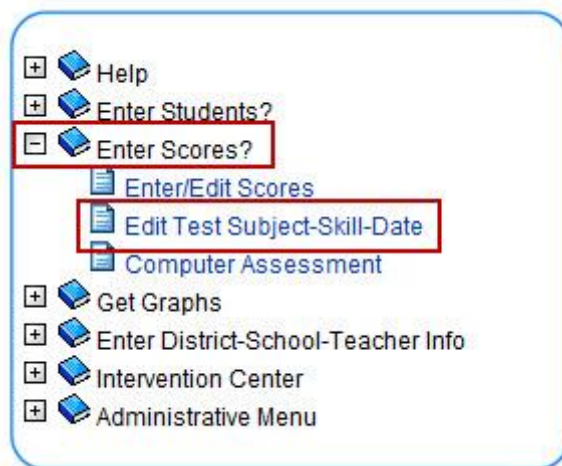
Deleting Class Wide Assessments

IMPORTANT!!

Only advanced users should use this function. Once an assessment has been deleted, iSTEEP has no way of retrieving the deleted scores.

Once in the database, select the following menu items:

- Enter Scores
- Edit Test Subject-Skill-Date



Select term, teacher and class. **Next**, select the assessment from the drop down menu to be deleted.

Below, where it says "Edit Assessment Information", make any necessary changes. **Click**, "Delete".

IMPORTANT! Be sure to click "**Delete**" only **ONCE**. Clicking multiple times will delete the additional assessments within the drop down menu. Again, scores cannot be retrieved once deleted.

Select a class and assignment below and enter scores for the students.

School District:	Sample Database District
School:	Sample School A
School Term:	2010-2011
Teacher:	Davis, Ben
Class:	Davis 2nd

Assessment Description: 4/11/2011 - Reading, Class-wide-Fluency, Read Second

Select Assessment from Drop Down Menu

Edit Assessment Information

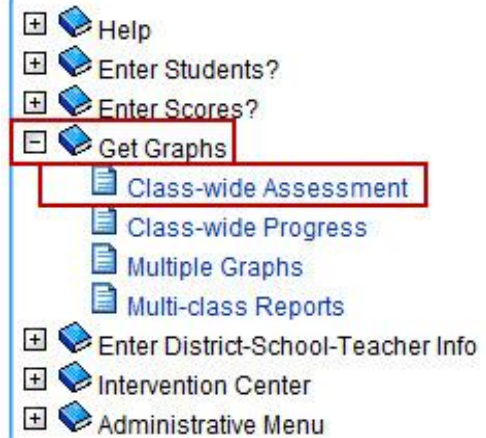
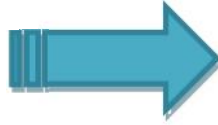
Assessment Date:	4/11/2011
Subject:	Reading
Skill:	Class-wide-Fluency
Level:	Read Second

Save Delete Cancel

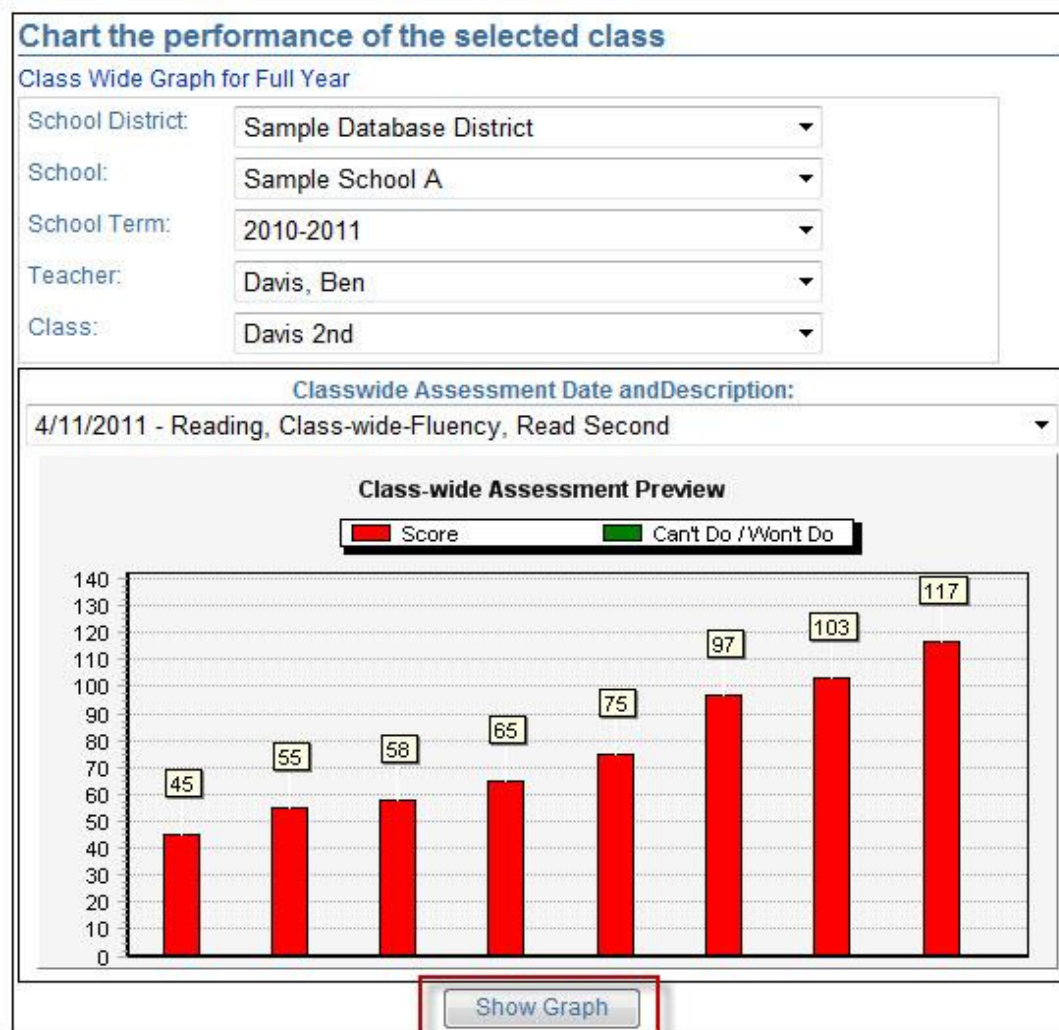
Get Graphs - Class Wide Assessment

Once in the database, select the following menu items:

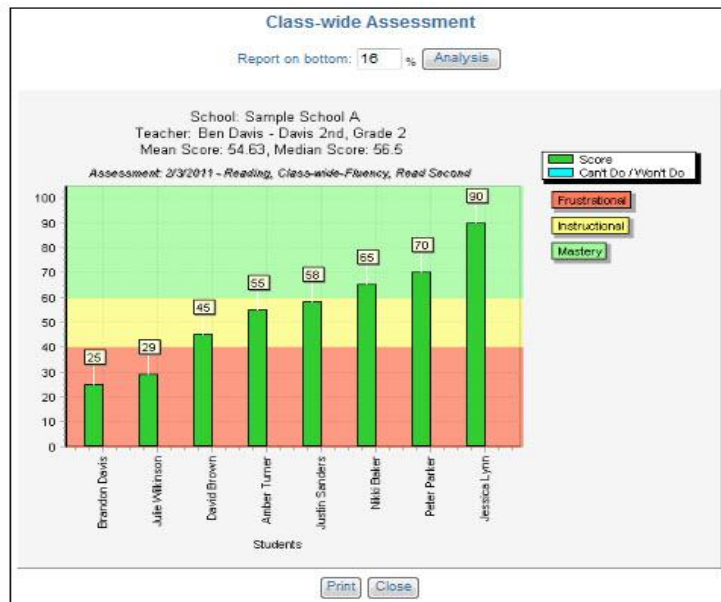
- Get Graphs
- Class-wide Assessment



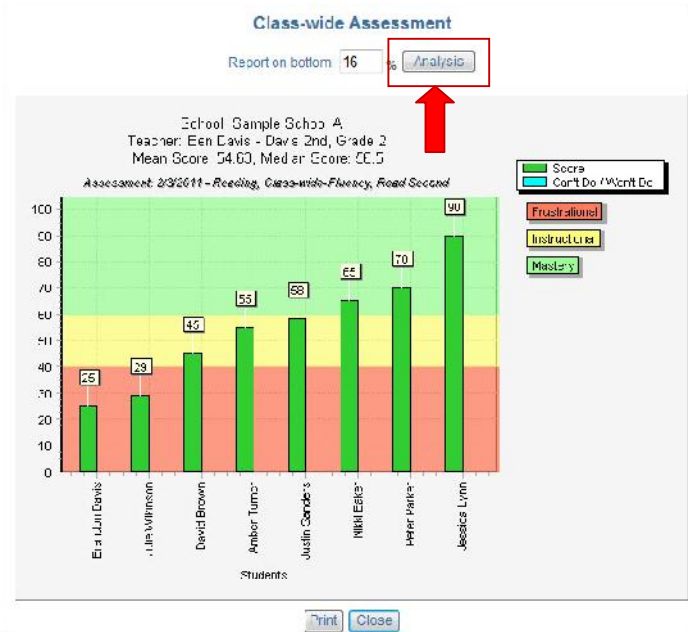
Select term, teacher and class. **Next**, select the assessment from the drop down menu. **Click**, "Show Graph".



Final Graph



By clicking "Analysis", it brings up a summary report as shown to the right.



Report of Classwide Screening

District:
Sample Database District

School:
Sample School A

Teacher:
Davis, Ben

Class:
Davis 2nd

Description:
Reading, Class-wide-Fluency, Read Second

Classwide Assessment Score:
Mean: 54.63, Median: 56.00

Core Curriculum or Class Wide Issues Indicates if there are any Class Wide Issues
Class wide screening has indicated no class wide issues which would suggest that most children are learning in response to the core curriculum. Issues, if present, for specific children are noted below.

Specific Issues with Individual Students
The following student(s) may warrant additional attention by the teacher and/or school based problem-solving team because they are in the bottom 16 % of the class and they are in the Frustration range.

Student	Classwide Score
Brandon Davis	25

Indicates students who need a COWD assessment, along with their in class score that they need to "Beat"

Can't Do/Won't Do assessments may be needed for students in the above list

Further assessment and monitoring of the above students, as well as any other students in the Frustration range, may be warranted at the discretion of appropriate school-based professionals.

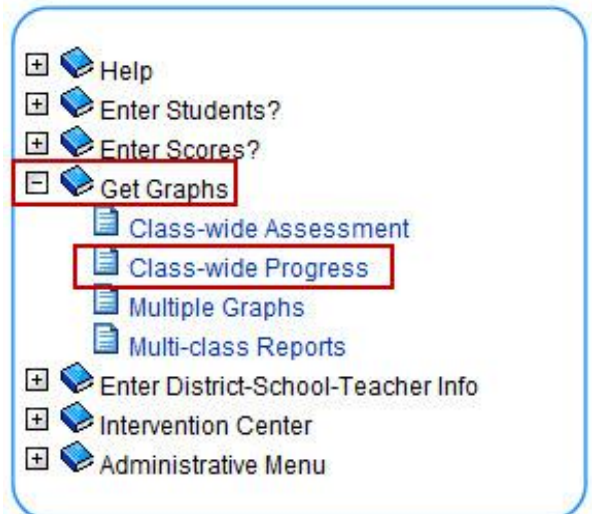
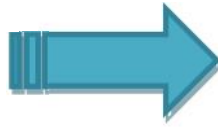
Note: This is a computer-generated report and professionals should never use this information as the sole basis for decision-making.

Print Close

Get Graphs - Class Wide Progress

Once in the database, select the following menu items:

- Get Graphs
- Class-wide Progress



NOTE: This report is only available **after** at least **TWO** universal screening assessments have been conducted. (i.e., Fall and Winter)

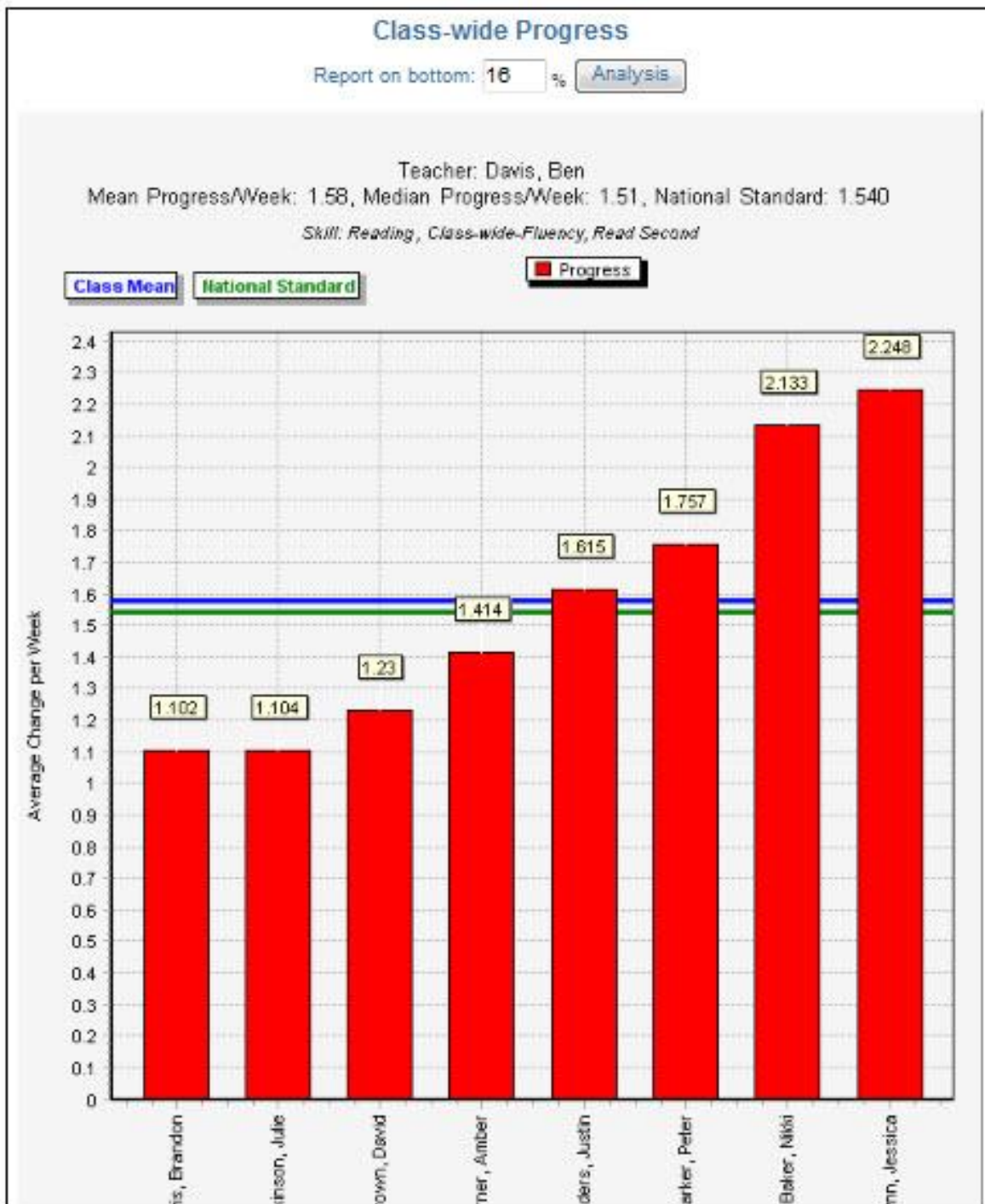
Select term, teacher and class. **Next**, select the subject, skill and level. **Click**, "Show Graph".

Chart the progress of the selected class on the selected skill	
School District:	Sample Database District ▼
School:	Sample School A ▼
School Term:	2010-2011 ▼
Teacher:	Davis, Ben ▼
Class:	Davis 2nd ▼
<hr/>	
Subject:	Reading ▼
Skill:	Class-wide-Fluency ▼
Level:	Read Second ▼
<div>Show Graph</div>	

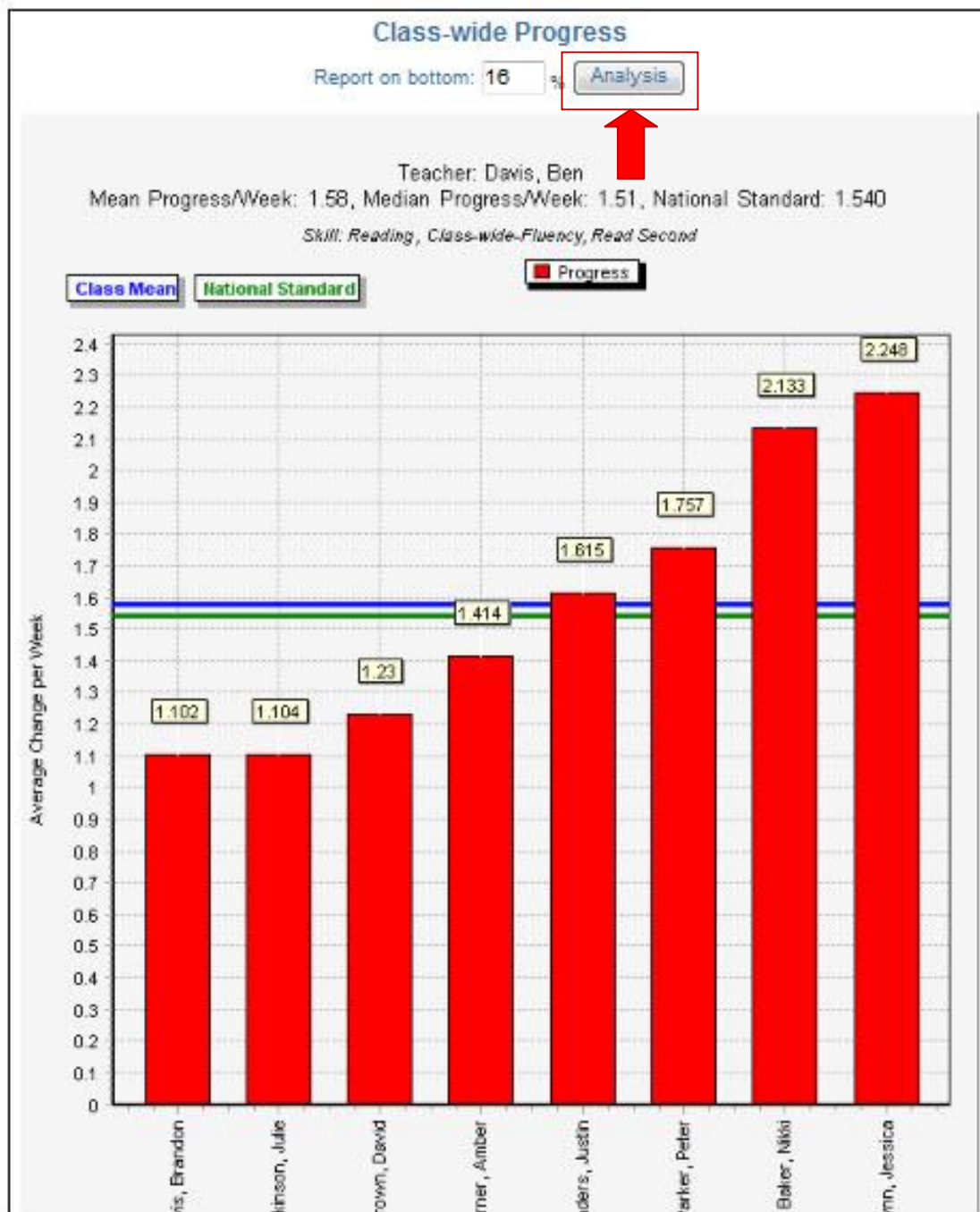
Class Wide Progress Graph shows the weekly progress each student has made from one benchmarking assessment to another.

There are **TWO** additional options available for this graph:

1. Analysis
2. Compare



Using the Analysis Feature: Click "Analysis" at the top of the page.

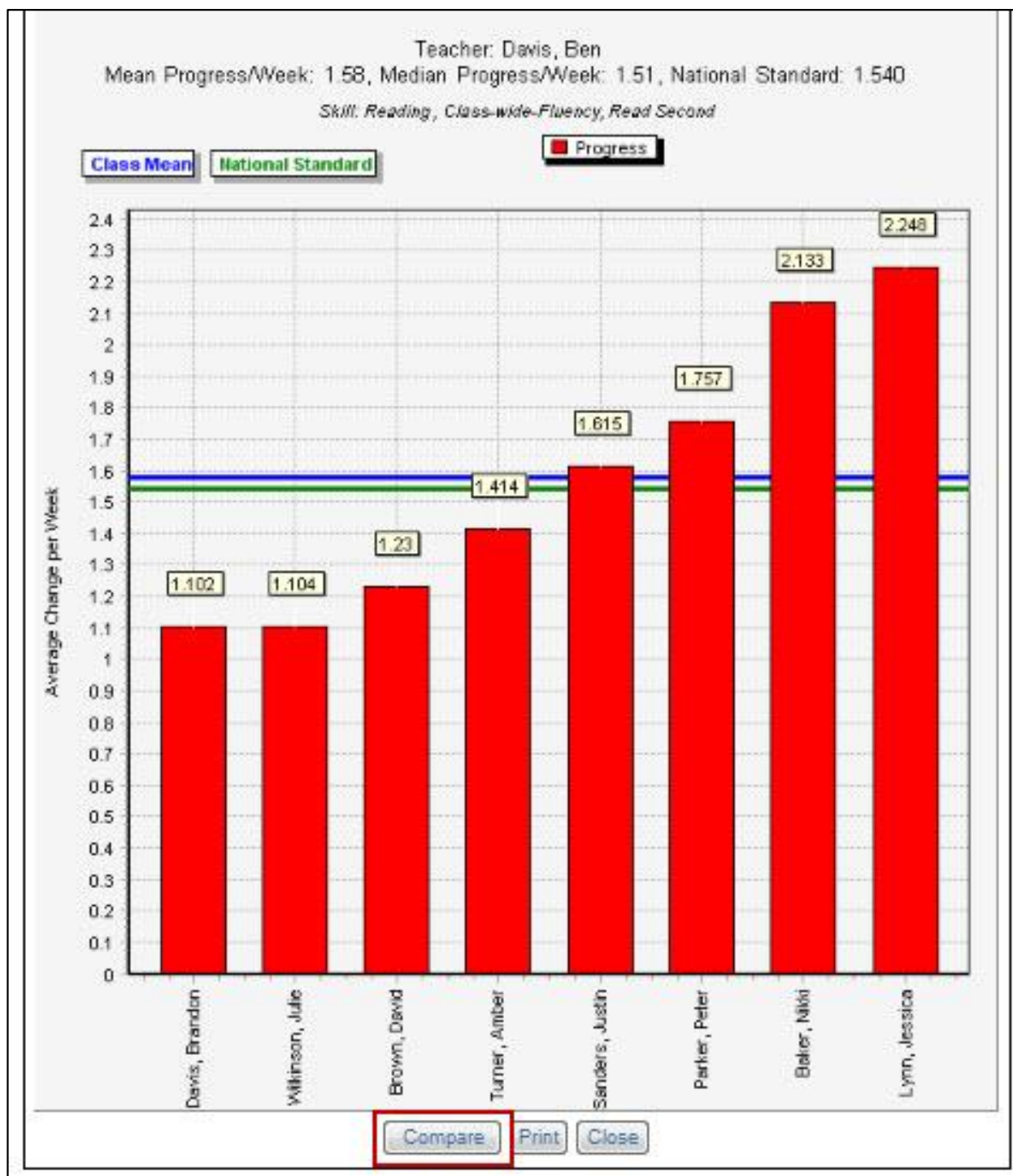


After clicking "Analysis", a summary report will open. The summary report shows the school, teacher, class and assessment. This report will explain an overview of what this graph means, along with how the national standard is determined.

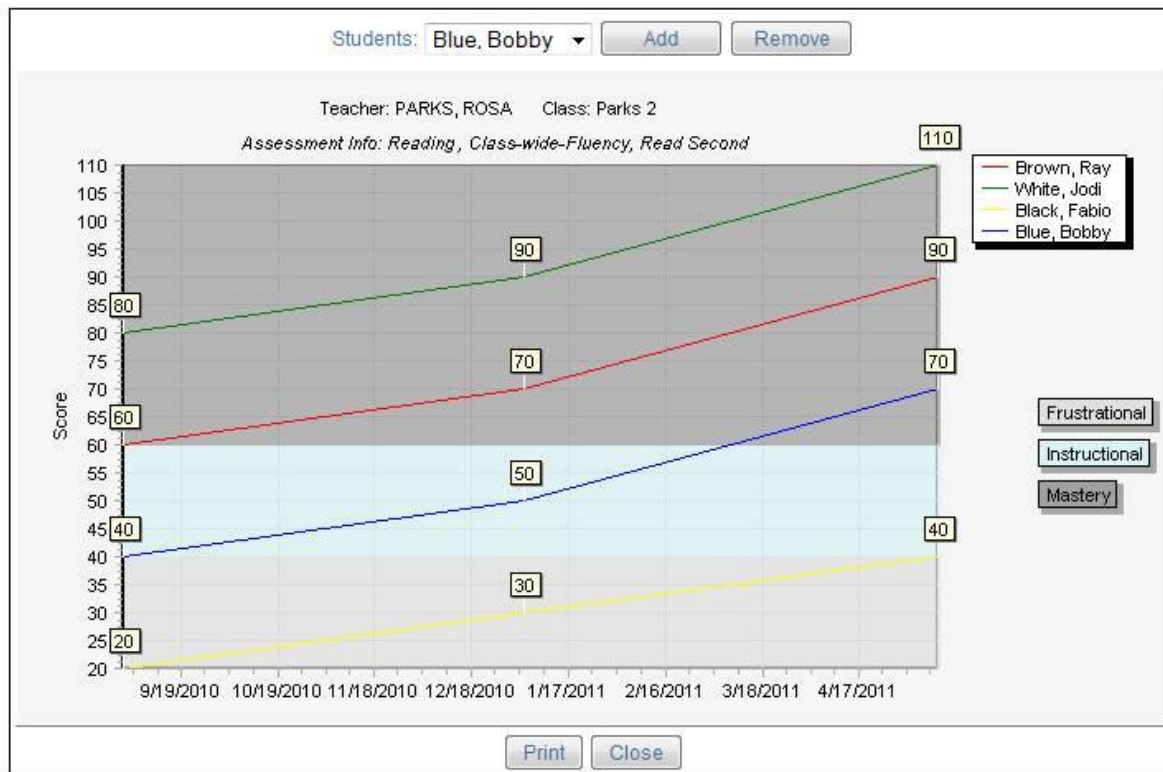
Towards the bottom, the report indicates "Specific Issues with Individual Students" that are below the National Comparison standard, as well as, the students making up the bottom 16% of the class.

Summary Report
Progress Monitoring
District: Sample Database District
School: Sample School A
Teacher: Davis, Ben
Class: Davis 2nd
Description: Reading, Class-wide-Fluency, Read Second
Progress Per Week: 1.53
National Standard: 1.54 (to be used as a guide for interpreting progress)
Skill Reading, Class-wide-Fluency, Read Second
<p>This report summarizes progress-monitoring data. The data were collected by entering 2 or more CBM assessment probes. From that, the amount of increase or decrease for each child was determined. Typically most children will increase their performance from one occasion to another.</p> <p>The class progress per week is noted above. To get an idea of how fast the whole class is progressing, the progress of all children is first listed by the computer. The performance of the middle child in the list is considered representative of the class as a whole and the score of the middle child in the class is the "Progress per Week" for the class. If progress per week is 2.0, this indicates the assessment score for the class increased by 2 points (i.e., 2 words correct in reading, 2 digits correct in math, etc.). A score of 3.1 indicates a score increase of 3.1 per week. If the progress per week is a negative number, this means the class performance decreased. When scores are graphed, it is possible to see the amount of progress per week for each individual student.</p> <p>In the area of reading, a national comparison is provided. The national comparison comes from published studies on amount of progress that can be expected in classrooms. Although the data come from several states, the comparison may not be representative of your school in reading. Hence interpretations should be made with caution. There are many reasons why a class would show little or no progress. One common reason is not using comparable assessments. If subsequent assessments are more difficult, then the child may have a lower score and appear to show no growth. Ideally, the same or very similar assessments are used each time. Another common reason for little or no growth is that no instruction has occurred which is relevant to the skill being assessed. In math for example, the assessment may focus on a math skill, which was taught at the beginning of the year and then not taught again. In this case, many children in the class would not increase their score on a test of this skill.</p> <p>If there is little or no growth for the class as a whole, the teacher, possibly in conjunction with other professionals, may wish to explore possible reasons for this.</p> <p>Monitoring the progress of all children in the class provides a way to determine who is not learning. If most children are progressing and a few are not, then those who are not may be in need of additional services. For this class, this information is provided below.</p>
Specific Issues with Individual Students
Student(s) below the National Comparison: Davis, Brandon Wilkinson, Julie Brown, David Turner, Amber
The following student(s) make up the bottom 16% of this class: Davis, Brandon
<p>Further assessment and monitoring of the above students may be warranted at the discretion of appropriate school-based professionals. If these same students are currently functioning in the lowest range, this means that the students are having academic difficulty and they are not making progress relative to their peers. Students, who are in the lowest range and in the bottom 16% for progress, are good candidates for additional assessment and intervention.</p>

Using the Compare Feature: Click "Compare" at the bottom of the page.



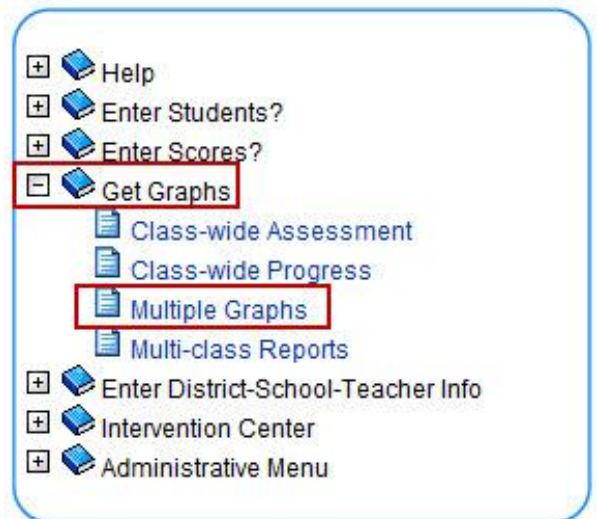
By clicking compare, you can add or remove students from the class to graph universal screening assessment scores for each benchmarking period.



Get Graphs - Multiple Graphs

Once in the database, select the following menu items:

- Get Graphs
- Multiple Graphs



Select term, subject, skill and level. Click, "Show Graphs".

Chart the performance of multiple classes

School District:	Sample Database District	▼
School:	Sample School A	▼
School Term:	2010-2011	▼

Subject:	Reading	▼
Skill:	Class-wide-Fluency	▼
Level:	Read Second	▼

Assessment Dates

From: 2/23/2011

To: 2/23/2011

☐ Use dates

Show Graphs

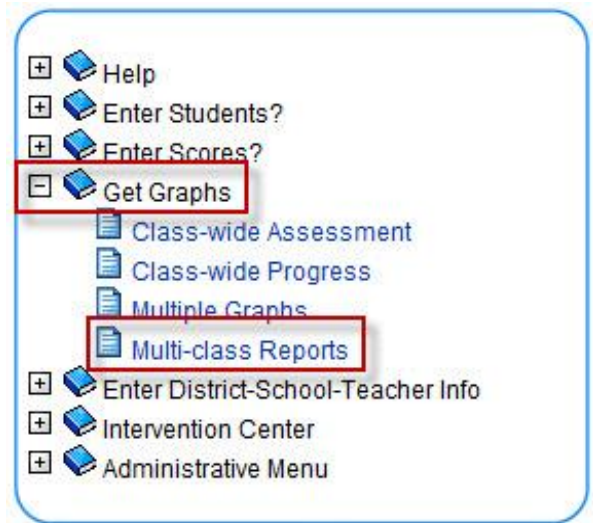
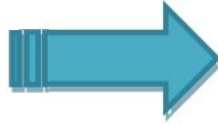
After clicking "Show Graph" the **Multiple Graphs** option will show all the **Class Wide Assessment Graphs** for the selected assessment and grade, GROUPED by teacher.



Get Graphs - Multi-Class Reports

Once in the database, select the following menu items:

- Get Graphs
- Multi-class Reports



This report will show the low performers in the selected classes. **Select**, term, subject, skill and level. If you want to select a specific benchmarking period, enter the dates from the calendar under "Assessment Dates" and click the box "Use dates".

Select the box or boxes of the teachers you wish to view. **Click**, "Create Reports".

Report Low Performers in the Selected Classes	
First, select a School and School Term below. Then you may check the classes for which you would like to generate reports.	
School District:	Sample Database District
School:	Sample School A
School Term:	2010-2011
Subject:	Reading
Skill:	Class-wide-Fluency
Level:	Read Second
Assessment Dates	
From:	2/23/2011
To:	2/23/2011
<input type="checkbox"/> Use dates	
Report the bottom	16 %
Grade 2	
<input checked="" type="checkbox"/> Davis 2nd <input checked="" type="checkbox"/> Smith 2nd	
<input type="button" value="Create Reports"/> <input type="button" value="Cancel"/>	

After clicking "Create Reports" the **Multiple Class Reports** will show a list of all students for each teacher selected that are in the bottom 16% of the class, GROUPED by assessment date.

So in the example below, the top teacher, Davis 2nd Grade, Brandon Davis scored in the bottom 16% for both the 10/12/10 assessment and the 2/3/11 assessment.

For the second teacher, Smith 2nd Grade, Chad Riley was in the bottom 16% for the 10/.21/10 assessment and no students were in the bottom 16% for the 1/25/11 or 4/15/11 assessment.

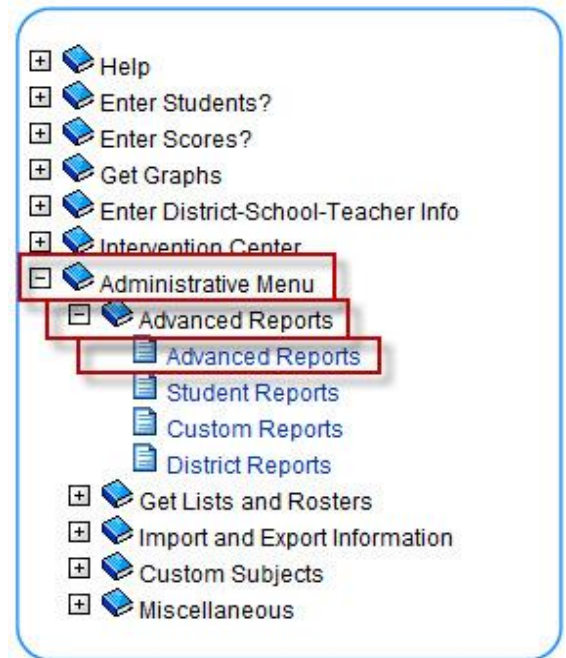
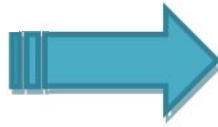
REMINDER: This is a dual reporting criteria - Students who are in the **bottom 16% AND in the RED ZONE.**

Student Scores in the Bottom 16%	
Reading, Class-wide-Fluency, Read Second	
Grade: 2	
Class: Davis 2nd	
Assessment Date: 10/12/2010	
Student Name	Score
Brandon Davis	15
Assessment Date: 2/3/2011	
Student Name	Score
Brandon Davis	25
Assessment Date: 4/11/2011	
Class: Smith 2nd	
Assessment Date: 10/21/2010	
Student Name	Score
Chad Riley	10
Assessment Date: 1/25/2011	
Assessment Date: 4/15/2011	

Advanced Reports - Advanced Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Advanced Reports



Under Advanced Reports there are 5 reports available -Grade Wide Student List, Grade Wide Student List (Enhanced), Grade Wide Summary Report, Grade Wide or Class Wide Graphs of Students Scores and Average Score by Year.

Let's take a look at the first report, **Grade Wide Student List**.

Advanced Reports

Grade Wide Reports

Grade Wide Student List

Report contains list of all students within a grade rank ordered by score for selected assessment.

Grade Wide Student List (Enhanced)

Report contains list of all students within a grade rank ordered by score for selected assessment.

Grade Wide Summary Reports

Various graphs summarizing student average benchmarking scores and average progress across the year on benchmark assessments.

Grade Wide or Class Wide Graphs of Student Scores

This report shows scores for each student across one or more benchmarking periods by class or grade.

Average Score by Year

This report shows average score by year for last 3 years. Report summarizes end of year (Spring) screening scores for selected assessment.

Select, Term, Grade, Teacher and Assessment.

Grade Wide Student List

School Distict	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	Davis Ben
Assessments	Reading, Class-wide-Fluency, Read Second

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Show Report

Select Fall, Winter, Spring benchmarking period, or, select to use a specific date

After clicking "Show Report" the Advanced Report- Grade Wide Student List will show a list of all students for each teacher or grade, depending upon selection. Leave Teacher as "All Teachers" and it will be a grade wide report. Select a specific teacher and it will be a class wide report.

The reports will list each student, their universal screening assessment score (for the selected benchmarking period), their percentile in the class or grade and status.

Grade Wide Student List

School Distict	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	Davis Ben
Assessments	Reading, Class-wide-Fluency, Read Second

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Show Report

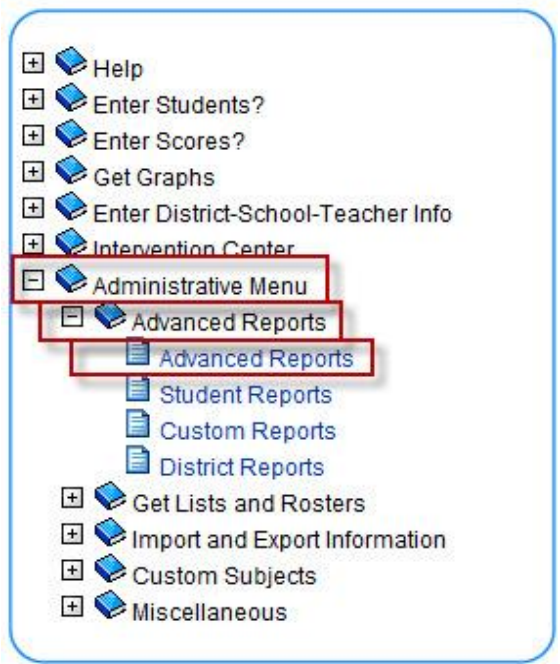
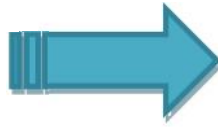
Reading, Class-wide-Fluency, Read Second, 11/01/2010-03/01/2011, Grade 2, Teacher: Davis Ben

Name	Score	CDWD	Percentile	Status
Lynn ,Jessica	90		87.50	Mastery
Parker ,Peter	70		75.00	Mastery
Baker ,Nikki	65		62.50	Mastery
Sanders ,Justin	58		50.00	Instructional
Turner ,Amber	55		37.50	Instructional
Brown ,David	45		25.00	Instructional
Wilkinson ,Julie	29		12.50	Frustrational
Davis ,Brandon	25		0	Frustrational

Advanced Reports - Advanced Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Advanced Reports



Let's take a look at the next report, **Grade Wide Student List (Enhanced)**. This graph is identical to the Grade Wide Student List, however, with a few extra features.

Advanced Reports

Grade Wide Reports

[Grade Wide Student List](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.

[Grade Wide Student List \(Enhanced\)](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.

[Grade Wide Summary Reports](#)
Various graphs summarizing student average benchmarking scores and average progress across the year on benchmark assessments.

[Grade Wide or Class Wide Graphs of Student Scores](#)
This report shows scores for each student across one or more benchmarking periods by class or grade.

[Average Score by Year](#)
This report shows average score by year for last 3 years. Report summarizes end of year (Spring) screening scores for selected assessment.

Select, Term, Grade, Teacher and Assessment.

Grade Wide Student List

School Distict	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	Davis Ben
Assessments	Reading, Class-wide-Fluency, Read Second

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Show Report

Select Fall, Winter, Spring benchmarking period, or, select to use a specific date

This report has the same information (student name, score, percentile and status). There are **TWO ADDITIONAL** columns, Student ID (if student ID has been entered) and Teacher Name.

There is **ONE MORE ADDITIONAL FEATURE** to this report!

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Show Report

Show Individual Student Report

Reading, Class-wide-Fluency, Read Second, 11/01/2010-03/01/2011, Grade 2, Teacher: Davis Ben

Select	Name	Score	CDWD	Percentile	Status	Student ID	Teacher Name
<input type="checkbox"/>	Lynn ,Jessica	90		87.50	Mastery		Ben Davis
<input type="checkbox"/>	Parker ,Peter	70		75.00	Mastery		Ben Davis
<input type="checkbox"/>	Baker ,Nikki	65		62.50	Mastery		Ben Davis
<input type="checkbox"/>	Sanders ,Justin	58		50.00	Instructional		Ben Davis
<input type="checkbox"/>	Turner ,Amber	55		37.50	Instructional		Ben Davis
<input type="checkbox"/>	Brown ,David	45		25.00	Instructional		Ben Davis
<input type="checkbox"/>	Wilkinson ,Julie	29		12.50	Frustrational		Ben Davis
<input type="checkbox"/>	Davis ,Brandon	25		0	Frustrational		Ben Davis

The "Select" student column.

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Reading, Class-wide-Fluency, Read Second, 11/01/2010-03/01/2011, Grade 2, Teacher: Davis Ben

Select	Name	Score	CDWD	Percentile	Status	Student ID	Teacher Name
<input type="checkbox"/>	Lynn ,Jessica	90		87.50	Mastery		Ben Davis
<input type="checkbox"/>	Parker ,Peter	70		75.00	Mastery		Ben Davis
<input type="checkbox"/>	Baker ,Nikki	65		62.50	Mastery		Ben Davis
<input type="checkbox"/>	Sanders ,Justin	58		50.00	Instructional		Ben Davis
<input type="checkbox"/>	Turner ,Amber	55		37.50	Instructional		Ben Davis
<input type="checkbox"/>	Brown ,David	45		25.00	Instructional		Ben Davis
<input type="checkbox"/>	Wilkinson ,Julie	29		12.50	Frustrational		Ben Davis
<input type="checkbox"/>	Davis ,Brandon	25		0	Frustrational		Ben Davis

Select a student from the list and Click, "Show Individual Student Report."

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

Reading, Class-wide-Fluency, Read Second, 11/01/2010-03/01/2011, Grade 2, Teacher: Davis Ben

Select	Name	Score	CDWD	Percentile	Status	Student ID	Teacher Name
<input type="checkbox"/>	Lynn ,Jessica	90		87.50	Mastery		Ben Davis
<input type="checkbox"/>	Parker ,Peter	70		75.00	Mastery		Ben Davis
<input checked="" type="checkbox"/>	Baker ,Nikki	65		62.50	Mastery		Ben Davis
<input type="checkbox"/>	Sanders ,Justin	58		50.00	Instructional		Ben Davis
<input type="checkbox"/>	Turner ,Amber	55		37.50	Instructional		Ben Davis
<input type="checkbox"/>	Brown ,David	45		25.00	Instructional		Ben Davis
<input type="checkbox"/>	Wilkinson ,Julie	29		12.50	Frustrational		Ben Davis
<input type="checkbox"/>	Davis ,Brandon	25		0	Frustrational		Ben Davis

This will show the one selected student and hide all other students from the list. Many find this report useful for parent/teacher conferences.

Enter Assessment From: To:

Or Select Semester: ☐ Use Above Date Range ☐ Fall ☒ Winter ☐ Spring

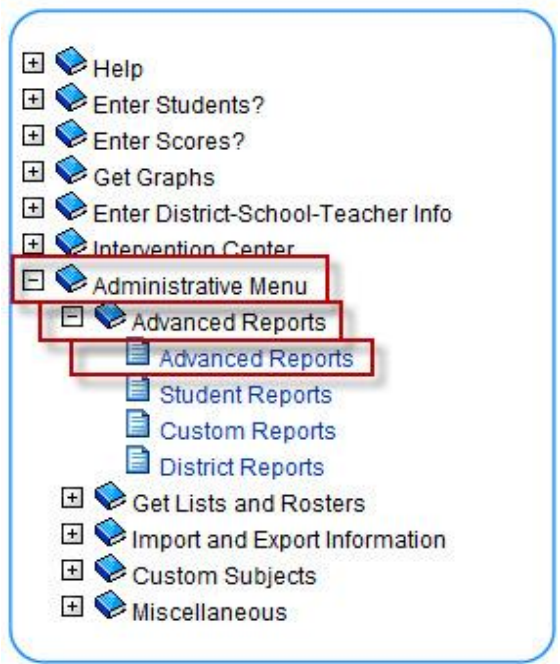
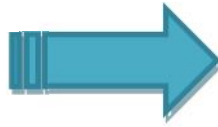
Reading, Class-wide-Fluency, Read Second, 11/01/2010-03/01/2011, Grade 2, Teacher: Davis Ben

Name	Score	CDWD	Percentile	Status	Student ID	Teacher Name
	90		87.50	Mastery		Ben Davis
	70		75.00	Mastery		Ben Davis
Baker ,Nikki	65		62.50	Mastery		Ben Davis
	58		50.00	Instructional		Ben Davis
	55		37.50	Instructional		Ben Davis
	45		25.00	Instructional		Ben Davis
	29		12.50	Frustrational		Ben Davis
	25		0	Frustrational		Ben Davis

Advanced Reports - Advanced Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Advanced Reports



Let's take a look at the third report, **Grade Wide Summary Reports**. This option is great because it gives you about 6 different graphs with just one click.

Advanced Reports

Grade Wide Reports

[Grade Wide Student List](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.



[Grade Wide Student List \(Enhanced\)](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.

[Grade Wide Summary Reports](#)
Various graphs summarizing student average benchmarking scores and average progress across the year on benchmark assessments.

[Grade Wide or Class Wide Graphs of Student Scores](#)
This report shows scores for each student across one or more benchmarking periods by class or grade.

[Average Score by Year](#)
This report shows average score by year for last 3 years. Report summarizes end of year (Spring) screening scores for selected assessment.

Select, term, grade, assessment and benchmarking period. **Click**, "Show Report".

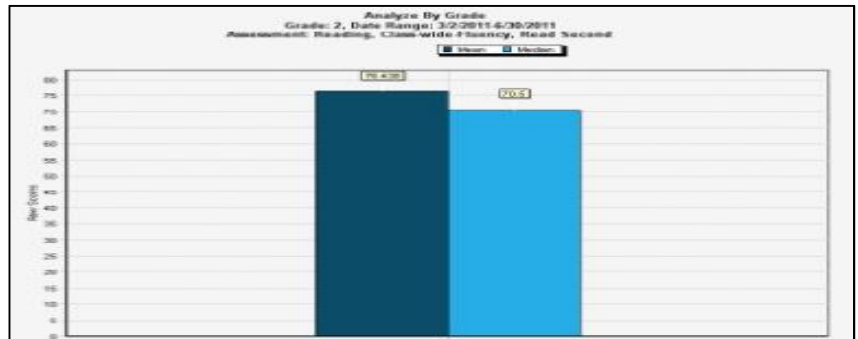
School District	Sample Database District ▼		
School	Sample School A ▼		
Term	2010-2011 ▼		
Grade	2 ▼		
Assessments	Reading, Class-wide-Fluency, Read Second ▼		
Select Benchmarking Period for Current School Year:	<input type="radio"/> Fall <input type="radio"/> Winter <input checked="" type="radio"/> Spring <input type="radio"/> Use Custom Date Range Entered Below		
Enter Custom Date Range:	<input type="text"/> 	To:	<input type="text"/> 
<div>Show Report</div>			

Note: These graphs and reports are created by the STEEP data management system. The accuracy of the reports depends upon the data entered and by selecting the correct dates, assessment period, and assessment. If the reports appear to be inaccurate, re-check the settings used to generate the report and/or examine student data for the time period of interest.

1.

Report 1: Analyze by Grade

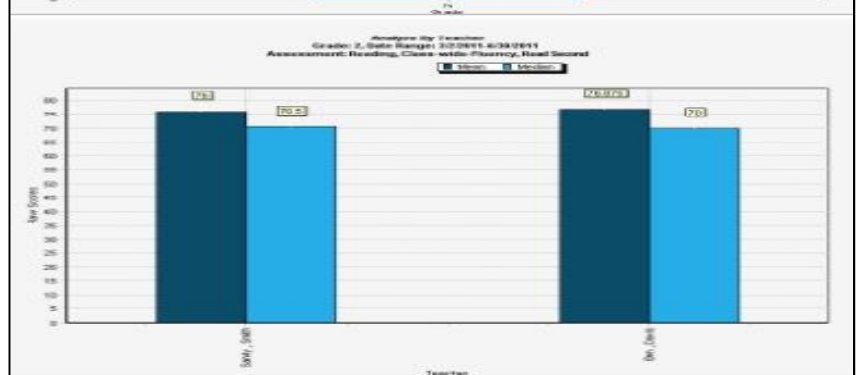
Shows the Mean and Median for the selected grade and assessment.



2.

Report 2: Analyze by Teacher

Shows the Mean and Median for each teacher for the selected grade and assessment.



3.

Report 3: Avg. Assessment Score

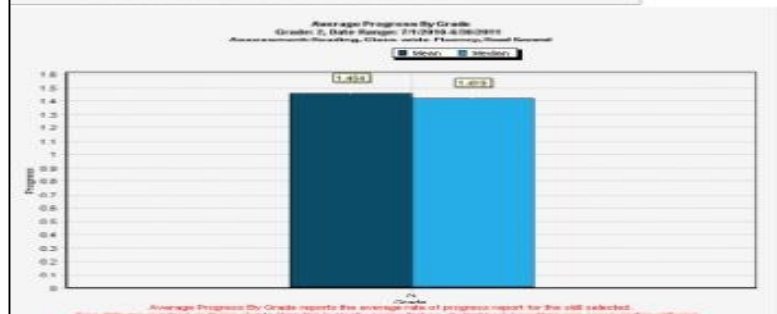
Shows the average assessment score for each benchmarking period (fall, winter and spring). Great for viewing growth across the grade for the year.



4.

Report 4: Avg. Progress by Grade

Shows the mean and median of weekly progress for the selected grade and assessment.



5.

Report 5: Avg. Progress by Teacher

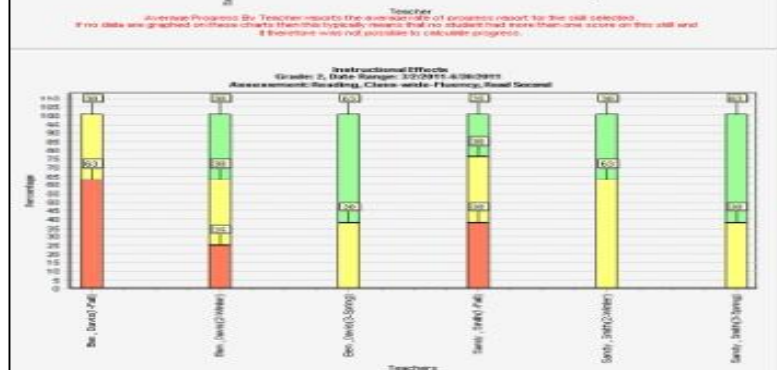
Shows the mean and median of weekly progress broken down by teacher.



6.

Report 5: Avg. Progress by Teacher

Let's take a better look at this graph on the next slide.



As these graphs and reports are created by the WEPF data management system, the accuracy of the reports depends upon the data entered and the accuracy of the data, assessment period, and assessment. If the reports appear to be inaccurate, re-check the settings used to generate the report and/or examine student data for the time period of interest.

The **Instructional Effects Graph** breaks down the benchmarking periods by teacher. In the example below, there are two teachers, Ben Davis and Sandy Smith. The first three bars are the universal screenings for Ben Davis' class. The second three bars are the universal screenings for Sandy Smith's class.

The graph shows, for each teacher, the **percent of students** in red, yellow and green for the fall, winter and spring assessments.

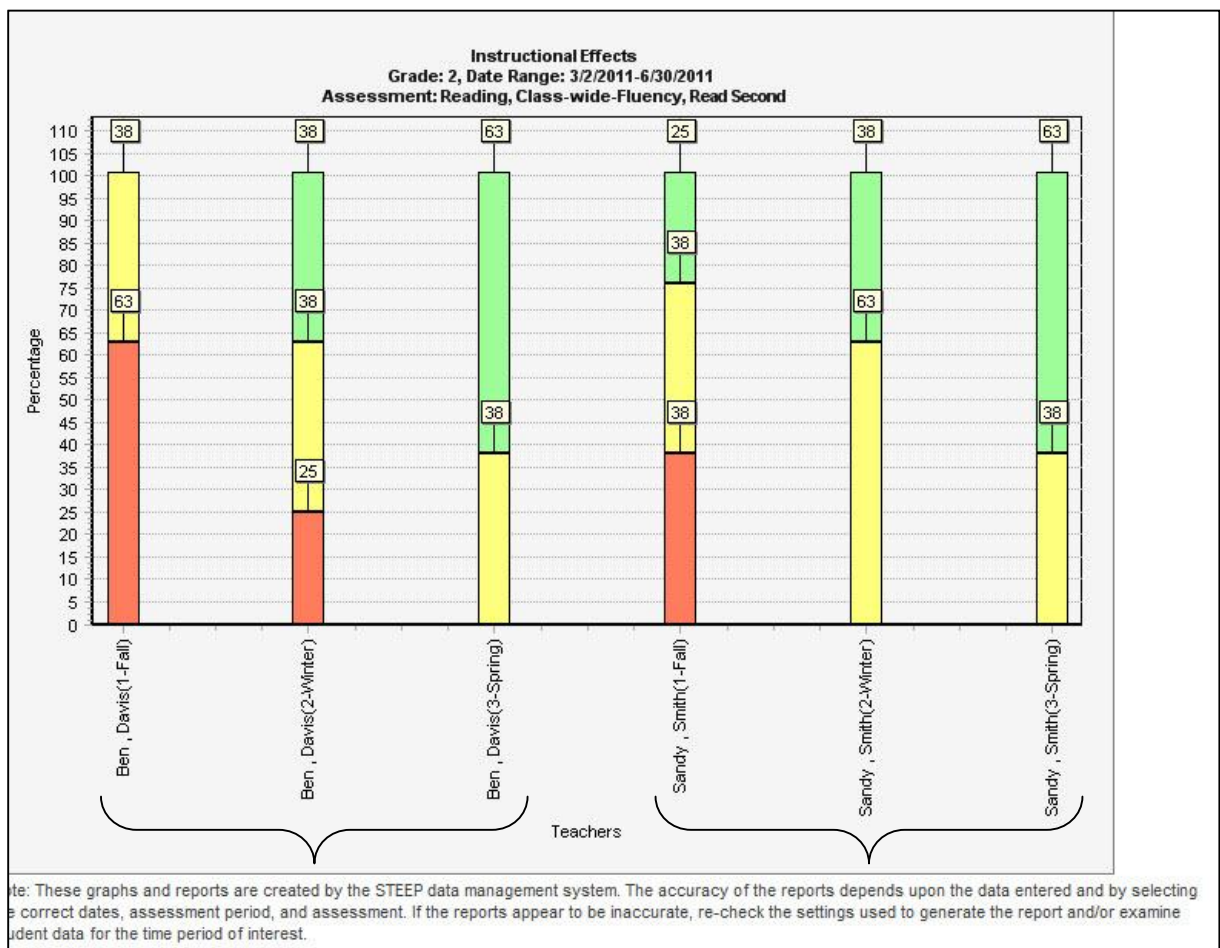
NOTE: Only bars for assessments given to date will appear.

Referring to the example below:

Ben Davis, for the **Fall Assessment**, has 63% of students in the red and 38% of students in the yellow.

By the **Winter Assessment**, the number of students in the red was reduced to 25%, 38% in yellow and increased the percentage of students in the green to 38%.

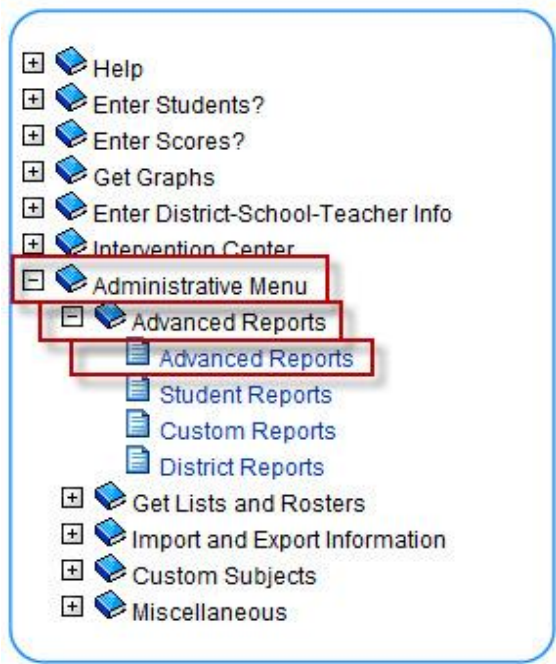
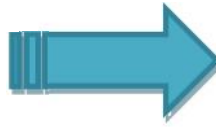
By the **Spring Assessment**, there were no students in the red zone, 38% in yellow and 63% in green!



Advanced Reports - Advanced Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Advanced Reports



The fourth Advanced Report option is the **Grade Wide or Class Wide Graphs of Student Scores**.

Advanced Reports

Grade Wide Reports

[Grade Wide Student List](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.

[Grade Wide Student List \(Enhanced\)](#)
Report contains list of all students within a grade rank ordered by score for selected assessment.

[Grade Wide Summary Reports](#)
Various graphs summarizing student average benchmarking scores and average progress across the year on benchmark assessments.

[Grade Wide or Class Wide Graphs of Student Scores](#)
This report shows scores for each student across one or more benchmarking periods by class or grade.

[Average Score by Year](#)
This report shows average score by year for last 3 years. Report summarizes end of year (Spring) screening scores for selected assessment.

Select, term, grade, teacher and assessment. **Click**, "Show Graph".

Note: The highlighted "Use Stack Bars" option below is an alternative way of viewing the report.

Chart the performance of the selected class

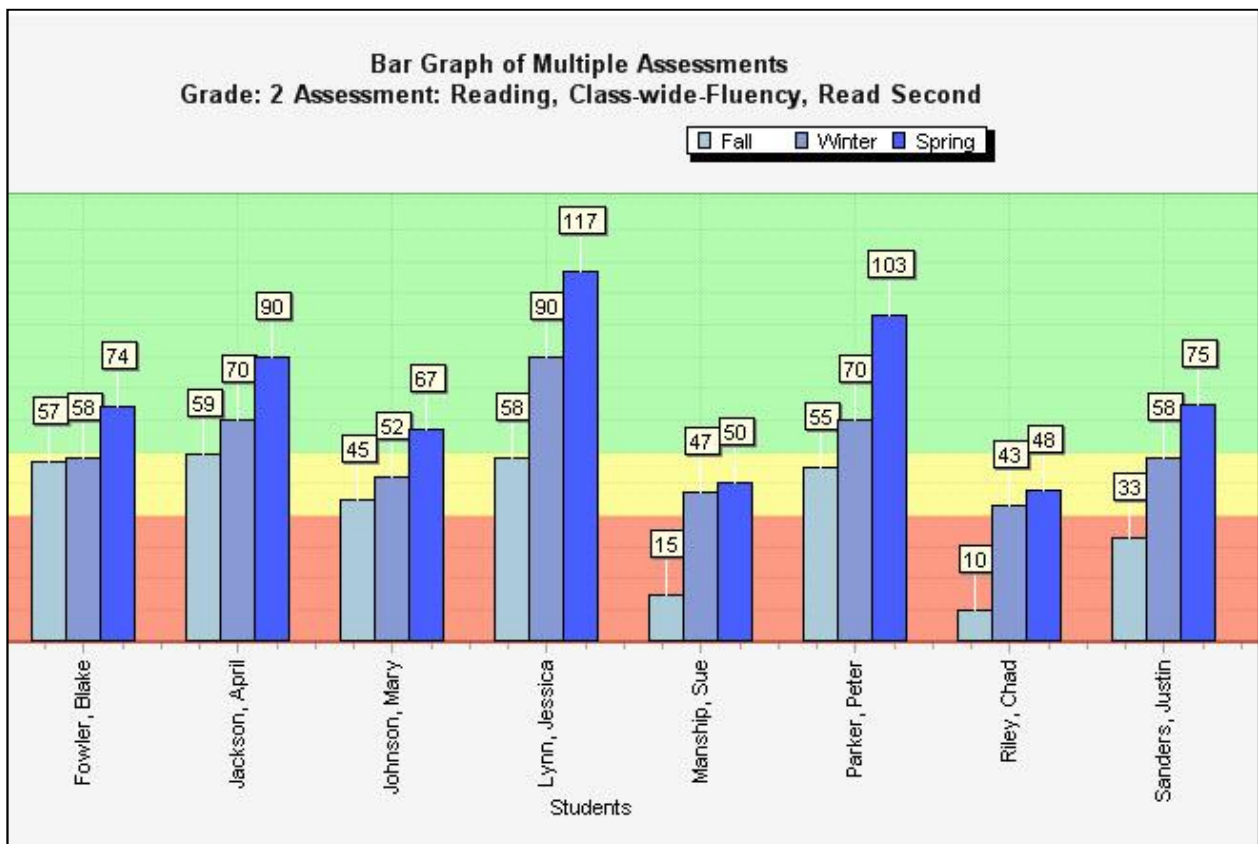
School Distict	Sample Database District	▼
School	Sample School A	▼
Term	2010-2011	▼
Grade	2	▼
Teacher	Davis Ben	▼
Assessments	Reading, Class-wide-Fluency, Read Second	▼

☒ Use Stack Bars

An Alternative view is to use the "Stack Bars" option.

Show Graph

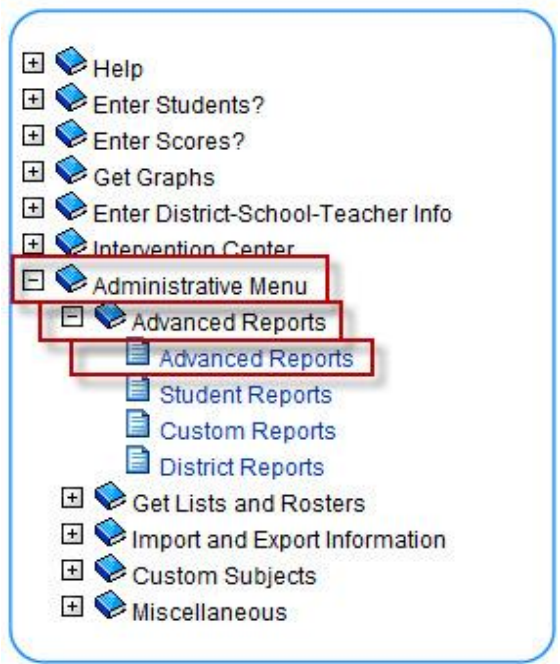
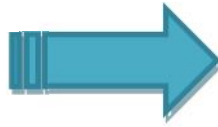
The report shows the name of each student along with a bar representing their fall, winter and spring assessment scores.



Advanced Reports - Advanced Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Advanced Reports



The last Advanced Report option is the **Average Score by Year** option.

Advanced Reports

Grade Wide Reports

Grade Wide Student List

Report contains list of all students within a grade rank ordered by score for selected assessment.

Grade Wide Student List (Enhanced)

Report contains list of all students within a grade rank ordered by score for selected assessment.

Grade Wide Summary Reports

Various graphs summarizing student average benchmarking scores and average progress across the year on benchmark assessments.

Grade Wide or Class Wide Graphs of Student Scores

This report shows scores for each student across one or more benchmarking periods by class or grade.

Average Score by Year

This report shows average score by year for last 3 years. Report summarizes end of year (Spring) screening scores for selected assessment.

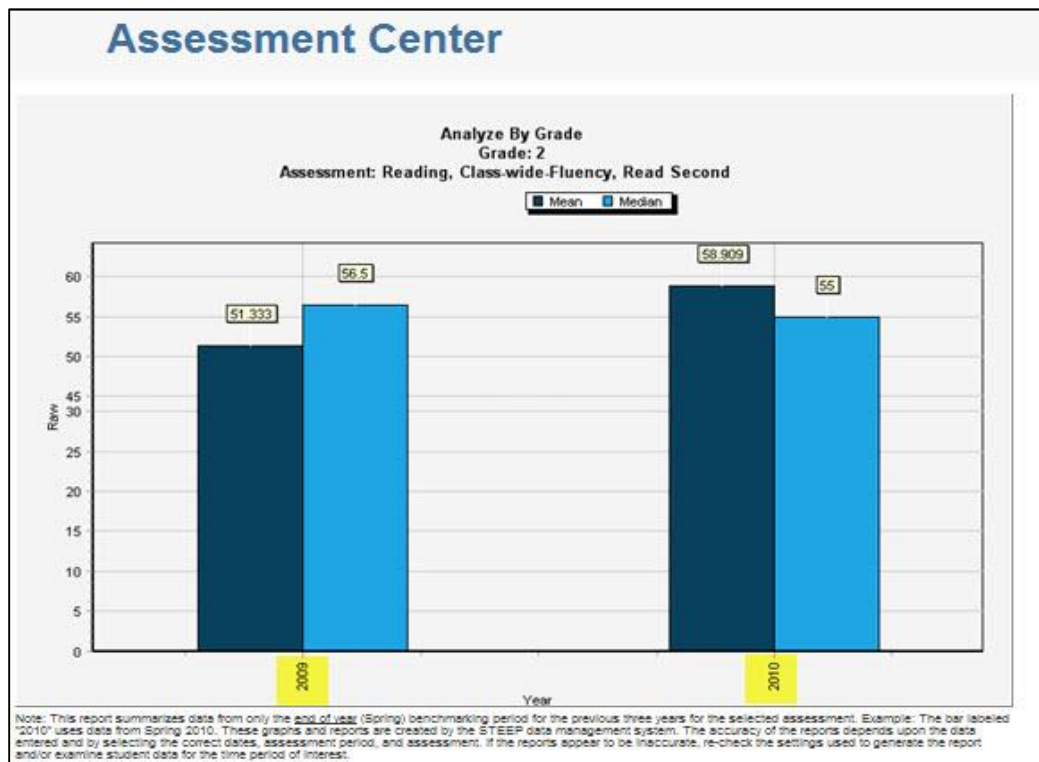
Select, term, grade, assessment and current grade year. Click, "Show Report".

School District	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Assessments	Reading, Class-wide-Fluency, Read Second
Current School Year:	2011
<input type="button" value="Show Report"/>	

Note: This report summarizes data from only the end of year (Spring) benchmarking period for the previous three years for the selected assessment. Example: The bar labeled "2010" uses data from Spring 2010. These graphs and reports are created by the STEEP data management system. The accuracy of the reports depends upon the data entered and by selecting the correct dates, assessment period, and assessment. If the reports appear to be inaccurate, re-check the settings used to generate the report and/or examine student data for the time period of interest.

The average score by year will show up to a three year comparison on averages for a particular grade and assessment. The example below shows the average assessment score a particular school for the 2nd grade Oral Reading Fluency assessment for the 2009 and 2010 school terms.

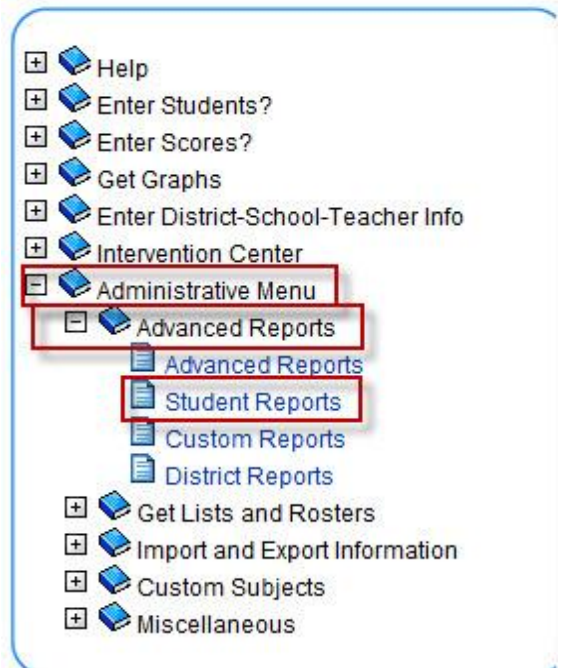
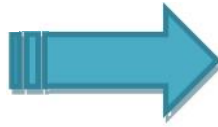
NOTE: The **average is based** on the **SPRING** assessment score. No score will be calculated until the Spring assessment has been conducted for school term.



Advanced Reports - Student Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Student Reports



Select, term and grade.

You have the option to select "Show Students", which will show all students or type the name of an individual student.

Click, "Show Students".

Students Scores Report

School District:

Sample Database District

School:

Sample School A

School Term:

2010-2011

Grade:

2

Last Name:

First Name:

Show Students

Show Reports

Close

Select the student(s) you wish to view. **Click, "Show Reports."**

You can select up to five students at a time.

<input type="checkbox"/>	1260192	Manship	Sue		Smith, Sandy	Smith 2nd	2
<input type="checkbox"/>	1260189	Parker	Peter		Davis, Ben	Davis 2nd	2
<input type="checkbox"/>	1260191	Riley	Chad		Smith, Sandy	Smith 2nd	2
<input type="checkbox"/>	1260187	Sanders	Justin		Davis, Ben	Davis 2nd	2
<input type="checkbox"/>	1260197	Sharp	Larry		Smith, Sandy	Smith 2nd	2
<input type="checkbox"/>	1260186	Turner	Amber		Davis, Ben	Davis 2nd	2
<input checked="" type="checkbox"/>	1260184	Wilkinson	Julie		Davis, Ben	Davis 2nd	2

1 2

The individual student report will show any assessments with scores the student has taken, along with status indicator. If the student is on any interventions, the principal's dashboard will show so that progress of the student may be checked. If student ID has been entered into the system, previous years data will also be reported.

Student Dashboard

Student Name: Wilkinson ,Julie
School Name: Sample School A
Date of Report: 2/28/2011 3:12:15 PM

2010-2011 School Year

Screening Assessments

Name of Assessment	Skill	Level	Date	Score	Status	Teacher	Class
Reading	Class-wide-Fluency	Read Second	4/11/2011	55	Instructional	Ben Davis	Davis 2nd
Reading	Class-wide-Fluency	Read Second	2/3/2011	29	Frustrational	Ben Davis	Davis 2nd
Reading	Class-wide-Fluency	Read Second	10/12/2010	24	Frustrational	Ben Davis	Davis 2nd

Intervention Data

Graphs and Report			Progress Assessment			Dates			Students Progress			Remove		
Simple	Pro	Report	Student	Intervention	Measure	Last Score	Start	Last Monitoring	Last Intervention	Progress Goal	Status	Recommendation	Teacher	
			Wilkinson, Julie	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	70	10/18/2010	1/28/2011	2/3/2011	2.81	1.00	Exceeds Goal	Excellent Progress. Consider increasing the progress goal.	Davis, Ben

2009-2010 School Year

No data found for this student for this school term. Data for this school year may be absent for two reasons. One, the student was not enrolled during this school year. Two, historical data for this report are available in data management system beginning 2009-2010 school year. Data for prior years are not available in this report. If student was enrolled previously, use regular screening and intervention reports and select a prior school year.

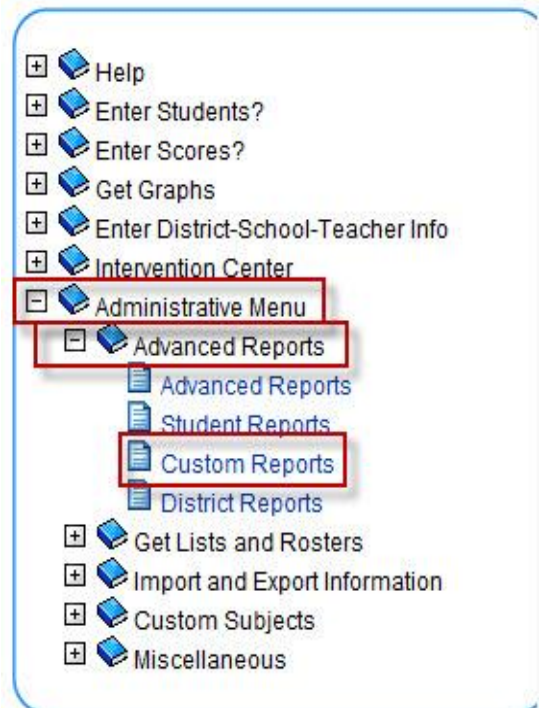
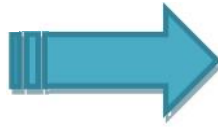
2008-2009 School Year

No data found for this student for this school term. Data for this school year may be absent for two reasons. One, the student was not enrolled during this school year. Two, historical data for this report are available in data management system beginning 2009-2010 school year. Data for prior years are not available in this report. If student was enrolled previously, use regular screening and intervention reports and select a prior school year.

Advanced Reports - Custom Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- Custom Reports



The Custom Report option can create an almost infinite number of reports based on the criteria selected.

Choose how you want to group the data:

- Group By
- Data Type
- School
- Teacher
- Grade
- Assessment
- All students or only students receiving intervention
- Filter by date (optional)

Advanced Reports Selection

Step 1: Select a Report to create
Group By: All Students
Data Type: ☒ Raw Scores ☐ Progress

Step 2 (Optional): Filter the report data by District, School, Teacher, or Grade
School District: Sample Database District
School: - All Schools -
Teacher:
Grade: - All Grades -

Step 3: Select a Skill for which to create a report
☐ All Skills
☒ Skill: Reading
Class-wide-Fluency
Read KDG

Step 4 (Optional): Select students
Students: - All Students -

Assessment Dates
☐ Filter by Date
From: 2/28/2011
To: 2/28/2011
Apply

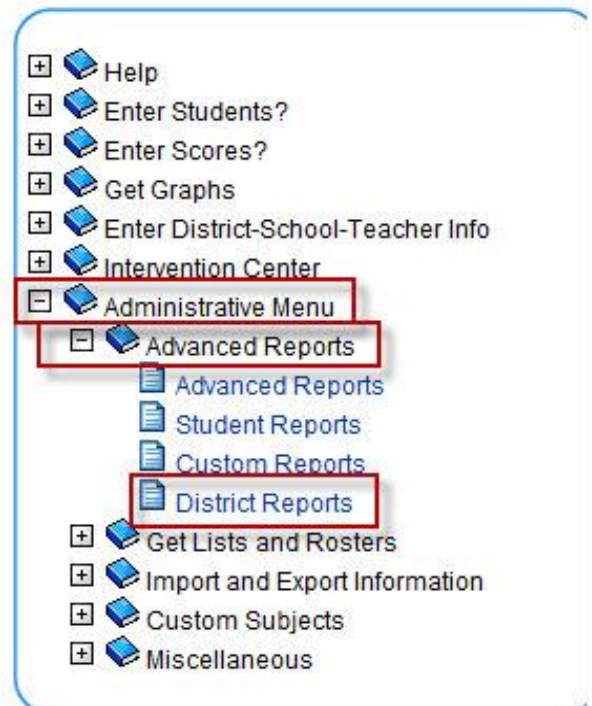
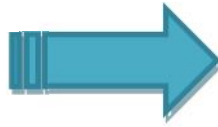
Warn me if the number of selected records is less than: 2
Number of records currently selected: 0
The number of records selected is below the minimum you specified.

Show Graph Show Count

Advanced Reports - District Reports

Once in the database, select the following menu items:

- Administrative Menu
- Advanced Reports
- District Reports



There are **TWO** district reporting options available:

- Average Score by School
- Instructional Effects by School

Let's take a look at the first option, **Average Score by School**



Select, grade and assessment. Choose Fall, Winter or Spring Assessment. Click, "Show Report".

School District: Metro Edison

Grade: 2

Assessments: Reading, Class-wide-Fluency, Read Second

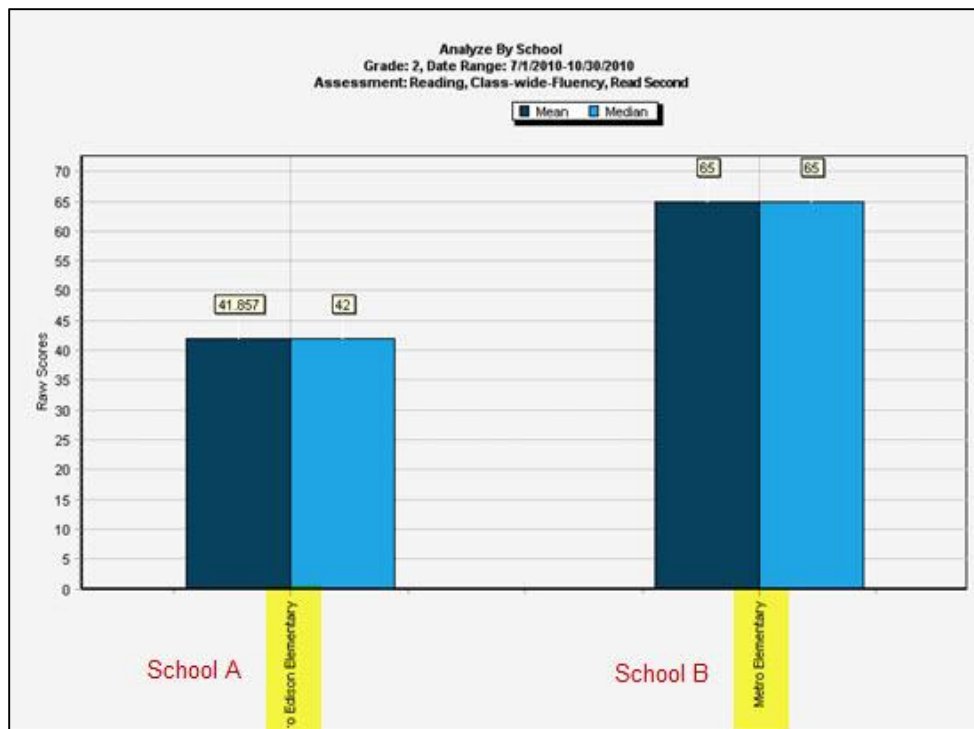
Select Benchmarking Period for Current School Year: ☒ Fall ☐ Winter ☐ Spring ☐ Use Custom Date Range Entered Below

Enter Custom Date Range: To:

Show Report

Note: These graphs and reports are created by the STEEP data management system. The accuracy of the reports depends upon the data entered and by selecting the correct dates, assessment period, and assessment. If the reports appear to be inaccurate, re-check the settings used to generate the report and/or examine student data for the time period of interest.

The report shows the average score by school for a selected assessment and benchmarking period.



Let's take a look at the second option, **Instructional Effects by School**

District Reports

District Reports

Average Score by School

Average Score by School

Instructional Effects by School

Instructional Effects by School.

Select, grade and assessment. Choose Fall, Winter or Spring Assessment. **Click**, "Show Report".

NOTE: Once all the universal screening assessments for the year have been given, you can select Winter to show the side by side comparisons of the Fall, Winter and Spring assessments.

School Distict

Metro Edison

Grade

2

Assessments

Reading, Class-wide-Fluency, Read Second

Select Benchmarking
Period for Current School
Year:

☐ Fall ☐ Winter ☒ Spring ☐ Use Custom Date Range Entered Below

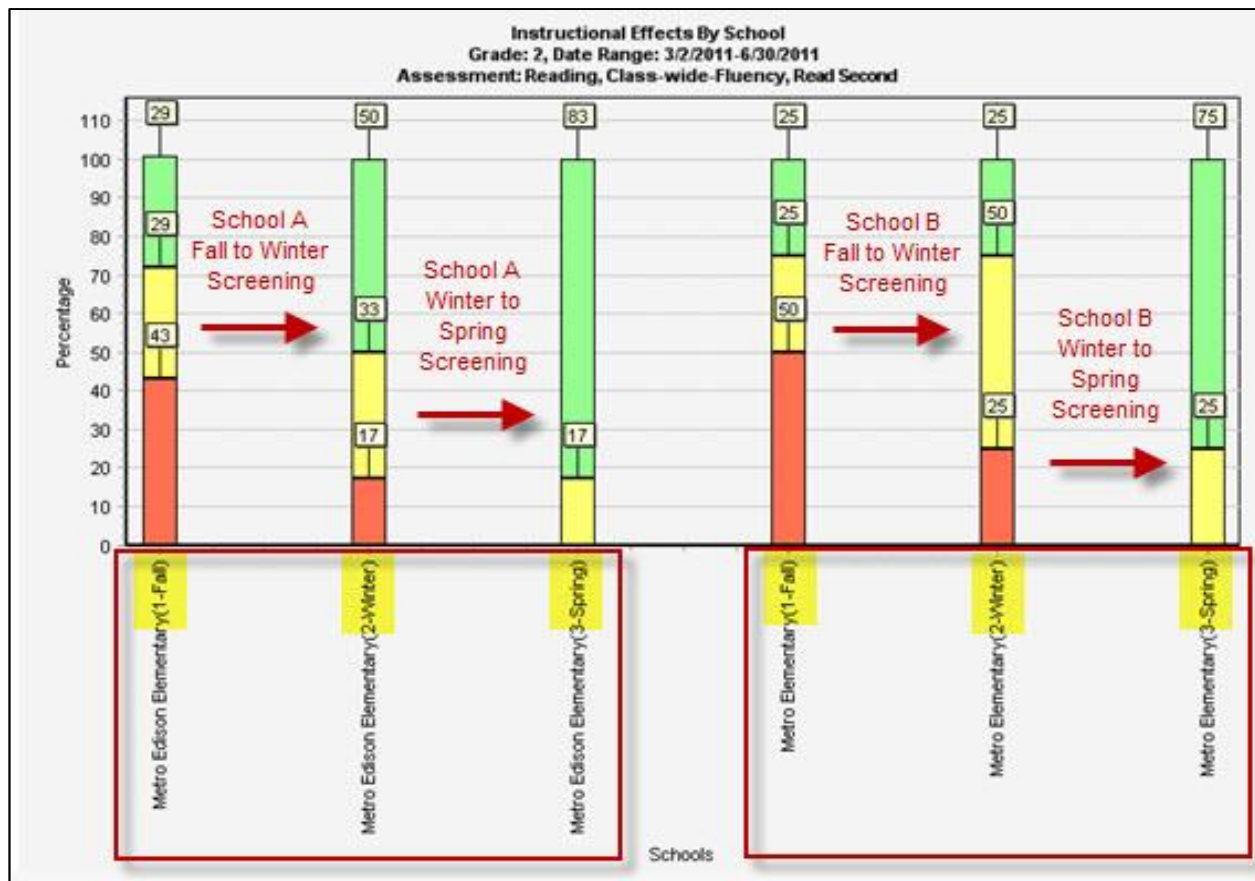
Enter Custom Date
Range:

To:

Show Report

Very similar to the teacher instructional effects report, however, this report is grouped by school rather than teacher.

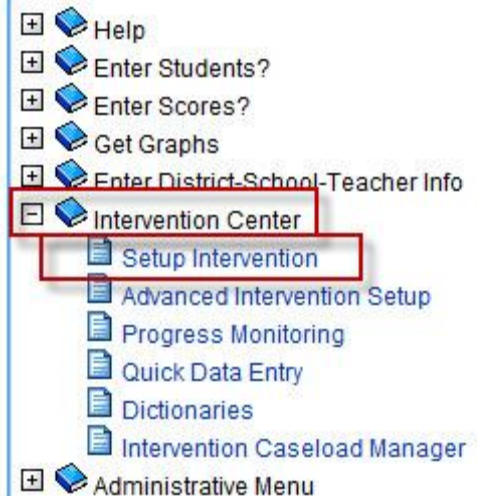
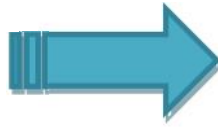
A major goal of many schools is to have fewer students who are **"at risk"** and more students who are mastering the content. This report shows, for each benchmarking period, the percentage of students in red, yellow and green and allows tracking or progress toward getting more students in green and fewer students in red.



Intervention Center - Setup Intervention

Once in the database, select the following menu items:

- Intervention Center
- Setup Intervention



Select, term, teacher, class and assessment information. **Select** assessment dates (optional).

You have the option to allow the system to show students who need intervention or to show all students.

Click, Next.

Assessment Center

School District: Metro Edison
School: Metro Edison Elementary
School Term: 08-09
Teacher: AARON, HANK
Class: Aaron 08 First

Subject: Reading
Skill: Class-wide-Fluency
Level: Read First

Assessment Dates
From: 03/05/2010
To: 04/05/2010
☐ Use dates
Report the bottom: 16 %

Show students option:
☒ Allow the System to show students who need intervention
☐ Show all students
☐ Show all students with and without screening assessment scores

Next Cancel

Click, "select" in the row of the student to setup intervention.

Intervention Assignment

Select Criteria > **Select Student**

Select Student

Subject: Reading Task: Class-wide-Fluency Skill Level: Read Second

Class: Davis 2nd Teacher: Ben Davis

Assessment Date: 10/12/2010

Student Name	Problem	Status	Score	Class Percentile	Receiving Intervention?	
Davis, Brandon		Frustrational	15	0	11-Reading Center	Select
Wilkinson, Julie		Frustrational	24	12.50	11-Reading Center	Select
Brown, David		Frustrational	26	25.00		Select
Turner, Amber		Frustrational	29	37.50		Select
Sanders, Justin		Frustrational	33	50.00		Select
Baker, Nikki		Instructional	40	62.50		Select
Parker, Peter		Instructional	55	75.00		Select
Lynn, Jessica		Instructional	58	87.50		Select

This page is to enter the "Finding the Reading Level" scores to receive the intervention recommendation (accuracy, fluency, comprehension). This page is optional. Click, "Next"

Intervention Assignment

Select Criteria > Select Student > **Recommendation**

Recommendation

Enter Scores

Grade 5

Grade 4

Grade 3

Grade 2

Grade 1

Date of Assessment

11/12/2009

View

Back

Next

Cancel

NOTE: If you are **just learning** to setup interventions, try using the **"Intervention Setup Wizard"** highlighted in yellow below. The wizard will break the setup page into smaller sections to complete.

Intervention Assignment

Select Criteria> Select Student> Recommendation> Assignment

Assignment

Fill in all items below and click save.

For step by step wizard to enter information on this page and complete intervention setup, click Intervention Setup Wizard to the right as an alternative for entering data on this page.

Interventions Setup Wizard

Student Name:

KATES, KAERRA

Student Ethnicity:

African American/Black

Teacher Name:

HANK AARON

Interventionist Name:

Fill in Interventionist Name

Interventions:

There are no interventions selected.
Please use the list, date box and the "Select" button below.

Identify intervention to be used and click select: (If intervention not on list, click on "Add to List" button to add it in the list. Then select intervention just added.)

Intervention Name:

- Click to Select -

Indicate Intervention Start Date:

4/5/2010

Intervention You Want Not on the List?

Click button on right to add a new intervention to list.
After adding to list, select intervention from list.

Intervention Frequency

Intervention is Planned to occur how many times per week?

?? times per week

For each day that Intervention is Planned, how many times will it occur each day

?? times per day

Note: Research has generally suggested that intervention occur at least 4 times per week with frequency of at least once per day. Some students may benefit from having intervention occur more than once per day.

Planning Date:

4/5/2010

(Date on which intervention planning was conducted - may be same date as intervention start date)

Progress Monitoring

Assessment Measures:

There are no monitorings selected.
Please use the list below and the "Select" button.

Identify the type of progress monitoring to be used and click select: (If name of progress monitoring measure is not on the list, click on "Add to List" button to add it in the list.)

Name of Progress Monitoring:

- Click to Select -

Select

Add to List

Specify weekly goal for how much you expect student to improve each week. This is used to draw the aimline.

This student is expected to improve their score :

?? points per week

Indicate frequency of progress monitoring.

Progress Monitoring is planned to Occur:

?? Time(s) in ?? Weeks

Click here to add intervention selected at left.

Click to Add New Intervention to List Above

If intervention you need is not listed you can manually add to intervention list by clicking here.

First

Select Progress Monitoring Tool from drop down menu, then click SELECT

If progress monitoring tool you need is not listed you can manually add to list by clicking "Add to List".

Back

Finish & Save

Cancel

New Empty Intervention

Click here to actually add intervention.

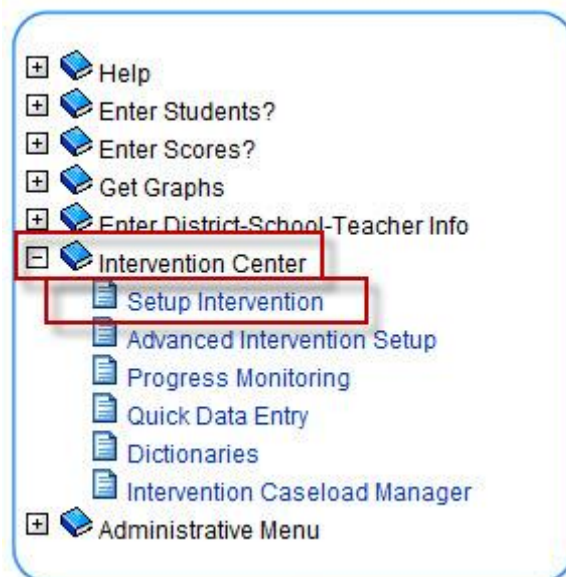
If "Finish & Save" is grayed out, you have not filled in all information or possibly forgot to actually select your intervention and progress monitoring tool.

Entering Custom Interventions or Progress Monitoring Tools

NOTE: This is done through the main Setup Intervention page. Once added for one student, the new addition will appear on all future drop down menus for other students.

Once in the database, select the following menu items:

- Intervention Center
- Setup Intervention



Adding Intervention

When setting up interventions, a drop down list of some of the more frequently used interventions are listed. If there is an intervention being used not included in the drop down list, you may add a new intervention. **Click**, "Click to Add New Intervention to List Above". Once the intervention has been added, select an intervention from the drop down menu and **Click**, "Click here to add intervention selected at left" so that the intervention is assigned.

Adding Progress Monitoring Tool

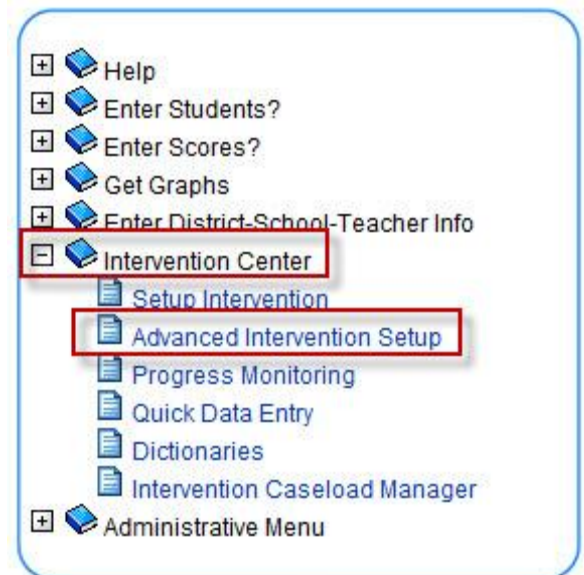
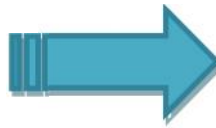
When entering a PM tool, a drop down list of some of the more frequently used PM tools are listed. If there is a PM tool being used not included in the drop down list, you may add a custom PM tool. **Click**, "Add to List". Once the PM tool has been added, select a PM tool from the drop down menu and **Click**, "Select" so that the PM tool is assigned.

Intervention Center - Advanced Intervention Setup

WARNING: For advanced users only

Once in the database, select the following menu items:

- Intervention Center
- Advanced Intervention Setup



Select, term, grade, teacher and assessment. **Click**, "Setup Intervention".

Advanced Intervention Setup

School District	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	Davis Ben
Assessments	Reading, Class-wide-Fluency, Read Second

Setup Intervention

Caution:

1. Advanced users only. This page is for advanced users who are experts with intervention setup. Making inaccurate selections may require significant time on your part to correct or may cause progress monitoring to be inaccurate.

2. Long wait for student list? If you choose not to specify a teacher, then system will list all students. This can take a significant amount of time for page to load with a slower internet connection.

3. Selecting Assessment on Menu. The last menu item above is assessment. This refers to the classwide screening. If you are setting up a reading intervention choose the name of the reading screening you use. If you are setting up a math intervention, choose the name of the math intervention screening. It is not advisable to set up interventions for different interventions at the same time. The written report may be inaccurate.

Complete each column for selected students. Scroll to the bottom of the page and **Select** "Save."

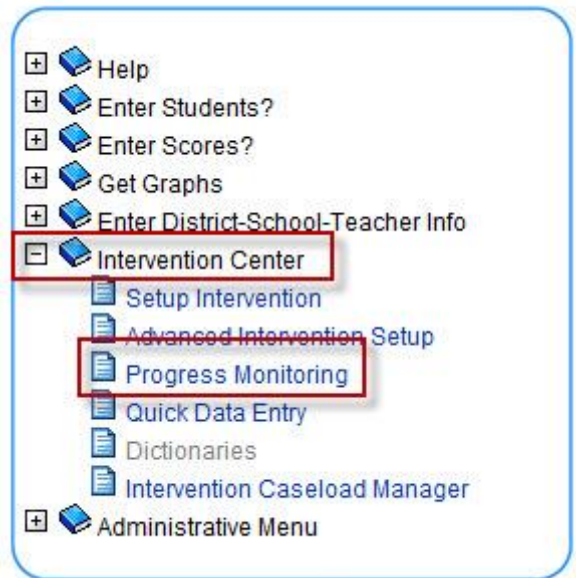
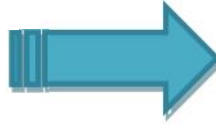
Note: if a custom intervention name or PM tool need to be added, this will need to be done for one student in the original intervention setup page. Once added, the additions will appear on the drop down menus for all other students.

Teacher	Class	Student	Select Intervention Name+	Intervention Start Date	Intervention Planning Date	Intervention Frequency Per Week*	Select Progress Monitoring Measure+	Progress Monitoring is Planned to Occur Once Every:++	Specify Improvement Goal for Student (Weekly Rate of Improvement)	Interventionist Name
Ben Davis	Davis 2nd	Nikki Baker	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis 2nd	David Brown	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis 2nd	Brandon Davis	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis 2nd	Jessica Lynn	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis 2nd	Peter Parker	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis 2nd	Justin Sanders	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>
Ben Davis	Davis	Amber	10-Headsprout ▼	3/30/2011	3/30/2011	5 per week ▼	10-STEEP Letter Sound ▼	1 Week ▼	<input type="text"/>	<input type="text"/>

Progress Monitoring - Entering Scores

Once in the database, select the following menu items:

- Intervention Center
- Progress Monitoring



There are **THREE** ways to enter PM scores. The first TWO are done through the Principal's dashboard. The third option is through the Quick Data Entry option.

Interventions

School District: Sample Database District
School: Sample School A
School Term: 2010-2011
Teacher: Davis, Ben
Class: Davis 2nd

Grade: 2
Class: Davis 2nd

[Click here to View/Print Graphs for all Students Listed Below](#)

Graphs and Report			Progress Assessment				Dates			Students Progress				Remove	
Simple	Pro	Report	Student	Intervention	Measure	Last Score	Start	Last Monitoring	Last Intervention	Progress	Goal	Status	Recommendation	Student	
			Wilkinson, Julie	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	70	10/18/2010	1/28/2011	2/3/2011	2.81	1.00	Exceeds Goal	Excellent Progress. Consider increasing the progress goal.	Wilkinson, Julie	Delete
			Davis, Brandon	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	30	10/11/2010	1/31/2011	1/14/2011	0.54	1.00	Below Goal	Consider a review of this intervention.	Davis, Brandon	Delete

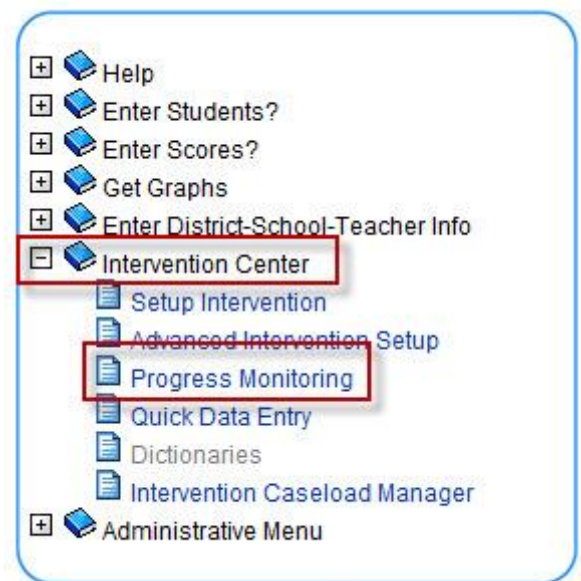
Progress Monitoring - Entering Scores

OPTION 1 - Simple Blue Graph

Great option to do with students to get them involved in the process!

Once in the database, select the following menu items:

- Intervention Center
- Progress Monitoring









Click, the Simple Blue Graph icon on the principals dashboard.

Interventions

School District: Sample Database District
School: Sample School A
School Term: 2010-2011
Teacher: Davis, Ben
Class: Davis 2nd

Grade: 2
Class: Davis 2nd

[Click here to View/Print Graphs for all Students Listed Below](#)

Graphs and Report			Progress Assessment			Dates			Students Progress				Remove	
Simple	Pro	Report	Student	Intervention	Measure	Last Score	Start	Last Monitoring	Last Intervention	Progress	Goal	Status	Recommendation	Student
			Wilkinson, Julie	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	70	10/18/2010	1/28/2011	2/3/2011	2.81	1.00	Exceeds Goal	Excellent Progress. Consider increasing the progress goal.	Wilkinson, Julie
			Davis, Brandon	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	30	10/11/2010	1/31/2011	1/14/2011	0.54	1.00	Below Goal	Consider a review of this intervention.	Davis, Brandon

PM graph appears for the selected student. A goal score is listed for the student to aim for. Once the assessment is complete, the student can type in their score to see if they beat their Goal. A thumbs up animation appears if the goal score has been met. Thumbs down animation appears if the goal score has not been met.

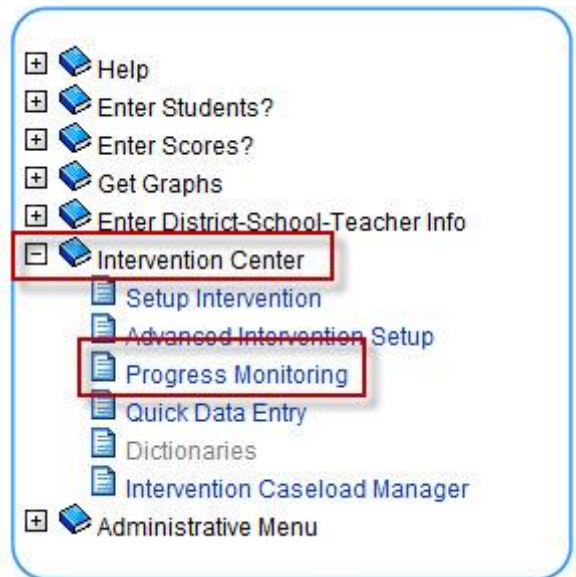
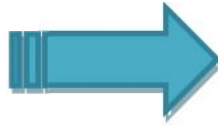


Progress Monitoring - Entering Scores

OPTION 2 - Pro White Graph

Once in the database, select the following menu items:

- Intervention Center
- Progress Monitoring



Click, the Pro White Graph icon on the principals dashboard.

Interventions

School District: Sample Database District
 School: Sample School A
 School Term: 2010-2011
 Teacher: Davis, Ben
 Class: Davis 2nd

[Click here to View/Print Graphs for all Students Listed Below](#)

Grade: 2
 Class: Davis 2nd

Graphs and Report			Progress Assessment			Dates			Students Progress			Remove		
Simple	Pro	Report	Student	Intervention	Measure	Last Score	Start	Last Monitoring	Last Intervention	Progress	Goal	Status	Recommendation	Student
			Wilkinson, Julie	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	70	10/18/2010	1/28/2011	2/3/2011	2.81	1.00	Exceeds Goal	Excellent Progress. Consider increasing the progress goal.	Wilkinson, Julie
			Davis, Brandon	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	30	10/11/2010	1/31/2011	1/14/2011	0.54	1.00	Below Goal	Consider a review of this intervention.	Davis, Brandon

Enter PM scores and **Click, "Save"**.

Intervention

Student: Brandon Davis

Teacher: Ben Davis

Intervention: Ben Davis

Monitoring	Progress
11-Reading Grade 1 (STEEP ORF)	0.54



[Enter Scores](#) | [Edit Scores](#) | [Intervention Usage](#)

Monitoring	Score	Date
11-Reading Grade 1 (STEEP ORF) ▼		3/30/2011
11-Reading Grade 1 (STEEP ORF) ▼		3/31/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/1/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/2/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/3/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/4/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/5/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/6/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/7/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/8/2011

Save

Editing PM Scores

Click, "Edit Scores".

Intervention

Student: Brandon Davis
Teacher: Ben Davis
Intervention: Ben Davis

Monitoring	Progress
11-Reading Grade 1 (STEEP ORF)	0.54

Date	Score
10/19/2010	17
11/18/2010	23
12/18/2010	30
1/17/2011	24
2/16/2011	25
3/30/2011	27
3/31/2011	30

Enter Scores **Edit Scores** Intervention Usage

Monitoring	Score	Date
11-Reading Grade 1 (STEEP ORF) ▼		3/30/2011
11-Reading Grade 1 (STEEP ORF) ▼		3/31/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/1/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/2/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/3/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/4/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/5/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/6/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/7/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/8/2011

Save

Make any necessary changes.

Intervention

Student: Brandon Davis

Teacher: Ben Davis

Intervention: Ben Davis

Monitoring	Progress
11-Reading Grade 1 (STEEP ORF)	0.54



[Enter Scores](#) | [Edit Scores](#) | [Intervention Usage](#)

Monitoring: 11-Reading Grade 1 (STEEP ORF) ▼

Score	Date		
17	10/29/2010	Edit	Delete
23	11/12/2010	Edit	Delete
30	11/26/2010	Edit	Delete
24	12/17/2010	Edit	Delete
25	1/14/2011	Edit	Delete
27	1/28/2011	Edit	Delete
30	1/31/2011	Edit	Delete

Editing Intervention Usage

Click, "Intervention Usage".

Intervention

Student: Brandon Davis
Teacher: Ben Davis
Intervention: Ben Davis

Monitoring	Progress
11-Reading Grade 1 (STEEP ORF)	0.54

Date	Score
10/19/2010	17
11/18/2010	23
12/18/2010	30
1/17/2011	24
2/16/2011	25
3/30/2011	27
4/1/2011	30

Enter Scores | Edit Scores | **Intervention Usage**

Monitoring	Score	Date
11-Reading Grade 1 (STEEP ORF) ▼		3/30/2011
11-Reading Grade 1 (STEEP ORF) ▼		3/31/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/1/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/2/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/3/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/4/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/5/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/6/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/7/2011
11-Reading Grade 1 (STEEP ORF) ▼		4/8/2011

Save

Make any necessary changes.

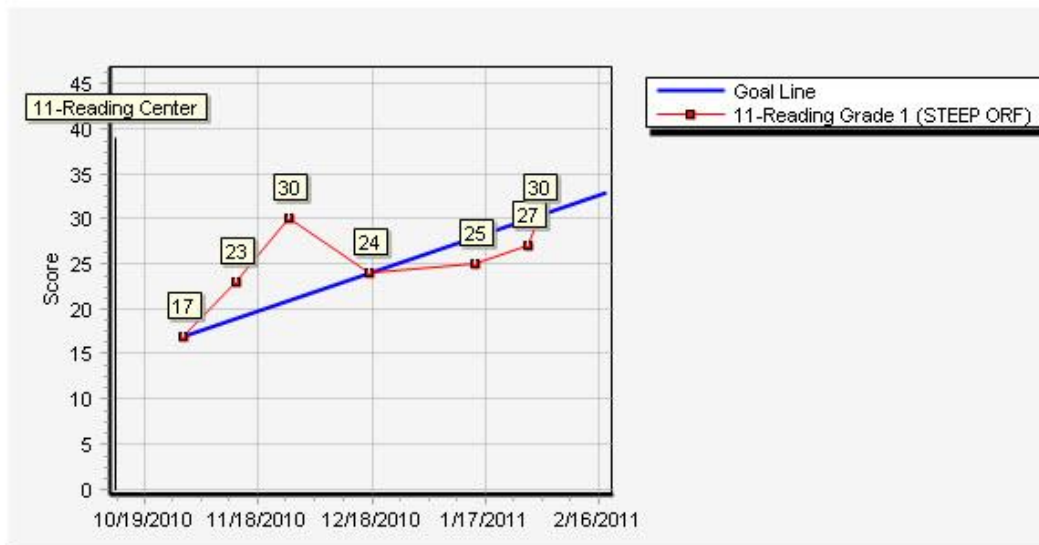
Intervention

Student: Brandon Davis

Teacher: Ben Davis

Intervention: Ben Davis

Monitoring	Progress
11-Reading Grade 1 (STEEP ORF)	0.54



[Enter Scores](#) | [Edit Scores](#) | [Intervention Usage](#)

Enter new dates

Intervention Occurred	Date
<input type="checkbox"/>	1/15/2011
<input type="checkbox"/>	1/16/2011
<input type="checkbox"/>	1/17/2011
<input type="checkbox"/>	1/18/2011
<input type="checkbox"/>	1/19/2011
<input type="checkbox"/>	1/20/2011
<input type="checkbox"/>	1/21/2011
<input type="checkbox"/>	1/22/2011
<input type="checkbox"/>	1/23/2011
<input type="checkbox"/>	1/24/2011

[Save](#)

Review existing dates

Date	
1/14/2011	Delete

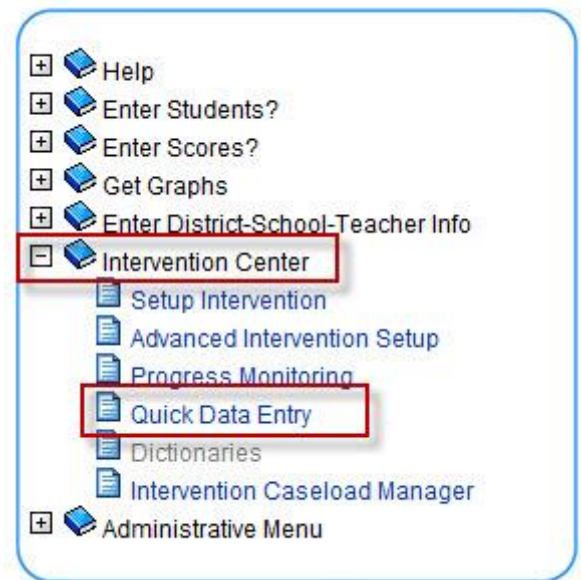
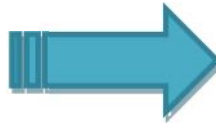
Progress Monitoring - Entering Scores

OPTION 3 - Quick Data Entry

Allows you to enter multiple progress monitoring scores for one class QUICKLY!

Once in the database, select the following menu items:

- Intervention Center
- Quick Data Entry



Select term, grade and teacher. You can select individual teachers or leave as "All Teachers".

Quick Data Entry

School Distict	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	- All Teachers -

Enter Scores

Enter scores. Check off if intervention occurred for the week as planned. **Click, "Save"**.

Quick Data Entry

School Distict	Sample Database District
School	Sample School A
Term	2010-2011
Grade	2
Teacher	- All Teachers -

Enter Scores

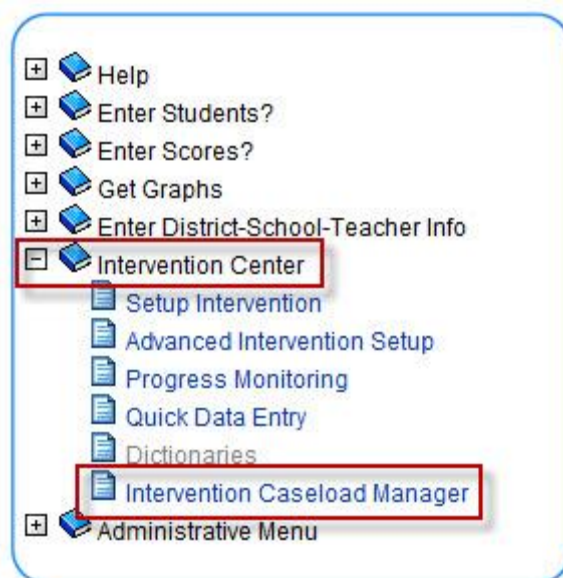
Student	Intervention	Monitoring	Date	Score	Intervention Occured
Brandon Davis	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	3/30/2011	80	<input checked="" type="checkbox"/>
Julie Wilkinson	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	3/30/2011		<input type="checkbox"/>

Save **Cancel**

Intervention Caseload Manager

Once in the database, select the following menu items:

- Intervention Center
- Quick Data Entry



After completion of setting up an intervention, the **Intervention Caseload Manager** can be used to help one professional setup a customized list of students receiving intervention so that all information is located in one place and easily accessible.










Possible Use:

- A school interventionist could setup a list of students from various teachers.
- Using the list, the interventionists can easily review progress and enter data for all students on the list.
- No need for interventionist to access student information by first accessing the student's teacher.

To add a New Caseload List, Click, "Add New Caseload List". In the example below there are two list setup. For each list you have the option of viewing the dashboard, quick data entry and editing the selected list. Only those students assigned will appear on dashboard and quick data entry.




Create, Manage and Edit Caseloads				
School District:	Metro Edison ▼			
School:	Metro Edison Elementary ▼			
Add New Caseload List				
Caseload Name	View Dashboard	Quick Data Entry	Edit/View Case Load	
Interventionist	Click to View Dashboard	Click for Quick Data Entry	Click to Edit List	Delete
Mary Blanchard	Click to View Dashboard	Click for Quick Data Entry	Click to Edit List	Delete

By clicking "**Click to View Dashboard**", the dashboard with the students assigned to the interventionist will appear. In the example below, there are three students assigned to Mary Blanchard's interventionist list.

Caseload Manager - Interventions														
Graphs and Report			Progress Assessment				Dates			Students Progress				Remove
Simple	Pro	Report	Student	Intervention	Measure	Last Score	Start	Last Monitoring	Last Intervention	Progress	Goal	Status	Recommendation	Teacher
			Brown,David	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	20	10/11/2010	10/8/2010		2.67	1.50	Mastery	Excellent Progress. Consider increasing the progress goal.	PARKS,ROSA
			Landry,Mason	11-Reading Center			10/11/2010				1.00			PARKS,ROSA
			Peterson,Brittany	11-Reading Center			10/11/2010				1.00			PARKS,ROSA

By clicking "**Click for Quick Data Entry**", this option allows to enter progress monitoring data for multiple students assigned to the interventionist. Enter scores, check off if intervention occurred for the week as planned and **Click**, "Save".

Quick Data Entry

Student	Teacher	Intervention	Monitoring	Date	Score	Intervention Occured
David Brown	PARKS,ROSA	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	10/11/2010 	<input type="text"/>	<input type="checkbox"/>
Mason Landry	PARKS,ROSA	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	10/11/2010 	<input type="text"/>	<input type="checkbox"/>
Brittany Peterson	PARKS,ROSA	11-Reading Center	11-Reading Grade 1 (STEEP ORF)	10/11/2010 	<input type="text"/>	<input type="checkbox"/>

By clicking "**Click to Edit List**", students can easily be assigned or removed for each list.

Create New Caseloads

School Name: Metro Edison Elementary
List Name: Mary Blanchard

Available Students

- Entire School - 

Added to List

Brown,David - 11-Reading Center
Landry,Mason - 11-Reading Center
Peterson,Brittany - 11-Reading Center

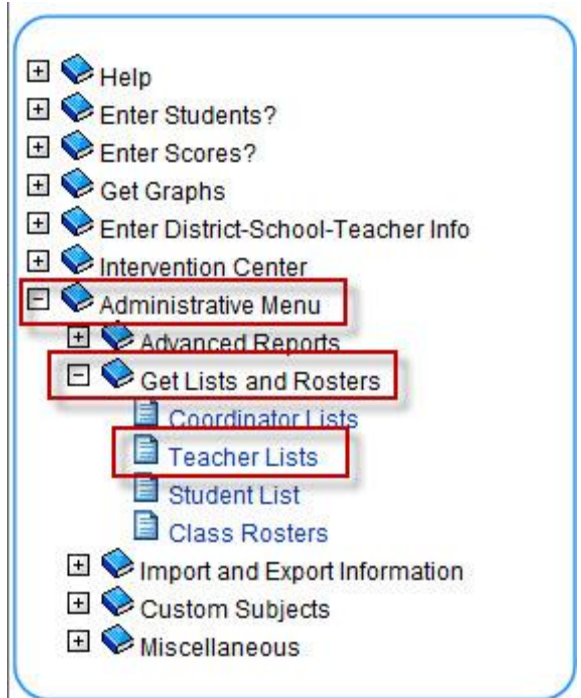
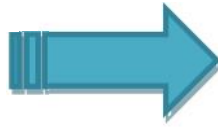
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Get Lists and Rosters - Teacher Lists

Once in the database, select the following menu items:

- Administrative Menu
- Get Lists and Rosters
- Teacher Lists



Select school, term and grade.

Select from the following reports:

- Teachers in School
- Total # of Students Assigned to Each Teacher
- Classes Assigned to Each Teacher
- Grades and # of Students Assigned to Each Teacher

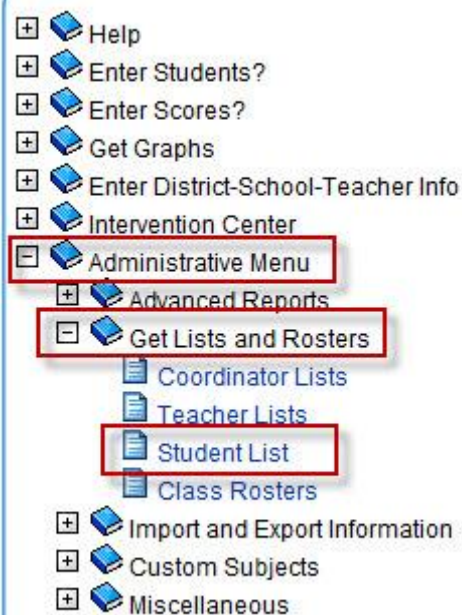
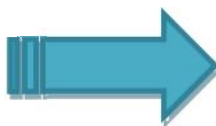
Click, "Show Report"

School District:	Sample Database District	
School:	Sample School A	
School Term:	2010-2011	
Grade:	2	
Last Name:	First Name:	
<input checked="" type="radio"/> Teachers in School <input type="radio"/> Total # of Students Assigned to Each Teacher		
<input type="radio"/> Classes Assigned to Each Teacher <input type="radio"/> Grades and # of Students Assigned to Each Teacher		
<div>Show Report Close</div>		

Get Lists and Rosters - Student Lists

Once in the database, select the following menu items:

- Administrative Menu
- Get Lists and Rosters
- Student Lists



Select school term and grade. Click, "Show Report".

NOTE: By leaving School as "All Schools" it will show all students enrolled for the district. By leaving Grade as "All Grade" it will show all students enrolled in all grades.

Students

School District:

Sample Database District

School:

Sample School A

School Term:

2010-2011

Grade:

2

Last Name:

First Name:

Number of Students: 16

ID	Last Name	First Name	Middle Name	Teacher	Class	Grade
	Baker	Nikki		Davis, Ben	Davis 2nd	2
	Brown	David		Davis, Ben	Davis 2nd	2
	Davis	Brandon		Davis, Ben	Davis 2nd	2
	Donaldson	Julie		Smith, Sandy	Smith 2nd	2
	Fowler	Blake		Smith, Sandy	Smith 2nd	2
	Jackson	April		Smith, Sandy	Smith 2nd	2
	Johnson	Mary		Smith, Sandy	Smith 2nd	2
	Lynn	Jessica		Davis, Ben	Davis 2nd	2
	Manship	Sue		Smith, Sandy	Smith 2nd	2
	Parker	Peter		Davis, Ben	Davis 2nd	2
	Riley	Chad		Smith, Sandy	Smith 2nd	2
	Sanders	Justin		Davis, Ben	Davis 2nd	2
	Sharp	Larry		Smith, Sandy	Smith 2nd	2
	Turner	Amber		Davis, Ben	Davis 2nd	2
	Wilkinson	Julie		Davis, Ben	Davis 2nd	2

1 2

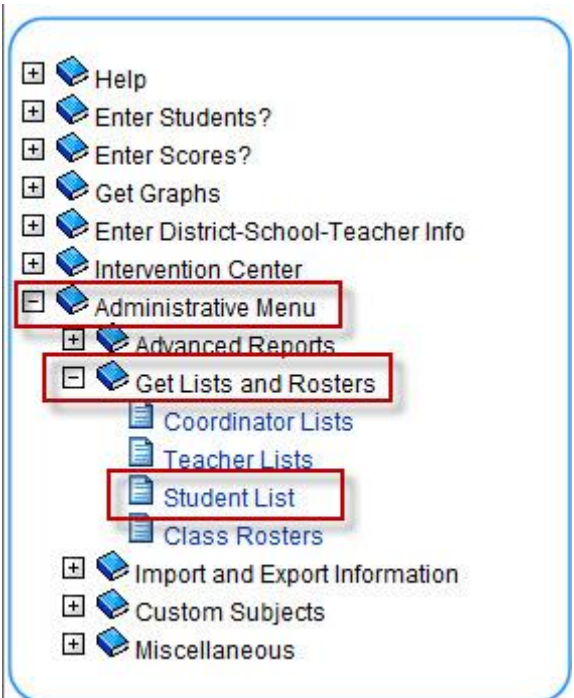
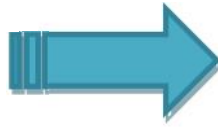
Show Report

Close

Get Lists and Rosters - Class Rosters

Once in the database, select the following menu items:

- Administrative Menu
- Get Lists and Rosters
- Class Rosters



Select school, term, teacher and class. **Click**, "Show Report".

School District:	Sample Database District	▼
School:	Sample School A	▼
School Term:	2010-2011	▼
Teacher:	Davis, Ben	▼
Class:	Davis 2nd	▼
<div><div>Show Report</div><div>Close</div></div>		

Class roster for selected teacher.

District:	Sample Database District
School:	Sample School A
Term:	2010-2011
Teacher:	Davis, Ben
Students	
Baker, Nikki	
Brown, David	
Davis, Brandon	
Lynn, Jessica	
Parker, Peter	
Sanders, Justin	
Turner, Amber	
Wilkinson, Julie	
<div><div>Show Report</div><div>Close</div></div>	

Exporting Data

Once in the database, select the following menu items:

- Administrative Menu
- Import and Export Information
- Export Data



Make selections for which data is to be exported. Click "Export Data". Data will be exported into excel spreadsheet.

Export Data

Step 1: Select Data to Export

Group By: All Students

Step 2 (Optional): Filter the data by District, School, Teacher, or Grade

District: All Districts

School: All Schools

Teacher: All Teachers

Grade: All Grades

Step 3: Select a Skill for which to export scores

Subject: All Subjects

Skill: All Skills

Level: All Levels

Assessment Dates

☐ Filter by Date

From:

To:

Warn me if the number of selected records is less than:

Recalculate

Number of records currently selected: 48

Export following student information:

☒ Student ID

☒ First Name

☒ Middle Name

☒ Last Name

☒ Student Secondary ID

☐ Test Date

☐ Score

☐ CDWD Score

☐ Skill

☐ Teacher Name

☐ Grade

☐ Migrant

☐ LowIncome

☐ Ethnicity

☐ Gender

☐ En. Proficiency

☐ Special Ed.

Export Data