RTI/Progress Monitoring & Creating Goal Pages Guide

Go to **www.aimsweb.com**
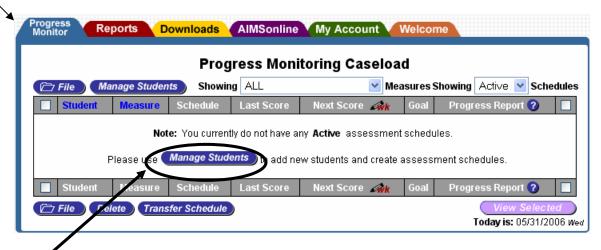Click on the **Customer Login**
Enter RTI User Information for your district
     Customer ID Number: 8390
     Username: _____
     Password: _____

Selecting Target Students

Click on the Progress Monitor Tab.

Click Manage Students button to find student list.

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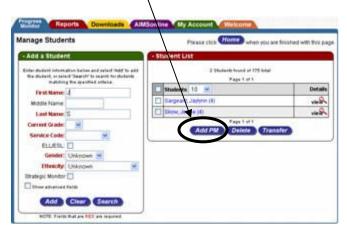
Check the box next to the student you wish to add to the Progress Monitoring list.

*Note: If you click on view under the "Details" column you can view the student's benchmark scores.

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

Selecting Measures for Progress Monitoring

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

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

Setting a Progress Monitoring Schedule

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

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

Click Save.

Entering SLA, Baseline, and Goal Scores

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

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

Enter SLA , Initial Performance, and Goal Scores

Tabitha Gralish (Grade 3)
Reading - Curriculum Based Measurement

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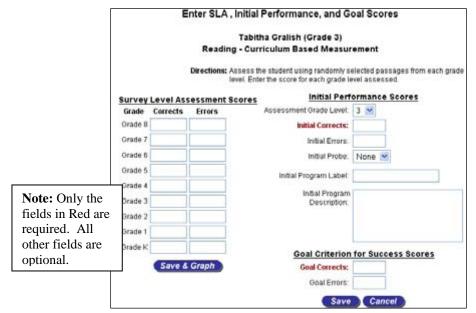
Survey Level Assessment Scores

Grade	Corrects	Errors
Grade 8		
Grade 7		
Grade 6		
Grade 5		
Grade 4		
Grade 3		
Grade 2		
Grade 1		
Grade K		

Save & Graph

Initial Performance Scores

Assessment Grade Level: 3

Initial Corrects:

Initial Errors:

Initial Probe: None

Initial Program Label:

Initial Program Description:

Goal Criterion for Success Scores

Goal Corrects:

Goal Errors:

Save   Cancel

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

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

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

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

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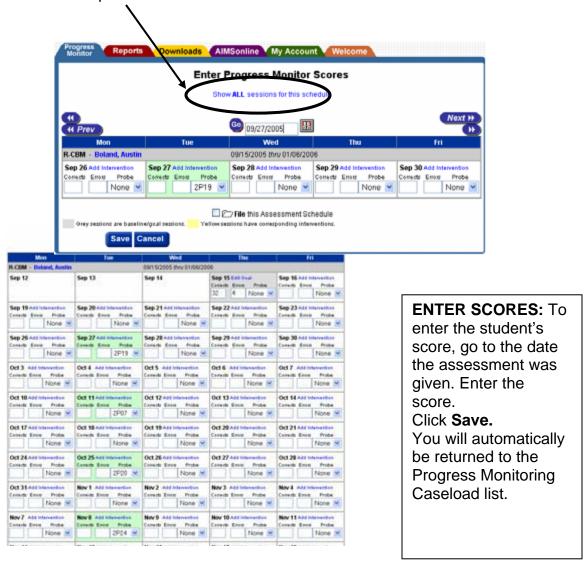
To Enter Progress Monitoring Scores

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

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

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

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

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

Viewing and Printing Reports

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