EDPlan Progress Track

User Manual

SY 2021-2022

PUBLIC™
CONSULTING GROUP

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1. ARD/IEP PROCESS

Student ARD/IEP data (goals and mastery criteria) will sync with Progress Track when the following criteria is met: 1) have a **finalized ARD/IEP with goals and 2) numerical Mastery Criteria entered as a separate field for the goal.**

2. ACCESSING PROGRESS TRACK

The follow definition table contains definitions for terms included in this section.

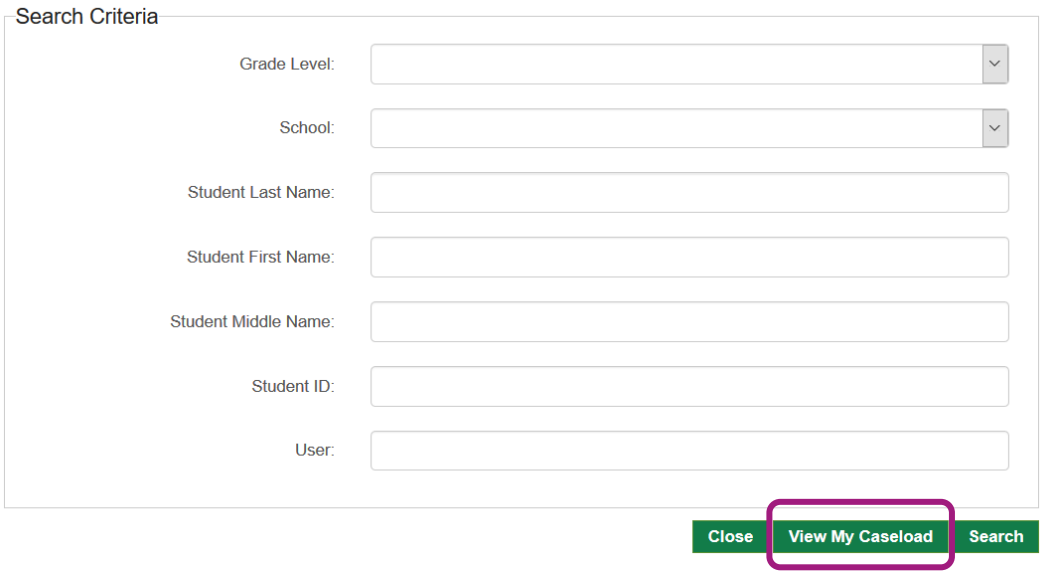
TABLE 1. DEFINITION TABLE

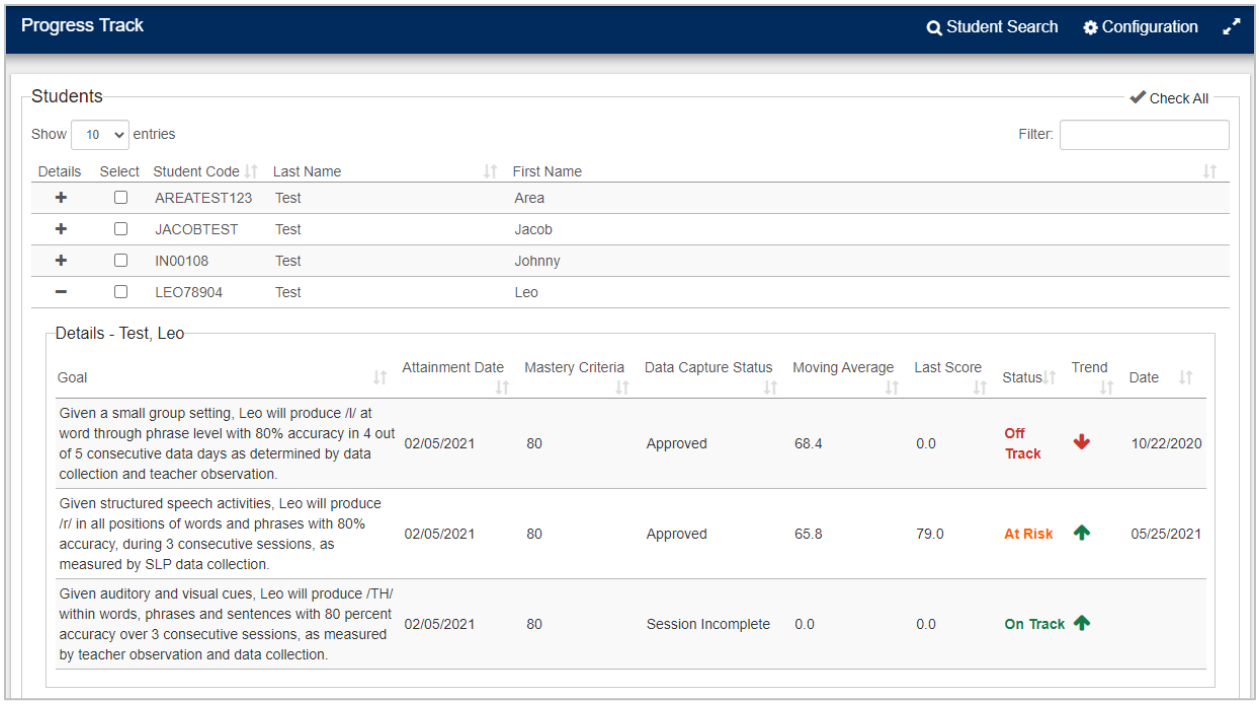
Term	Definition
Goal	This is the goal that came from the student's finalized ARD/IEP.
Attainment Date	This is the end date included for the goal.
Mastery Criteria	This is the numerical number entered when creating goals.
Data Capture Status	Status of the last data collection status. Approved indicates the session if final and included in calculations. Session pending or incomplete means the session needs to be approved, or the session needs to be completed.
Moving Average	The moving average is calculated using up to 5 of the last instructional data collection sessions logged.
Last Score	Last score logged in Progress Track
Status	Off Track: If the Moving Average is 11% difference or more than the Aim Line (lower for increasing goals, higher for decreasing goals) At Risk: If Moving Average is 5-10% difference than the Aim Line (lower for increasing goals, higher for decreasing goals) On Track: If Moving Average is 0-4% difference or less the Aim Line (lower for increasing goals, higher for decreasing goals)
Trend	Up arrow: Current score is higher than the previous score. Down arrow: Current score is lower than the previous score. Horizontal Multi-direct line: No change from previous score to current score. If the Goal being measured is a behavior reducing goal this will be the opposite.
Date	This is the date of the last data collection score.
Collection Method:	This is the type of Data Collection Method to be used for the goal (pre-set to Event Recording)
Measure Type	This term refers to how your data will be summarized (pre-set to "number").
Student Response Key	Menu of choices on how a staff member would like to enter student responses to data collection. Examples are (+, -) or Number.

Student Groups	This allows the user to place students in groups for the purpose of data collection comparison.
Setup	Icon on the student page where staff can establish their data collection criteria, add steps, and skill areas for data collection.
Ceiling	The upper limit of measurement that can be recorded or graphed.
Collection Skill Area	Data can be collected on more than one object or task at one time. These Collection Skill Areas can then be applied to record data on these objects/tasks.
No. of Sessions	Indicates the number of the data collection sessions anticipated for the goal. This number will default to 72, but can be changed at anytime by the user.
X- Axis Title	Customizable labels that display in the interface and on documents and reports. The default label is Number of Sessions and can be changed as needed.
Y Axis Title	Customizable labels that display in the interface and on documents and reports. The default label is Score and can be changed as needed.

To access the Progress Track module, click the **Progress Track** link found in the main menu.

Depending on your access you will either see the Progress Track landing page or a search screen (see examples below) to search for the students you want to access within Progress Track. This student search functions like the general EasyIEP student search. To view your caseload, select **View My Caseload**. Keep in mind that the criteria described above pertaining to the student list will continue to apply when using the student search criteria.





The Progress Track landing page is a list of students that you can view and/or add information for Progress Track purposes. **For a student to pull into this list, you must have access to that student.**

This landing page serves two purposes:

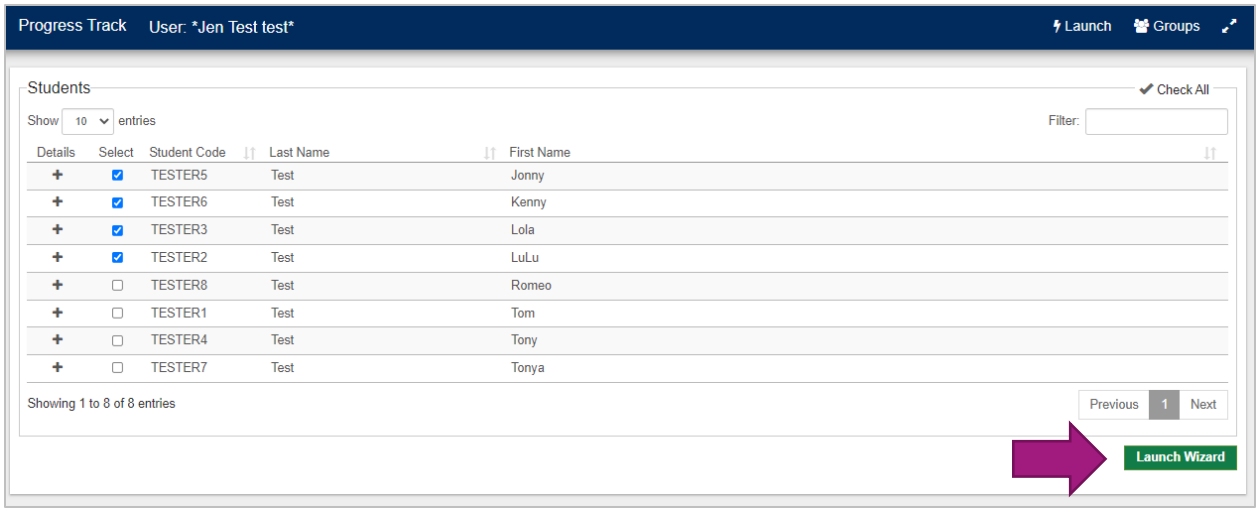
1. Selecting which student(s) you want to enter Progress Monitoring Data for;
2. Presents an overview of how students are progressing on their goals.

The details column of the student page allows users to access progress data for each student by clicking on the '+' symbol.

Note: Some users will be taken to a student search screen instead of straight to their student list (This feature is based on User Type Permissions).

2.1 SELECTING STUDENTS AND 'LAUNCHING' THE WIZARD

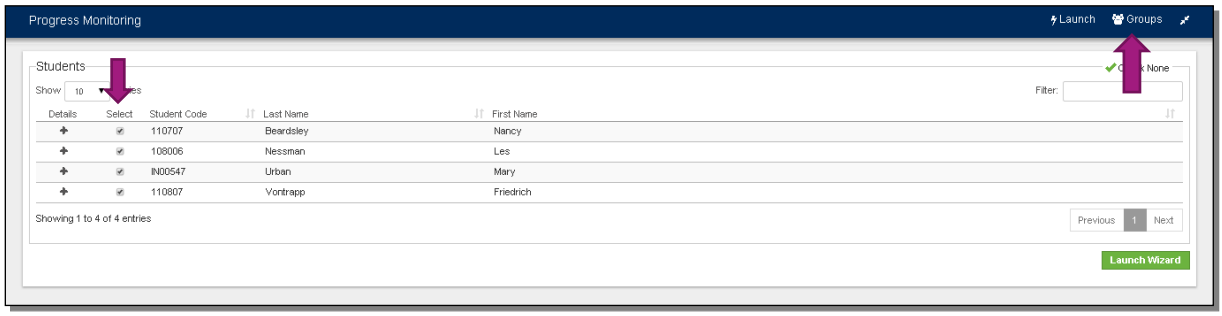
Once on the student list screen, you have the option of selecting individual students by clicking the check box beside the student's name or choosing all students by clicking the **Check all/Check none** link in the upper right-hand corner, to pull into Progress Track Wizard. After selecting your student(s), click **Launch** at the top right of the screen or **Launch Wizard** at the bottom right-hand side of the student list to begin progress monitoring. Note: The Launch options will only be available once you have selected one or more students to view.



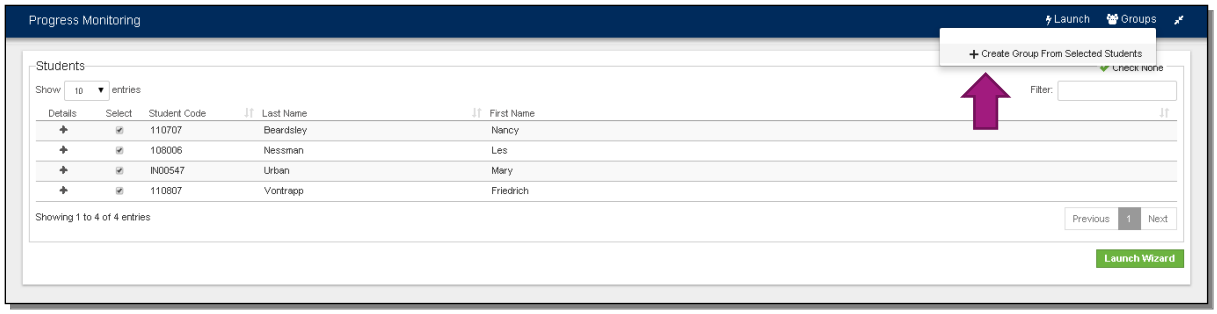
2.2 STUDENT GROUPS

From the student list, a student group can be created. When students are placed in groups, Users are able to more efficiently select the students by clicking the group name, which will auto-check each of the respective students, rather than having to individually check off each students' name.

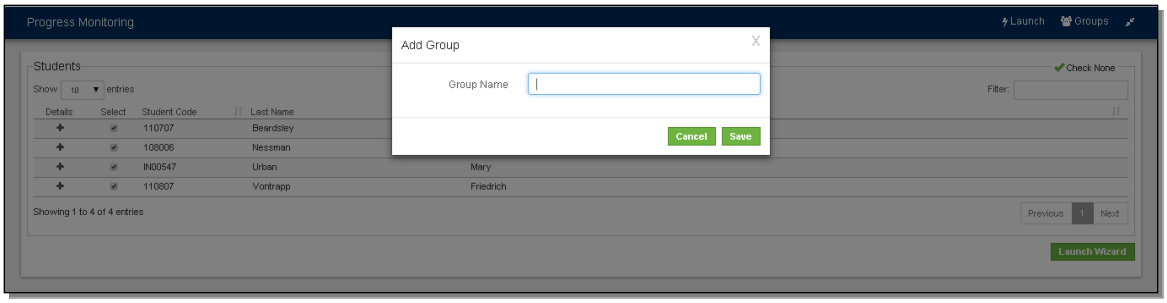
1. To create a group, click on the check boxes to the left of the student names to include in the Group being created. Click on the **Groups** link in the upper right corner of the screen.



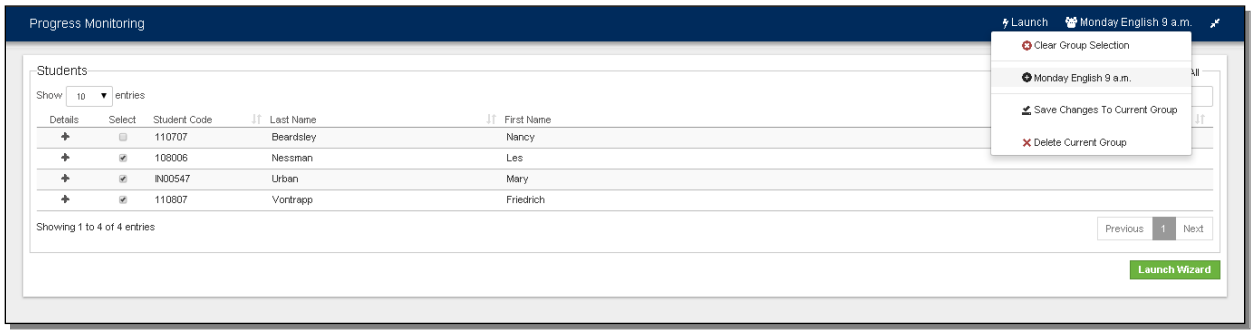
2. A pop up will appear that says **Create Group from Selected Students**, click on this link.



3. The following window will appear. Enter a name for the group and any other additional comments needed.



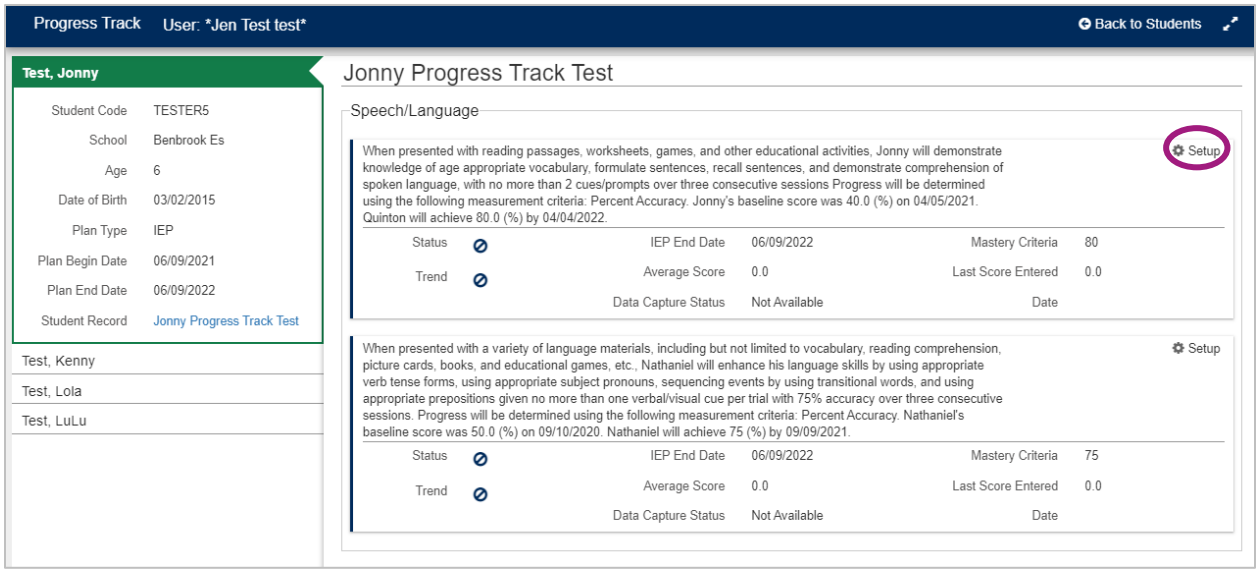
4. Click the **Save** button.
5. Once a group has been created, you will have the option of editing the group, deleting the group and clearing the group selection.



2.3 DATA COLLECTION SETUP PROCESS

Once you have the desired student(s) selected and clicked **Launch Wizard** or **Launch**, the list of students that you selected will appear on the left column of the screen in a tabbed format. Click on a student's name for an at-a-glance view of their goals per their currently valid ARD.

To enter Progress Monitoring data in Progress Track you need to first indicate the format of the data that will be entered for each goal. Click the **Setup** link shown in the image below.



From this page, you will see that the goal, attainment date, ARD/IEP End Date, and Mastery Criteria pull into the top section. In the Data Collection Setup section of this modal, indicate the Data Collection Tool, How Progress will be Measured and the Student Response. Depending on your configurations, there maybe one or multiple options for indicating how you will monitor progress.

The following fields can be edited on this page, if appropriate and desired.

- **Ceiling/Maximum Score** Will default to 100 but can be adjusted based on what makes sense for the student's goal.
- **No. of Sessions** This field will determine the number of tick marks on the y axis. If not completed in the ARD/IEP Process, it will default to 72 (assuming two data collection sessions a week across the 36 week ARD/IEP). If the number of data sessions entered surpasses the number entered for this field, the field will dynamically update.
- **X-Axis Title and Y-Axis Title Fields** Customizable labels that display in the interface and on documents and reports. Feel free to change these as desired.

COLLECTION SKILLS BANK (OPTIONAL) – ADVANCED FEATURE. DATA CAN BE COLLECTED ON MORE THAN ONE OBJECT OR TASK AT ONE TIME. THESE COLLECTION SKILL AREAS CAN THEN BE APPLIED TO RECORD DATA ON THESE OBJECTS/TASKS. MORE INFO ON HOW TO USE THIS FUNCTIONALITY CAN BE FOUND IN '6. DASHBOARDS

There are 3 available Progress Track widgets configurable for dashboards per user type and depending on access.

Goal Data Monthly Volume. This tile shows the number of Progress Track data sessions entered by month compared over the last two school years. It looks at the date the log was entered when determining what month to plot each data session towards. This dashboard tile allows administrators to view at a glance how Progress Monitoring data entry compares year over year.

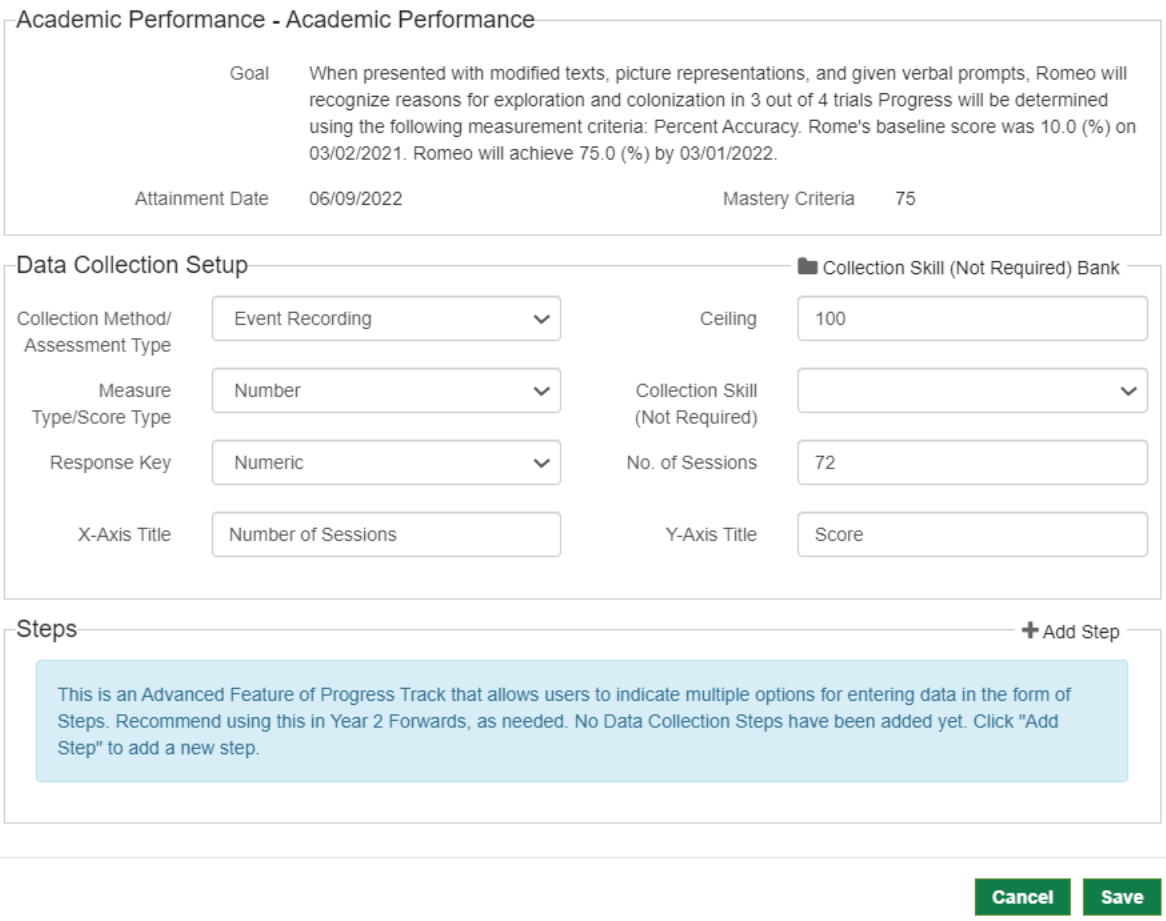
Progress Track Logs | Past 30 Days. This tile is a pie chart that answers the question of what percent of students on my caseload, haven't had progress monitoring data collected and entered in the system in the last 30 days.

When determining what students to pull into the pie chart it's going to look for students with a currently valid ARD that does not have a least one data point added for a goal, depending on how the site is configured, in the last 30 days. This can be configured to look at school(s) association or caseload depending on users' access.

This data tile also has a complementary report that users with appropriate access can run to identify the students that fall into the green and red areas of the pie chart. The report is called: Progress Track 30 Days Status.

Goal Data Logged by School. This tile displays the number of students with and without Progress Track data sessions logged by school. It will include all students with a currently valid ARD/IEP. The number of students in **Green** reflect the students with at least one progress monitoring data session entered. The students in **Red** reflect the students with no progress monitoring data sessions entered.

- 7. Additional Features' below.
- **Steps (Optional) – ADVANCED FEATURE.** Similar to skills but intended to be used for task analysis, especially sequential steps, and benchmarks.

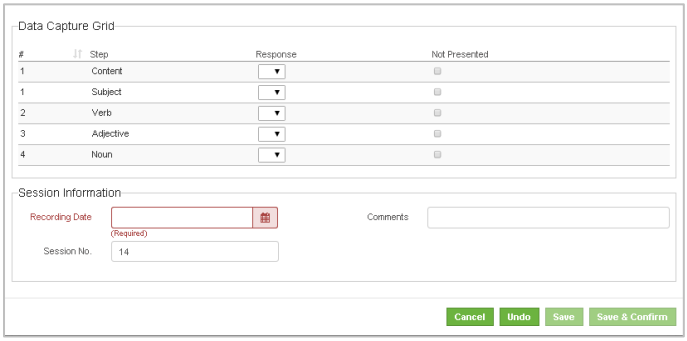


2.4 STEPS (OPTIONAL)

Steps are used to break a skill into discrete elements, if needed. For example, ten sight words will be administered for a goal, and will be presented on each data collection session. This also can be used for task analysis or rubrics. For example, if the overall goals is tooth brushing, and the goal involves the ability to brush teeth independently, the first couple of steps would be the following:

1) Remove cap on toothpaste
2) Turn on faucet
3) Rinse toothbrush
4) Apply toothpaste to toothbrush

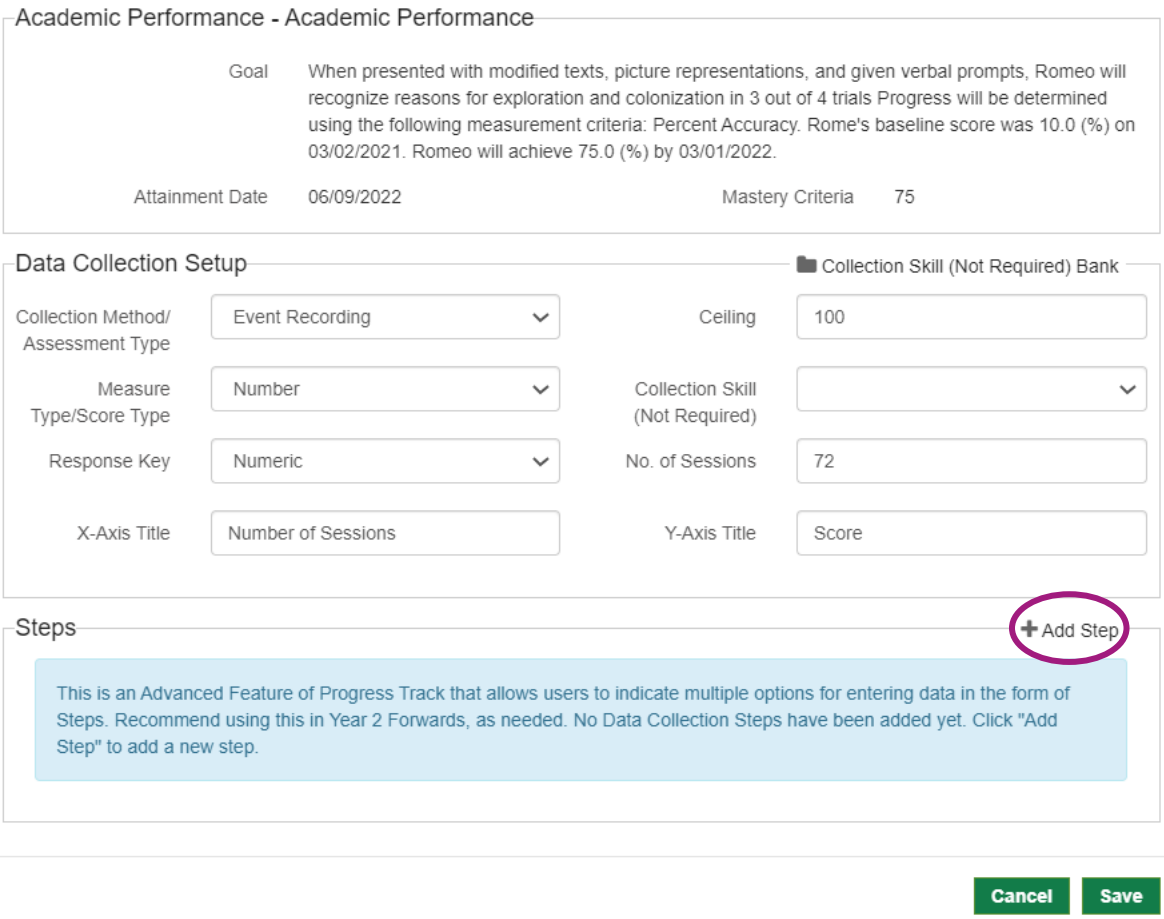
Steps are static and will appear at each Data Collection Session on the left side of the screen.



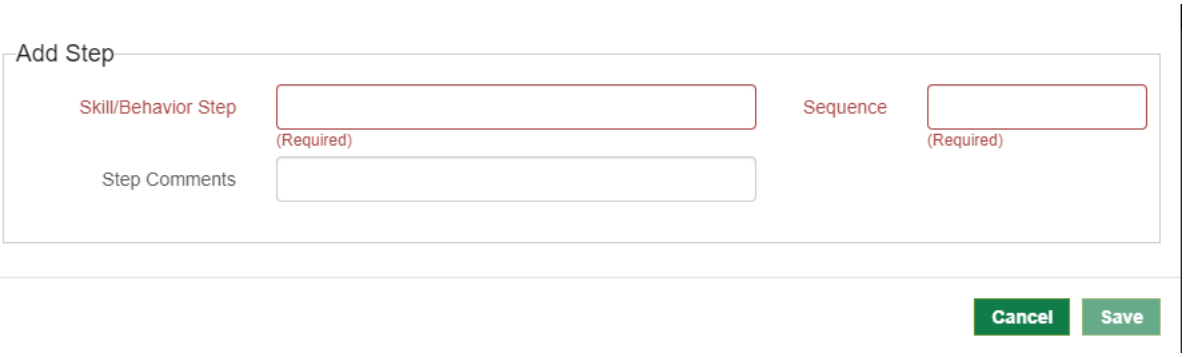
For those goals that do not need Steps, it is not required that they be entered.

Setting up Steps

To setup up steps, navigate to the Setup icon on the student landing page. Select Add Step, circled in the image below.



Enter the step in the Skill/Behavior Step box. Next, indicate what sequence this step follows, for example, is the first step (enter 1) or second step (enter 2). Click save in the bottom right of the screen to save your step. Repeat this process for each step that are part of the goal.



3. DATA COLLECTION

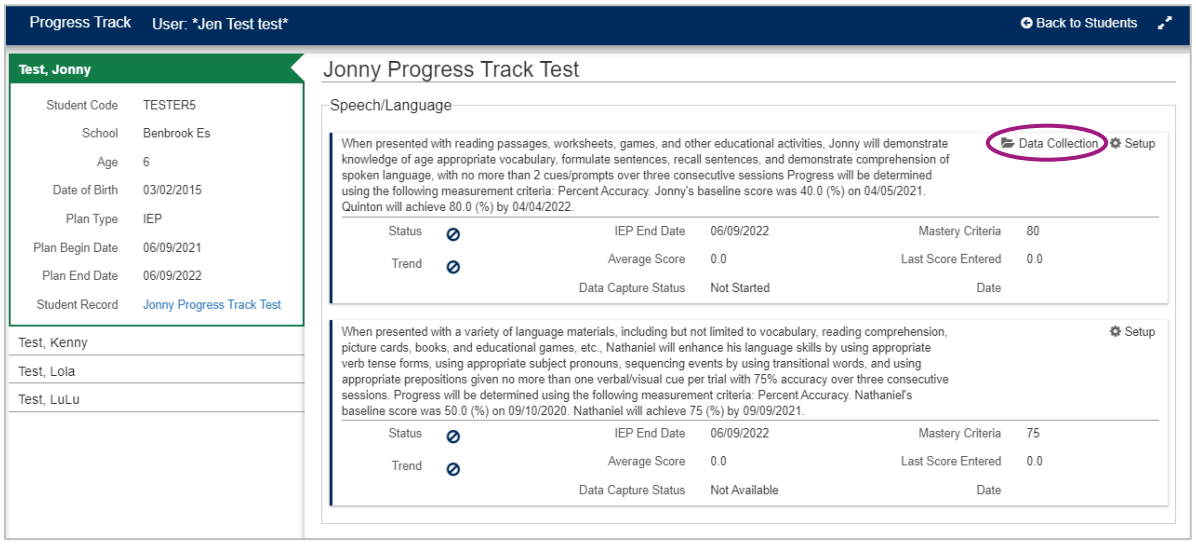
The follow definition table contains definitions for terms included in this section.

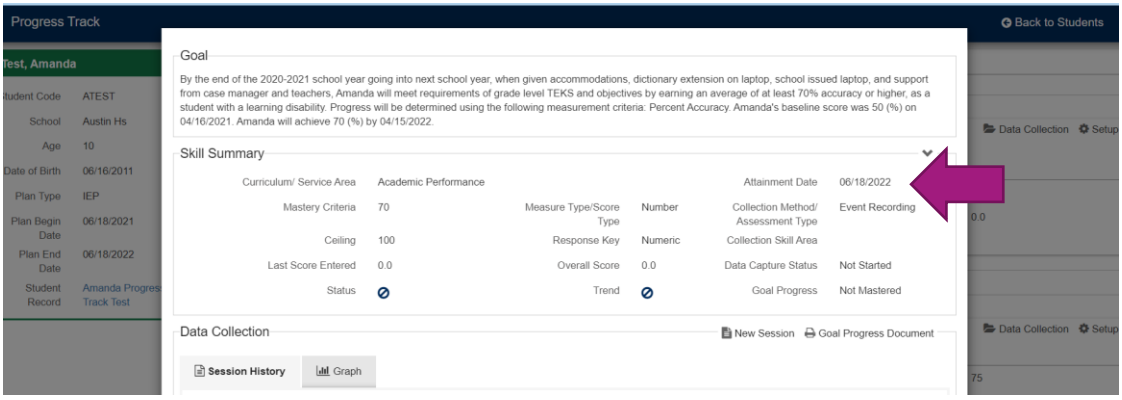
TABLE 2. DEFINITION TABLE

Term	Definition
Data Capture Status	Status of the last data collection status. Approved indicates the session if final and included in calculations. Session pending or incomplete means the session needs to be approved, or the session needs to be completed. To complete a data collection session, the user must select one of the Save and Confirm options. Selecting Save will keep the data collection status as incomplete.
Moving Average	The moving average is calculated using up to 5 of the last instructional data collection sessions logged.
Last Score	Last score logged in Progress Track
Status	Off Track: If the Moving Average is 11% difference or more than the Aim Line (lower for increasing goals, higher for decreasing goals) At Risk: If Moving Average is 5-10% difference than the Aim Line (lower for increasing goals, higher for decreasing goals) On Track: If Moving Average is 0-4% difference or less the Aim Line (lower for increasing goals, higher for decreasing goals)
Trend	Up arrow: Current score is higher than the previous score. Down arrow: Current score is lower than the previous score. Horizontal Multi-direct line: No change from previous score to current score. If a student has a reducing behavior goal, the logic for the Up and Down arrows will be reversed.
Date	This is the date of the last data collection score.
Aim Line	A line connecting a student's performance under baseline conditions to the criteria set by the ARD/IEP team.
Baseline	A condition in which data are collected under current conditions and/or prior to instruction.
Comments	Area where a staff member can include comments about the goal, session, or student behavior, etc.
Data Capture Grid	Area in which the user can take data collection.
Data Collection	Icon where users can start to collect data on a student's goal.
Recording Date	Date box to enter the date the data was collected.
Instructional Change	After entering the first instructional data point, you will have the option of selecting the box for 'Instructional Change' to indicate a change in

	instruction occurred. The change will be documented on the graph through a vertical dotted line, allowing a user to assess the impact of that change on a student's goal progress.
Skill/Behavior Area	This is pulled from EasyIEP and is the "Area" from the Goal Tab under which the goal was written.

After setting up the goals for progress monitoring, you are ready to enter progress monitoring data. Click on the **Data Collection** link for the goal are working on. Note: that the **Data Collection** link will not appear until the goal has been set up for Progress Monitoring with a Data Collection Method, Response Key and Score Type.

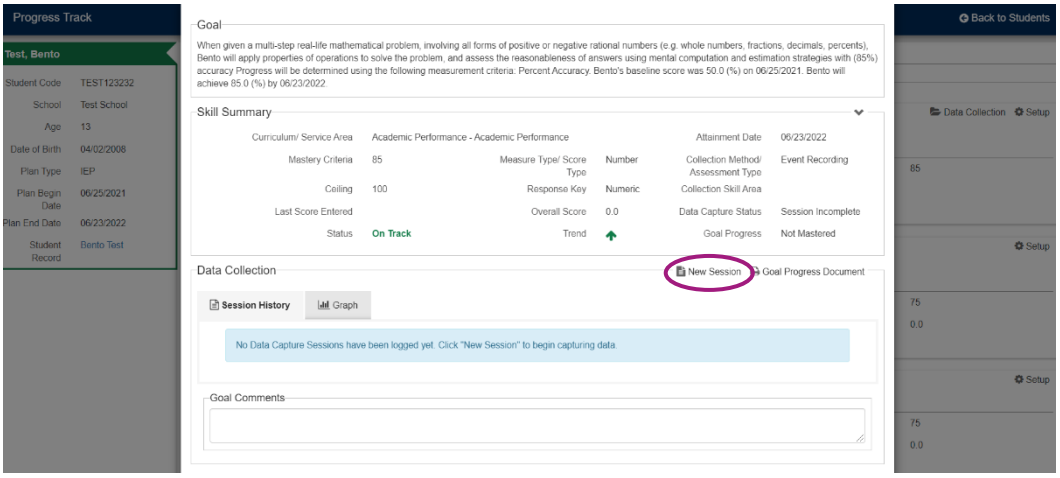




From the **Data Collection** window, view the **Goal Summary** by clicking the arrow on the top right as shown in this image.

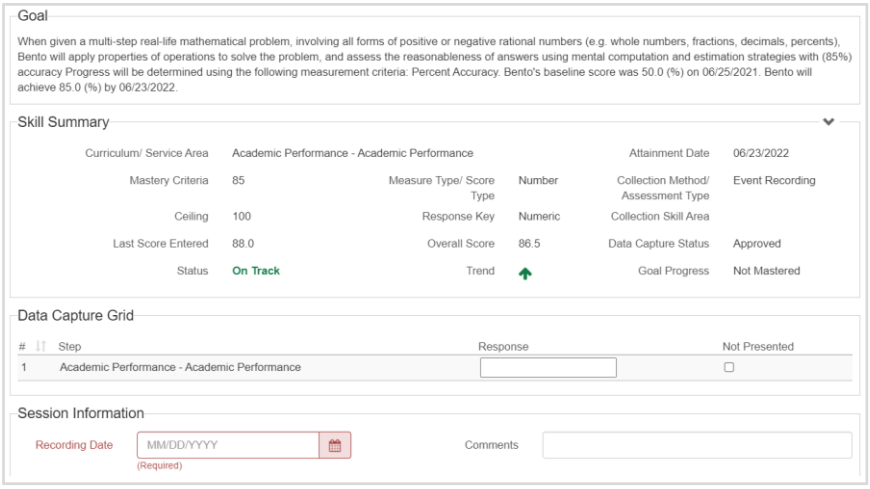
3.1 ENTERING A NEW DATA COLLECTION SESSION

1. To begin a new data collection session, click on the **New Session** link beside the **Goal Progress Document** icon.



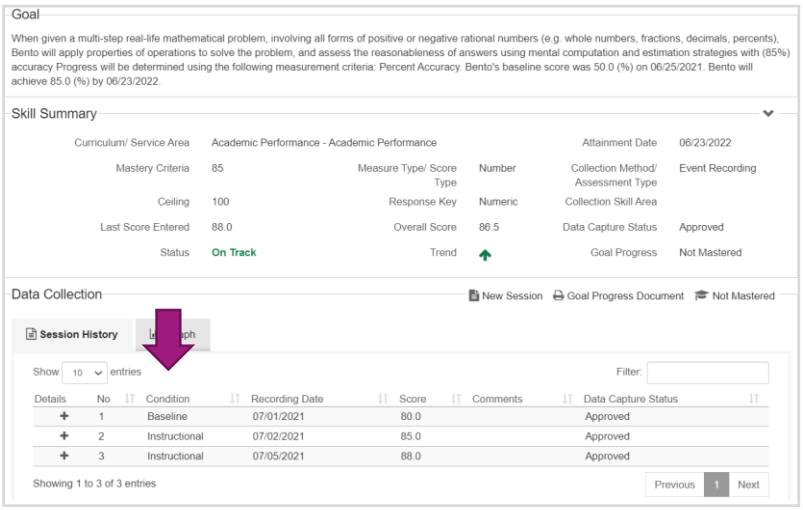
You will be taken to the following New Session page. To view the Goal Summary information, click on the arrow to expand that section. This is good practice to ensure users are documenting data on the appropriate goal.

2. In order to record a data session, complete the following fields in the **Data Capture Grid**:
   - **Response** This is where you'll enter your progress monitoring score.
   - **Not Presented** Check this box if data collection was not presented to the student.
   - **Recorded Date** The date that the progress monitoring assessment was administered to the student and the data was collected.
   - **Comments** Any additional notes that pertain to this session.

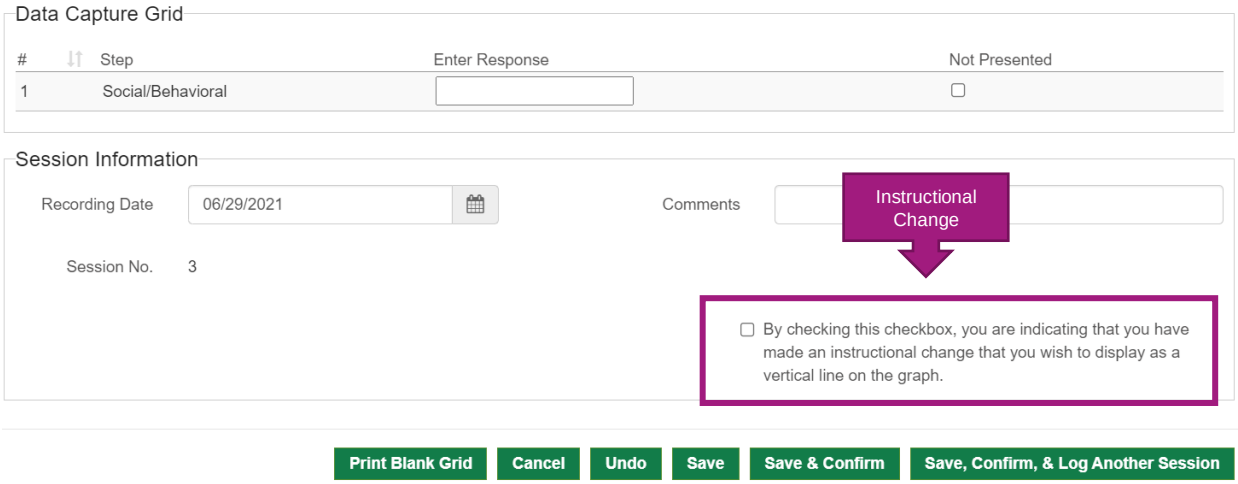


3. After completing each of these fields, click **Save & Confirm** in order to return to the **Data Collection** window.

4. The first data session entered for a goal is automatically set as the baseline data point. Once the first instructional session is logged, educators will no longer be able to select baseline sessions.
5. After recording the baseline data, you are able to record 'Instructional' data by clicking the **New Session** item.



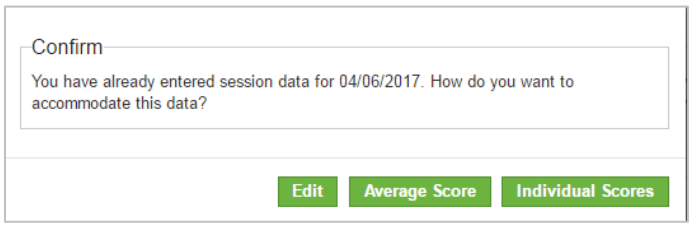
Instructional Change – After entering the first instructional data point, you will have the option of selecting the box for 'Instructional Change' to indicate a change in instruction occurred. For example, a change in the student's grouping or a change in a student's health prompting a change in location. The change will be documented on the graph through a vertical dotted line, allowing a user to assess the impact of that change on a student's goal progress.



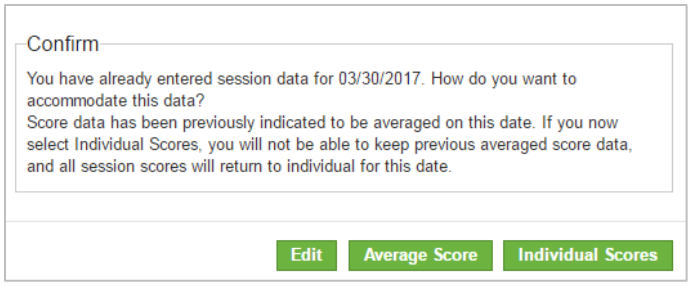
3.2 ADDITIONAL FEATURES FOR DATA COLLECTION

3.2.1 Option to Average Session Data

When a session is entered and saved with the same date as a previously saved session, a pop up will appear asking the educator how they want Progress Track to handle the score for this session. Users can edit the session (e.g. change the date), average the scores, or keep the scores as individual sessions.



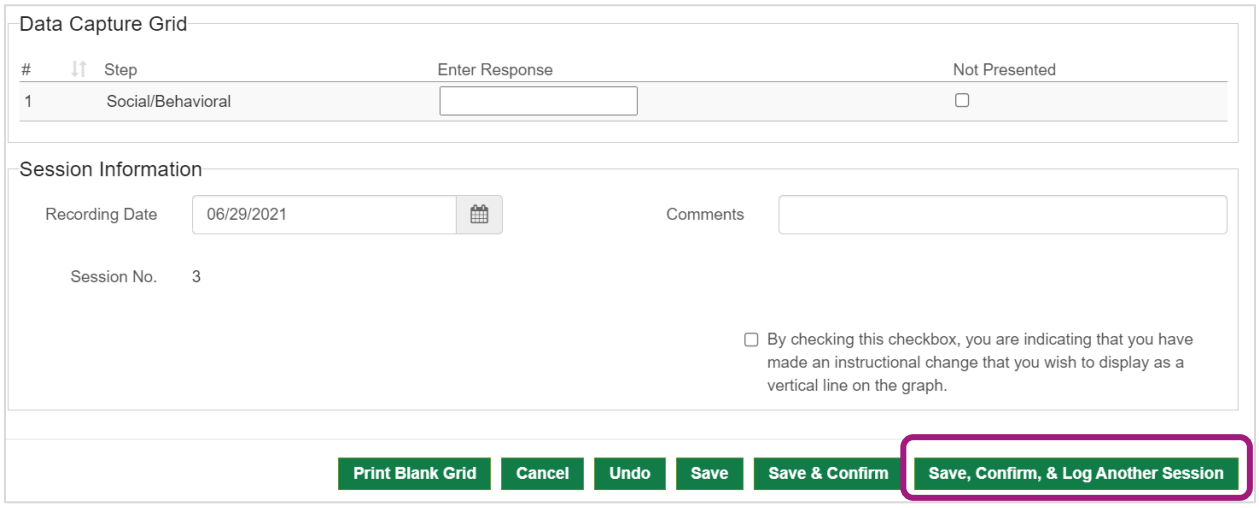
When another session of data is entered that has previously been averaged for the same collection date, staff will see a message alerting them that previously entered data has been averaged, giving them additional options to average scores as previously selected or make all scores individual for all sessions that share the same date. The image below shows a sample of this prompt.



Averaged sessions will plot as one data point on the graph. If the teacher selects individual session scores, then each session will plot on the graph as a data point.

3.2.2 Ability to Document More Than One Session at a Time

When entering Progress Track session data, after a data collection session has been logged, staff are able to immediately log another session for this student by clicking on the **Save, Confirm & Log Another Session** button. This button leaves the session modal window open and provides a new cleared modal for easy access to enter another session's data.



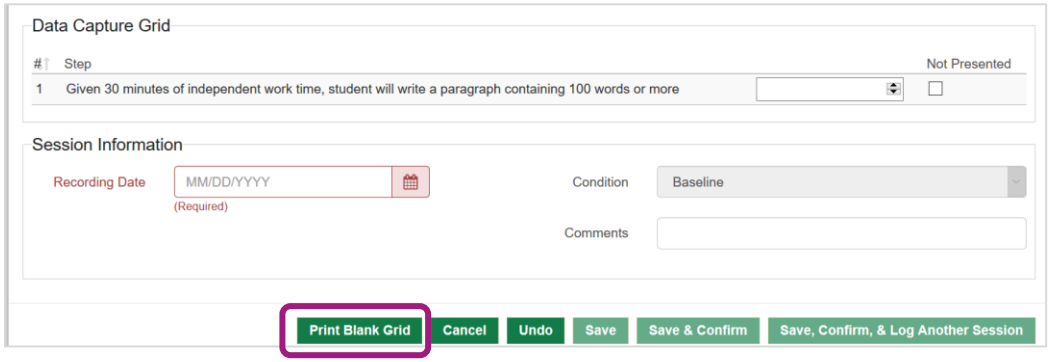
3.2.3 Ability to Document a Session Occurred but No Data Was Collected

Users can indicate that a session occurred, but no data was collected. When logging a data session, a **Not Presented** checkbox is available for users to indicate if there was no data collected. A score value is not documented, and the graph will not show a data point when this option is utilized.

3.2.4 Print Blank Grid

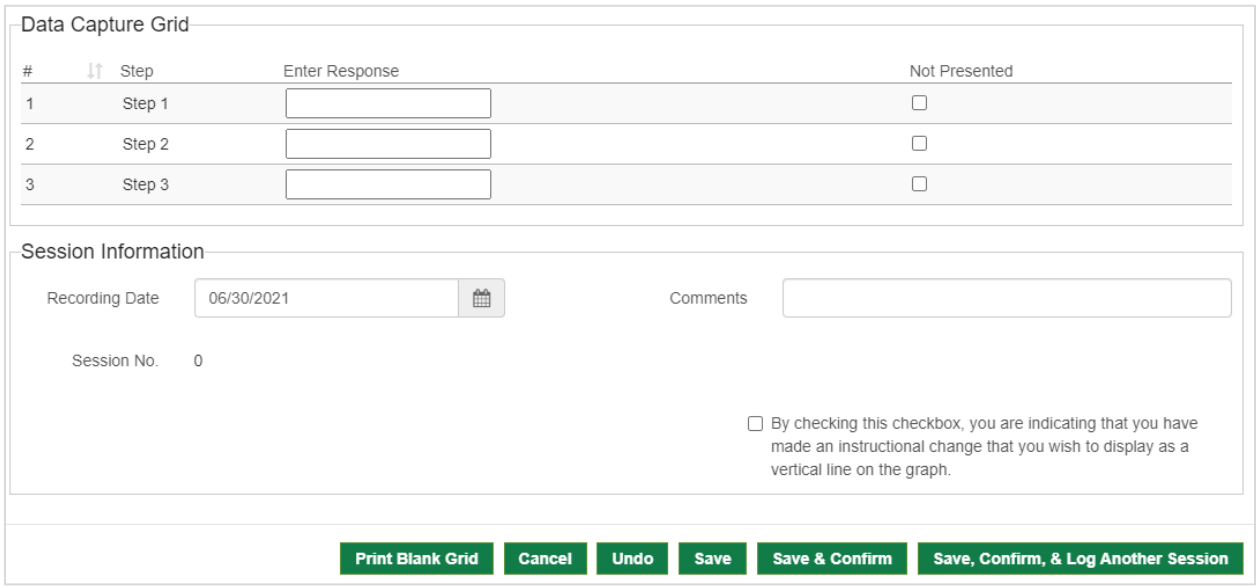
1. To create a printout/PDF to be used when collecting data by hand, from the Data Collection window, select **New Session**.

2. From there, select the **Print Blank Grid** button. This will open a PDF in a separate window.
3. The document can be printed straight from the browser or saved and opened using a pdf reader.



3.2.5 Logging Data on Steps

Once steps are added to the goal, the user will enter a response for each relevant step (See image below) according to data collection method, response key, and measure type entered when preparing the goal for progress monitoring. Each response entered for the steps are aggregated, and that aggregated number is logged for the session. For example, if a 20 was entered for each of the steps in the image below (3 steps) the total number logged will be 60.



4. SESSION HISTORY AND MONITORING STUDENT PROGRESS

The follow definition table contains definitions for terms included in this section.

TABLE 3. DEFINITION TABLE

Term	Definition
Condition	Indicates whether the data logged was a baseline data point or an instructional data point.
Recording Date	Indicates the date the data was collected.
No.	Session number
Score	Score logged in Progress Track
Data Capture Status	Status of the last data collection status. Approved indicates the session if final and included in calculations. Session pending or incomplete means the session needs to be approved, or the session needs to be completed. To complete a data collection session, the user must select one of the Save and Confirm options. Selecting Save will keep the data collection status as incomplete.
Comments	Comments written as part of the session will show up in the comments section.
Instructional Change	If an instructional change was indicated in the data collection session it will appear in a separate box titled Instructional Change.
Skill/Behavior Area	This is pulled from EasyIEP and is the "Area" from the Goal Tab under which the goal was written.
Baseline	A condition in which data are collected under current conditions and/or prior to instruction.
Aim Line	A target line connecting a student's curent performance entered as baseline data to the mastery criteria set by the ARD/IEP team divided by the total number of sessions identified in the Data Collection Setup process.
Trend Line	Green dashed line that appears after 4 instructional data sessions are logged. Line is calculated using average of data sessions logged, mastery criteria for goal, and number of sessions identified in the Data Collection Setup process.
Instructional Change Line	A dashed vertical line appearing after an instructional change was indicated when data was logged.

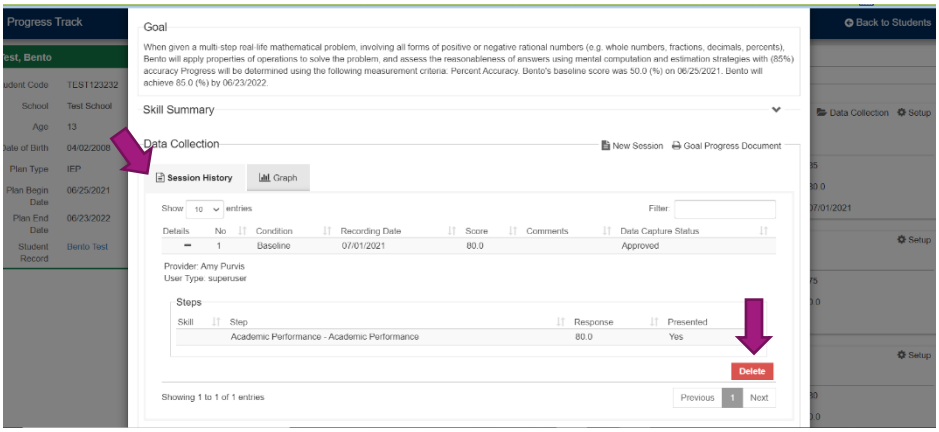
4.1 SESSION HISTORY TAB

The **Session History** tab of the **Data Collection** section displays the data collected in order of the last session completed. Any session that is incomplete will display within the **Data Capture Status** column as Incomplete. Depending on user permissions, these sessions can be completed, or deleted, by expanding the details using the '+' icon.

4.1.1 Deleting Data Sessions

If after confirming a data session it's determined the data entered is incorrect, users can delete the data session using the steps below:

1) From the **Data Collection** window and the **Session History** tab, click the "+" in the Details column
2) If you are set up with permission to delete sessions, you see the Delete button.

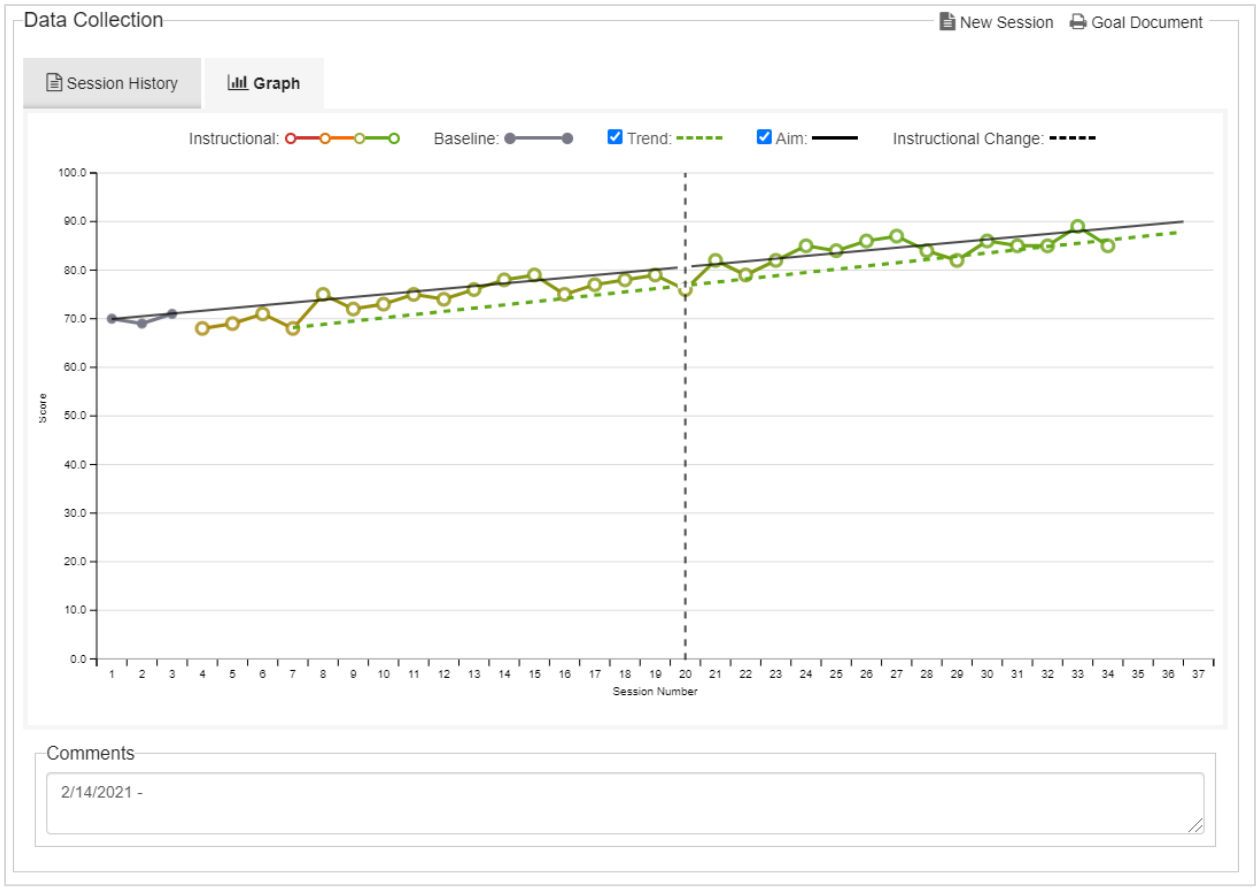


4.2 GRAPH TAB

The **Graph** tab displays a graph of student progress. After one baseline data point is logged and approved, instructional data points can be logged or up to two additional baseline points can be logged. Once an instructional data session is logged, three additional instructional data collection sessions must be entered to calculate the trend line. When this criterion is met, the system will graph the trend line. To display the graph, click the **Graph** tab.

Important components of the Progress Track graphs include the following:

- **Baseline** – The gray line on the graph with up to 3 data points that indicates the student's skill level prior to the start of the ARD/IEP.
- **Trend Line** - The direction of the data path during instruction. The trend does not take into account data collection during baseline.
- **Aim Line** - A line connecting a student's performance under baseline conditions to the criteria set by the ARD/IEP team.
- **Instructional Change Line** – A vertical line that goes through any session where an instructional change was made and flagged via the checkbox discussed on page 22.



4.2.1 Ability to Hide Aim and Trend lines

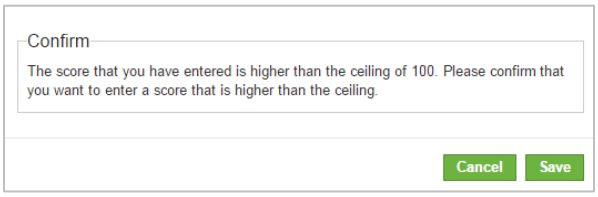
Based on feedback from clients, at times it would be helpful when reviewing data with parents to hide the Aim and/or Trend lines. The default is to have the aim and trend lines displaying on the graph, however, if indicated in the interface the applicable line(s) will also be hidden from the interface as well as the PDF report when selecting **Goal Document**.

4.2.2 Hover Over Displays via Session Data

When viewing graphical progress in Progress Track, hover over the data points to display more information about the session data.

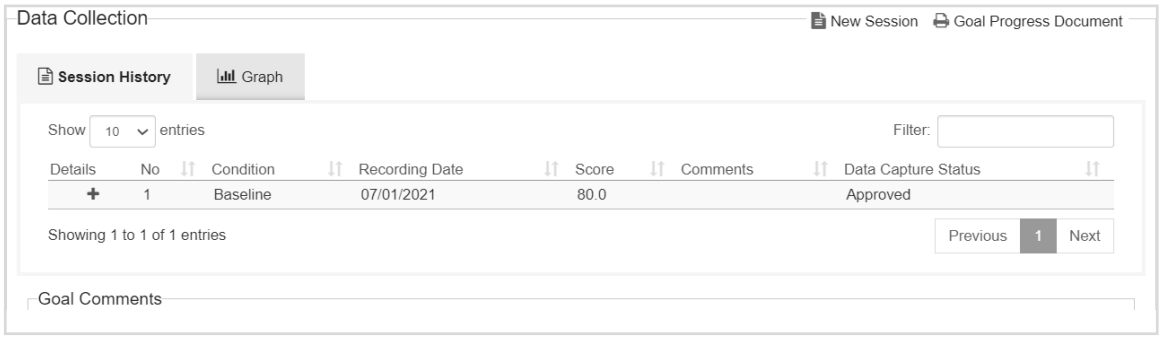
4.2.3 Ceiling Data Dynamically Updated

The ceiling value will update if session data entered is greater than the ceiling value. The user will need to confirm the adjustment of the ceiling value, and the graph will dynamically adjust the Y axis to plot the data point at the appropriate place on the graph in the interface and on documents and reports.



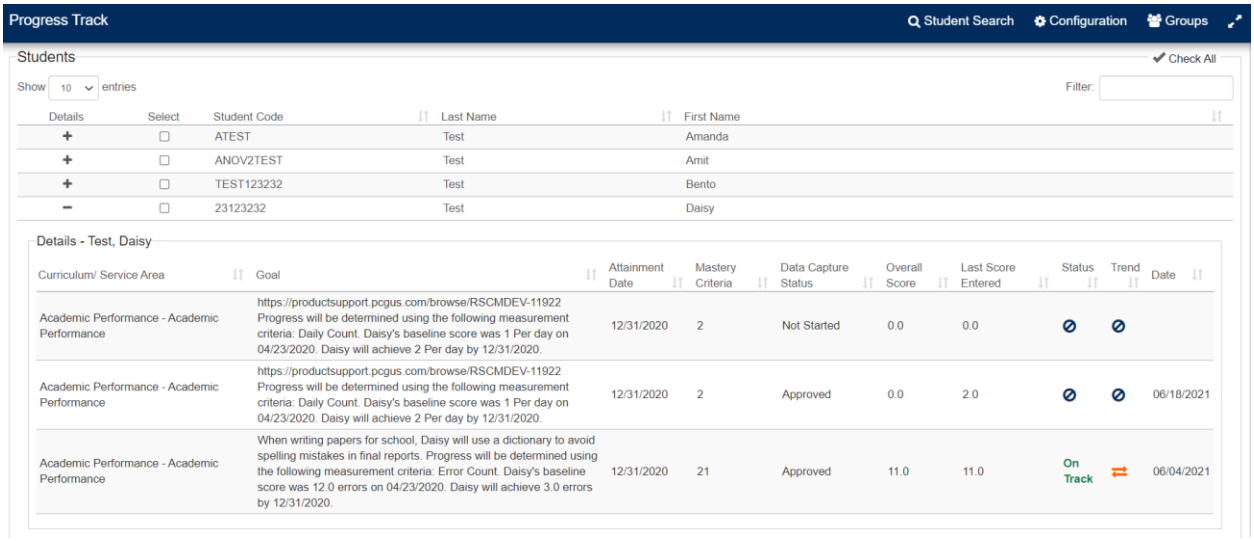
4.2.4 Goal Overall Comment Field

Overall comments entered in the Data Collection Session will appear at the bottom of the 'Goal Document.'

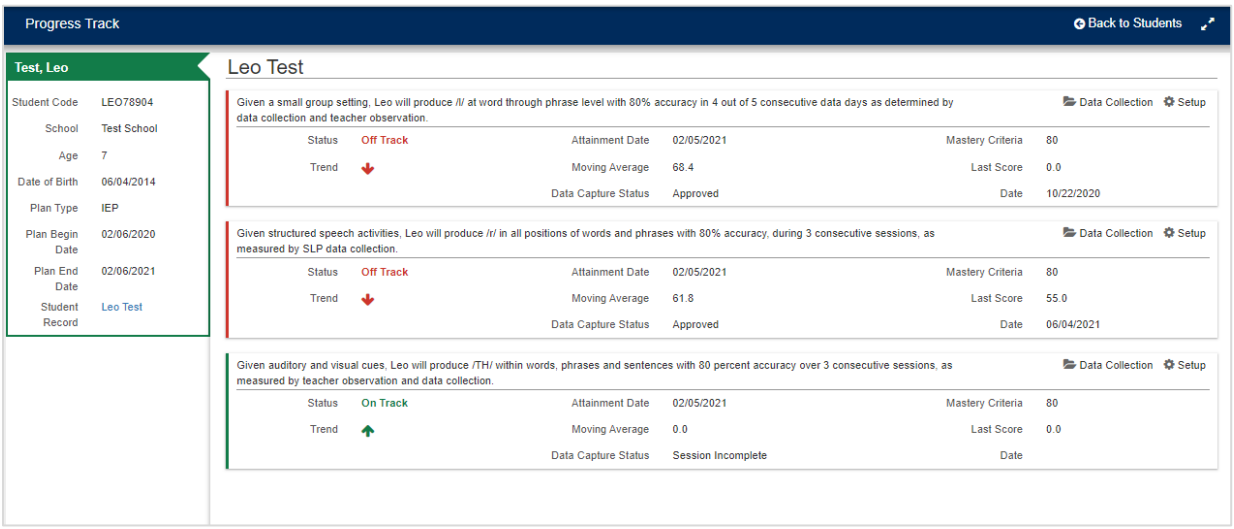


4.3 AT-A-GLANCE VIEW OF STUDENT PROGRESS

On the **Progress Track Landing Page**, expand the details for a student's name in order to display more information regarding student progress.



You can also view student level progress after you've launched Progress Track, based on the students you selected. This view gives you snapshot access to the students' progress as well.



5. REPORTS AND DOCUMENTS

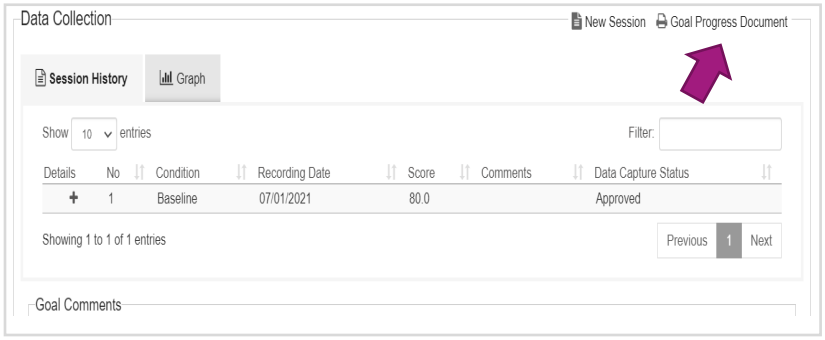
Based on user permissions in Progress Track, users will have access to a a variety of reports and documents. They are listed below:

1. Student Level Document
2. Progress Monitoring Summary Document
3. Blank Grid
4. Progress Report Integration
5. Students Missing Data Collection Setup
6. Students Missing Data Collection Setup - Caseload
7. Students with No Data Sessions
8. Students with No Data Collection in Last 30+ Days
9. Student Current Goal Status
10. Progress Track Status
11. Progress Track Status and Progress Track Status – Caseload
12. Progress Track Logs – Last 30 Days

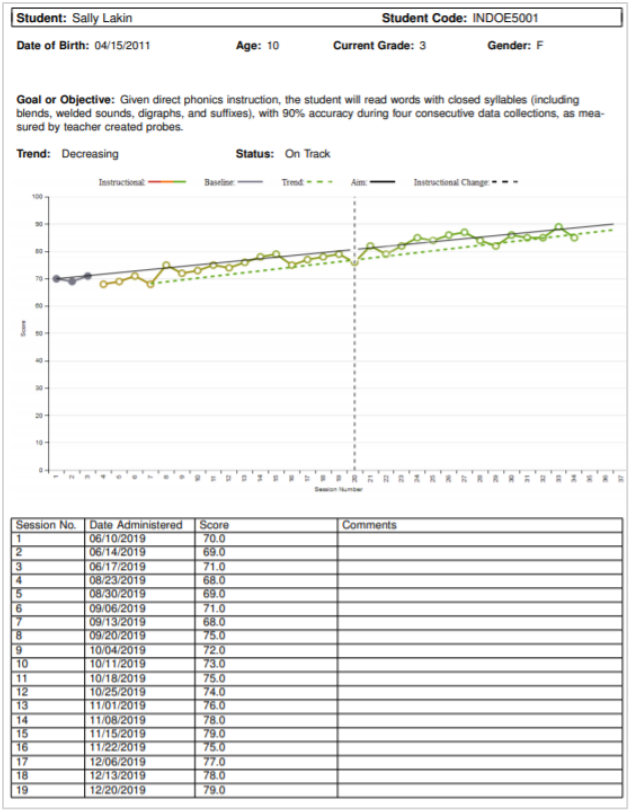
Note: Some of the reports are only available at the administrative levels, and almost all of the reports can be generated as a spreadsheet (xls) or PDF. Most reports are accessible via the My Reports page after they are generated.

5.1 STUDENT LEVEL DOCUMENT

You can print a student level goal document directly from Progress Track in the Data Collection window by clicking on **Goal Document**. If you don't see the pdf document pop up check your browser Pop Up Blocker.



The student level document displays progress by goal on each report - see example below.



Student: Sally Lakin **Student Code:** INDOE5001

Date of Birth: 04/15/2011 **Age:** 10 **Current Grade:** 3 **Gender:** F

Goal or Objective: Given direct phonics instruction, the student will read words with closed syllables (including blends, welded sounds, digraphs, and suffixes), with 90% accuracy during four consecutive data collections, as measured by teacher created probes.

Trend: Decreasing **Status:** On Track

Instructional: Baseline: Trend: Aim: Instructional Change:

Score

Session Number

Session No.	Date Administered	Score	Comments
1	06/10/2019	70.0	
2	06/14/2019	69.0	
3	06/17/2019	71.0	
4	08/23/2019	68.0	
5	08/30/2019	69.0	
6	09/06/2019	71.0	
7	09/13/2019	68.0	
8	09/20/2019	75.0	
9	10/04/2019	72.0	
10	10/11/2019	73.0	
11	10/18/2019	75.0	
12	10/25/2019	74.0	
13	11/01/2019	76.0	
14	11/08/2019	78.0	
15	11/15/2019	79.0	
16	11/22/2019	75.0	
17	12/06/2019	77.0	
18	12/13/2019	78.0	
19	12/20/2019	79.0	

5.2 PROGRESS MONITORING SUMMARY DOCUMENT

The Progress Monitoring Summary Document, like the Student Detail Report, allows users to create a summary document for each student on their caseload. Users can customize the report by selecting which goals to include on the document and indicate whether the Aim and/or Trend lines will display on the graph. Once a final version of this document is generated it is stored historically in the Student's Documents page. This document is typically incorporated into the ARD/IEP Process, so when a new ARD/IEP is finalized, a Final Progress Monitoring Summary document will be generated and stored in the students record with the prior ARD/IEP as part of the historical record.

Additional data elements include:

- Student demographic information
- Last ARD/IEP & eligibility dates
- Goal area and Goal(s)
- Trend and status'
- Graph associated with each goal
- Session history list for each goal

To create the Progress Monitoring Student Summary, navigate to the Student Documents page or to the Document Wizard. When accessing via the Wizards, select **Progress Monitoring Student Summary Document, Document Wizard** from the list. The wizard will allow you to create this document for a selection of students based on your caseload.

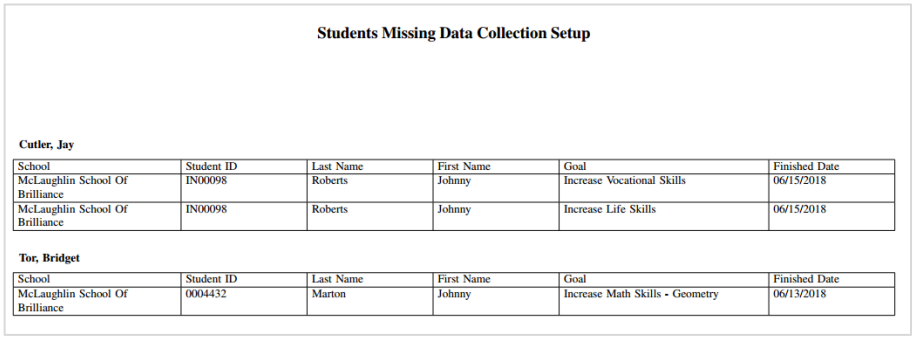
5.3 STUDENTS MISSING DATA COLLECTION SETUP AND STUDENTS MISSING DATA COLLECTION SETUP - CASELOAD

This is a report that will display any active student who has a skill/behavior description (e.g. goal) without setup completed. This report is a great tool for administrators who are overseeing staff utilizing Progress Track to ensure the timely use of the system. Users with a caseload can access for students on their caseload missing setup.

Note: This report is available as a Standard Report under the Reports menu. The output of this report may appear in the My Reports/Report Inbox page in EasyIEP depending on your configurations.

5.4 STUDENTS WITH NO DATA SESSIONS

This report displays students who have an upcoming attainment date for a goal based on the comparison from when the report is run – 90 days (61-90 days) 60 days (31-60 days) and 30 days (0-30 days) that do not have any data sessions logged for the applicable goal.



Students Missing Data Collection Setup

Cutler, Jay

School	Student ID	Last Name	First Name	Goal	Finished Date
McLaughlin School Of Brilliance	IN00098	Roberts	Johnny	Increase Vocational Skills	06/15/2018
McLaughlin School Of Brilliance	IN00098	Roberts	Johnny	Increase Life Skills	06/15/2018

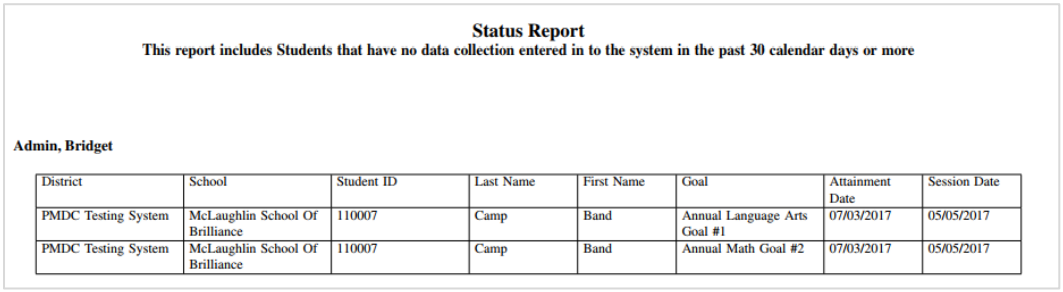
Tor, Bridget

School	Student ID	Last Name	First Name	Goal	Finished Date
McLaughlin School Of Brilliance	0004432	Marton	Johnny	Increase Math Skills - Geometry	06/13/2018

Note: This report is available as a Standard Report under the Reports menu. The output of this report may appear in the My Reports/Report Inbox page in EasyIEP depending on your configurations.

5.5 STUDENTS WITH NO DATA COLLECTION IN LAST 30+ DAYS

This report displays students who have no data collection entered in for a goal in the past 30 or more days.



Status Report

This report includes Students that have no data collection entered in to the system in the past 30 calendar days or more

Admin, Bridget

District	School	Student ID	Last Name	First Name	Goal	Attainment Date	Session Date
PMDC Testing System	McLaughlin School Of Brilliance	110007	Camp	Band	Annual Language Arts Goal #1	07/03/2017	05/05/2017
PMDC Testing System	McLaughlin School Of Brilliance	110007	Camp	Band	Annual Math Goal #2	07/03/2017	05/05/2017

Note: This report is available as a Standard Report under the Reports menu. The output of this report may appear in the My Reports/Report Inbox page in EasyIEP depending on your configurations.

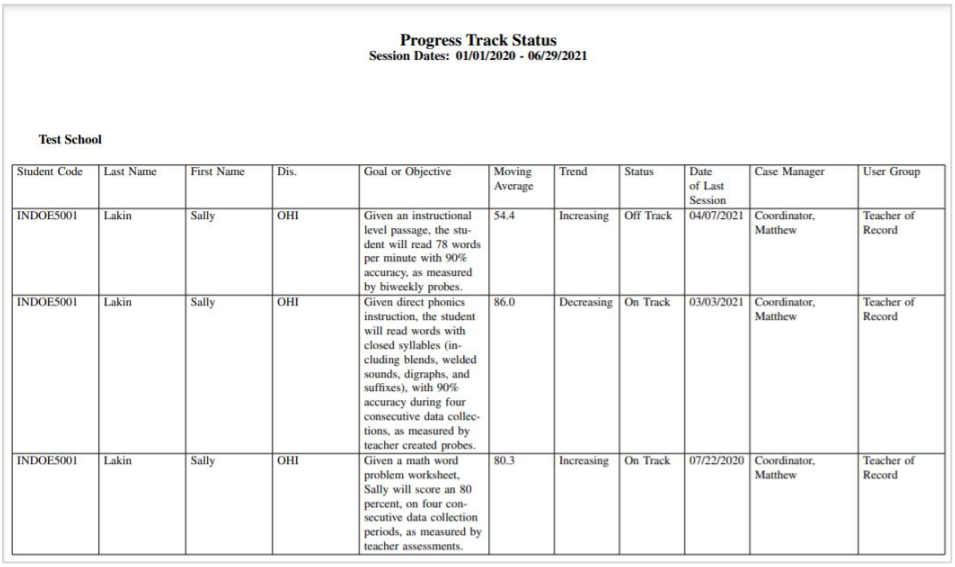
5.6 STUDENT CURRENT GOAL STATUS

This report allows staff to select, on the report creation page, specific student(s) and goal(s) that they would like to create a PDF output for. The output provides the student's demographic information, general goal information and the corresponding graph.

Note: This report is available as a Standard Report under the Reports menu. The output of this report may appear in the My Reports/Report Inbox page in EasyIEP depending on your configurations.

5.7 PROGRESS TRACK STATUS AND PROGRESS TRACK STATUS – CASELOAD

This report provides a status summary of all student goals with last session date within the range of the report dates. Users with a caseload can access progress monitoring information for students on their caseload. Those with elevated user privileges, such as administrators, will have access to all students.



Progress Track Status
Session Dates: 01/01/2020 - 06/29/2021

Test School

Student Code	Last Name	First Name	Dis.	Goal or Objective	Moving Average	Trend	Status	Date of Last Session	Case Manager	User Group
INDOE5001	Lakin	Sally	OHI	Given an instructional level passage, the student will read 78 words per minute with 90% accuracy, as measured by biweekly probes.	54.4	Increasing	Off Track	04/07/2021	Coordinator, Matthew	Teacher of Record
INDOE5001	Lakin	Sally	OHI	Given direct phonics instruction, the student will read words with closed syllables (including blends, welded sounds, digraphs, and suffixes), with 90% accuracy during four consecutive data collections, as measured by teacher created probes.	86.0	Decreasing	On Track	03/03/2021	Coordinator, Matthew	Teacher of Record
INDOE5001	Lakin	Sally	OHI	Given a math word problem worksheet, Sally will score an 80 percent, on four consecutive data collection periods, as measured by teacher assessments.	80.3	Increasing	On Track	07/22/2020	Coordinator, Matthew	Teacher of Record

Note: This report is available as a Standard Report under the Reports menu. The output of this report may appear in the My Reports/Report Inbox page in EasyIEP depending on your configurations.

5.8 PROGRESS REPORT/REPORT CARD WIZARD

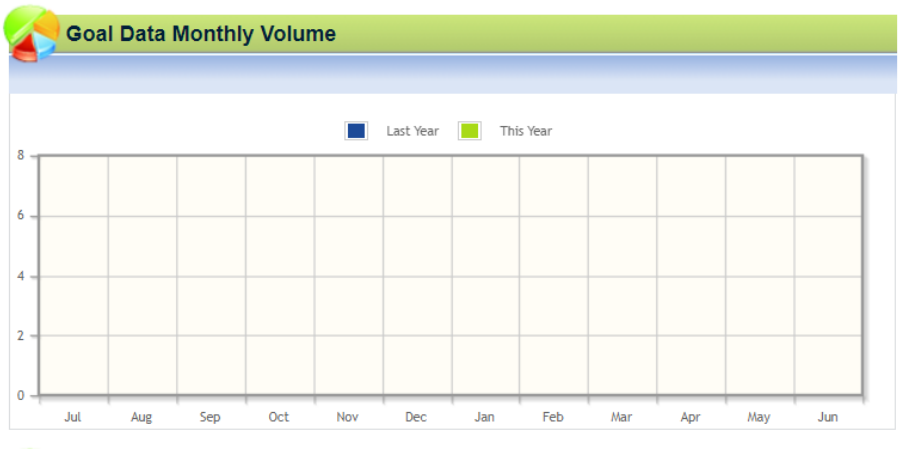
Progress Track data is available for display in the Progress Report/Report Card Wizard. Users will see the applicable progress track data for each goal as they are completing their progress reports. This feature is available from the Student Documents page or within the Report Card Wizard and may be available depending on your District's configurations. A graph will only display for those students that have a graph displaying in Progress Track.

Note: The Progress Track graph will only display with ARD/IEP events that were finalized with all required Progress Track data elements.

6. DASHBOARDS

There are 3 available Progress Track widgets configurable for dashboards per user type and depending on access.

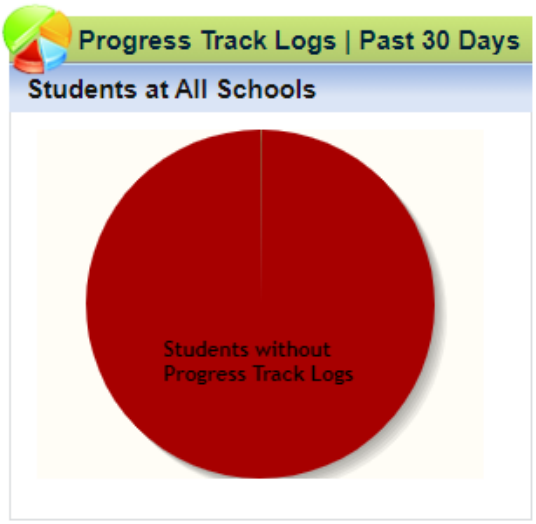
Goal Data Monthly Volume. This tile shows the number of Progress Track data sessions entered by month compared over the last two school years. It looks at the date the log was entered when determining what month to plot each data session towards. This dashboard tile allows administrators to view at a glance how Progress Monitoring data entry compares year over year.

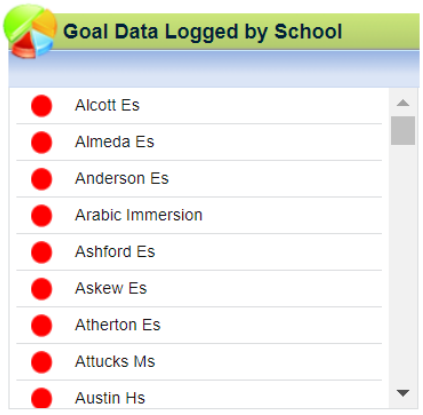


Progress Track Logs | Past 30 Days. This tile is a pie chart that answers the question of what percent of students on my caseload, haven't had progress monitoring data collected and entered in the system in the last 30 days.

When determining what students to pull into the pie chart it's going to look for students with a currently valid ARD that does not have a least one data point added for a goal, depending on how the site is configured, in the last 30 days. This can be configured to look at school(s) association or caseload depending on users' access.

This data tile also has a complementary report that users with appropriate access can run to identify the students that fall into the green and red areas of the pie chart. The report is called: Progress Track 30 Days Status.





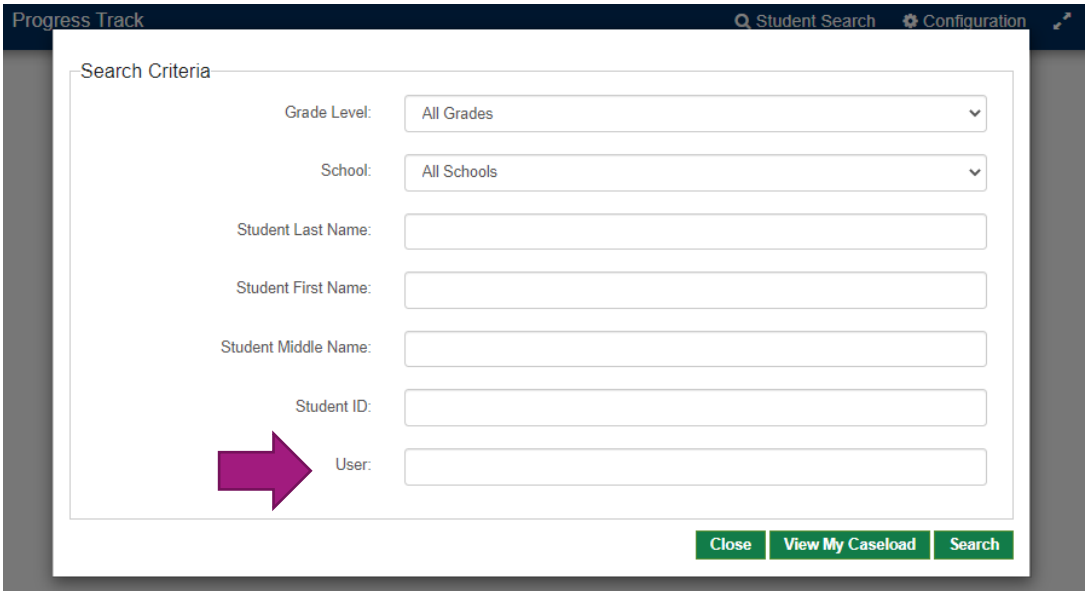
Goal Data Logged by School. This tile displays the number of students with and without Progress Track data sessions logged by school. It will include all students with a currently valid ARD/IEP. The number of students in **Green** reflect the students with at least one progress monitoring data session entered. The students in **Red** reflect the students with no progress monitoring data sessions entered.

7. ADDITIONAL FEATURES

Many of these features are configurable and/or permission based. If you don't see these features in Progress Track and are interested in learning more about any of these features reach out to your PCG Customer Support Team for more information.

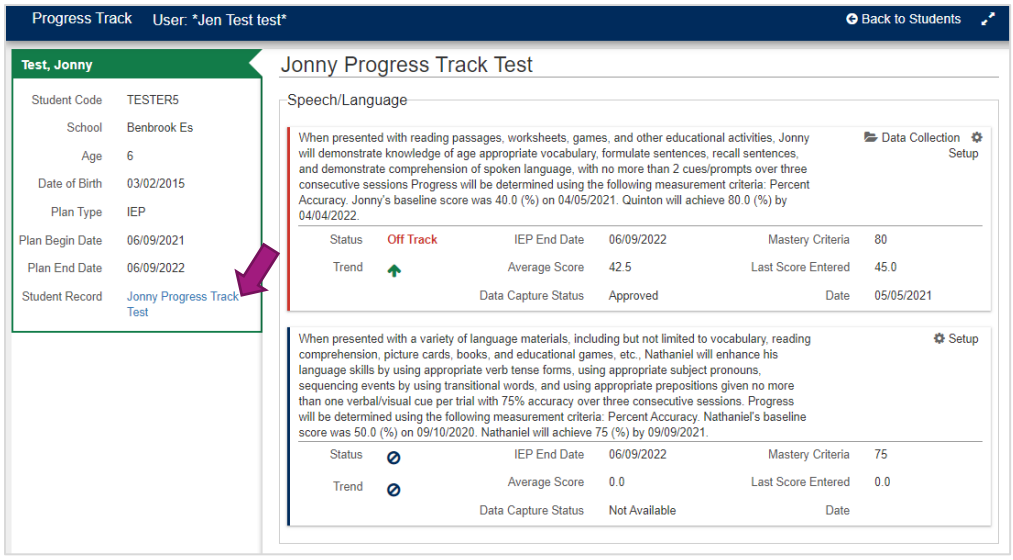
7.1 ABILITY TO SEARCH FOR STUDENTS BASED ON USER CASELOADS

User types with appropriate permissions can search for students based on whose caseload they are attached to. In the **User** field, type in the username of a user whose student you would like to access.



7.2 ACCESS STUDENT MENU FROM PROGRESS TRACK

A link is available within Progress Track that allows staff direct access to a student's record without exiting Progress Track. You'll see in the image on the left-hand side, the student's name is hyperlinked and when selected, a new window opens for easy navigation within the student's record.

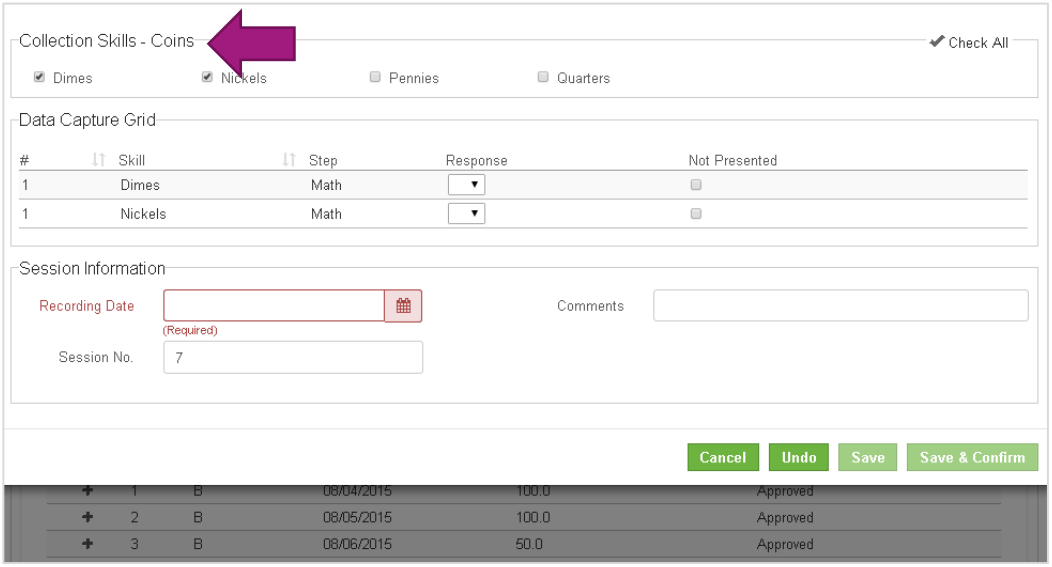


7.3 COLLECTION SKILL BANK AND COLLECTION SKILL(S)

Collection Skills allow for collecting data on multiple skill areas or topics during a single data collection session. For example, if the student is learning shapes, multiple shapes can be selected (circle, triangle, square) which will allow discrete data collection on these items as part of the overall goal. In Progress Track, users can build their own Collection Skill Bank. You can reuse these collection skills in your bank for other goals without having to retype the skills.

Skill Areas will list across the header of the Data Collection session screen with individual check boxes for each. You can edit the Skill Areas for each data collection session if you want to collect data on only two of the three objects, etc.

Progress Track will only allow a recording of one response per skill. For example, in this screen shot, a correct response can only be entered on each one of the skills. For convenience, there is a 'check all' function to check all the skills for which data will be collected.

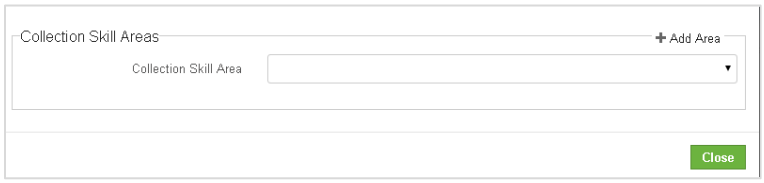


7.4 BUILDING YOUR OWN COLLECTION SKILL BANK

1. Click the **Collection Skill Bank** link within the goal setup window.

2. Next, this window will appear. Click **Add Area** to add a new Collection Skill Area. Name the Skill Area and click **Save**.

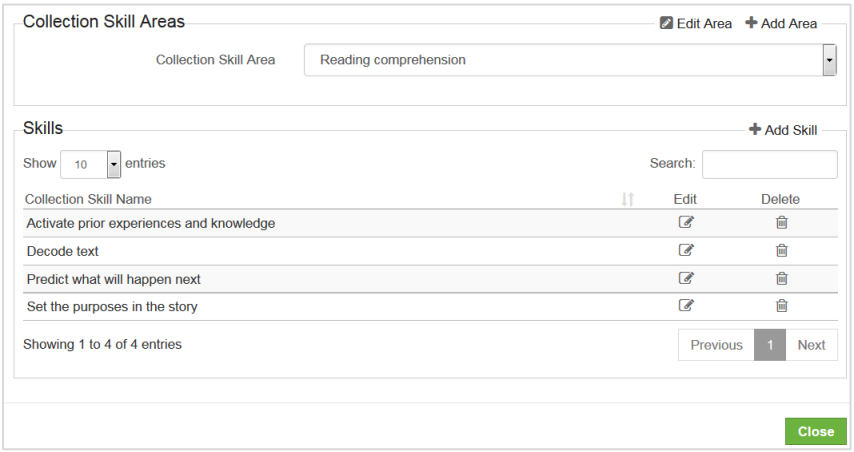
3. Next, you will be returned to the Collection Skill Area window. You now have the option to add Skills to the Skill Area via the **Add Skill** link.



4. Next, enter skill text and click **Save**

5. Finally, add any additional **Skills**, and close the Collection Skill Areas window. Proceed to complete goal setup

Note: You may add skills after you begin collecting data; however, you cannot delete skills once data collection has begun.



7.5 USING PROMPTS IN PROGRESS TRACK

Within Progress Track, when using a collection method that utilizes prompts, Teachers have the option of identifying which prompts are considered an occurrence or non-occurrence of each opportunity (trial/step) presented based on prompt level to determine the quantification of progress toward that goal.

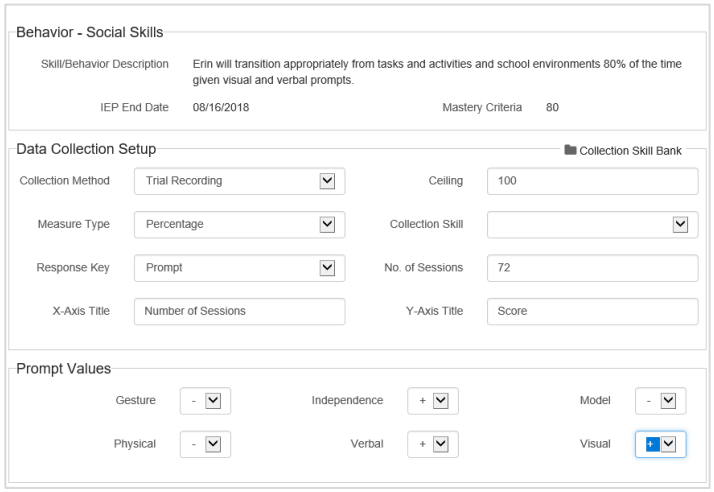
Example Goal: Erin will transition appropriately from tasks and activities and school environments 80% of the time given visual and verbal prompts.

Data Collection Setup:

- Collection Method: Event Recording
- Measurement Type: Number
- Student Response: Prompt (identified in the goal)

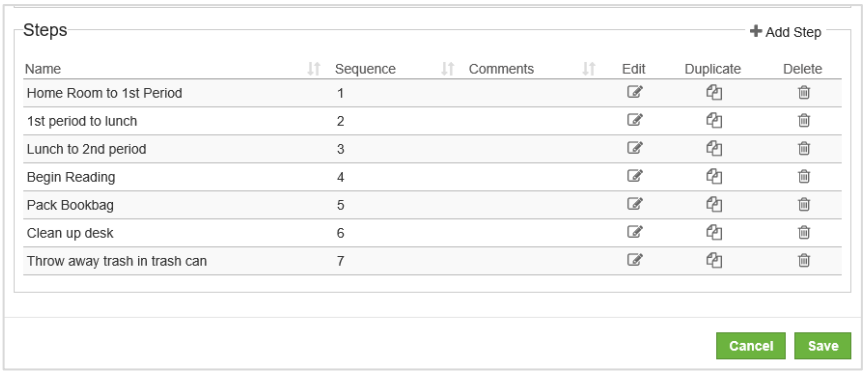
Prompt Values:

- Independence = +
- Verbal = +
- Visual = +
- Gesture = -
- Model = -
- Partial Physical = -
- Full Physical = -



Step Examples:

- Home Room to 1st Period
- 1st Period to Lunch
- Lunch to 2nd Period
- Begin Reading
- Pack Book Bag
- Clean up Desk
- Throw Away Trash in Trashcan



The teacher identifies which prompts would be considered correct/occurrence (+) or incorrect/nonoccurrence (-) of the behavior using the **Prompt** student response. The system then converts those prompts identified in the goal setup as # correct/occurrence of the behavior to quantify progress.

In this example, the goal identifies the prompts that would justify an occurrence/correct answer: visual and verbal prompts. Independence is always considered a correct/occurrence answer.

9. DATA COLLECTION TYPES

This section provides an overview of the three most configured methods of measuring student ARD/IEP progress. The available options will depend on configuration decisions your district made.

Collection Method	Student Response	Description	Measure Type

Event Recording	Numeric	Count or tally each time the target behavior occurs within the observation period.	Number

10. FAQS

1. **Question**: Why can I not locate my student in Progress Track?

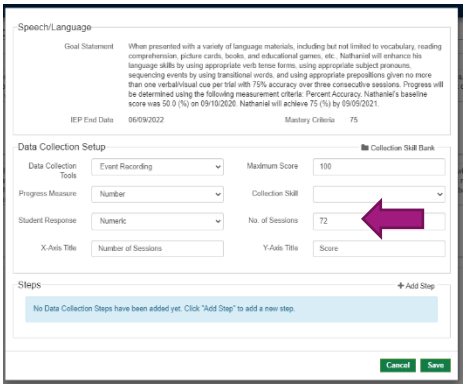
Answer: For a student to be accessible for Progress Monitoring, they must have a finalized ARD/IEP where at least one goal on the ARD/IEP has the Mastery Criteria field completed within the ARD/IEP Process.

2. **Question**: Why is one of my goals not showing up in Progress Track for a student?

Answer: The goal must be on the ARD/IEP with the Mastery Criteria field completed and associated with the current ARD/IEP.

3. **Question**: How do I determine the **No. of Sessions** found on the Progress Track > Student > Goal > Setup Screen?

Answer: The value entered for the **No. of Sessions** found on the goal setup window should be the total number of data collection sessions needed for the goal for the duration of the current ARD/IEP. The default value of 72, which can be changed, is calculated assuming the progress monitoring and data collection around ARD/IEP goals will occur twice a week for 36 weeks (36x2=72).



4. **Question**: Can I enter data from sessions that have happened in the past?

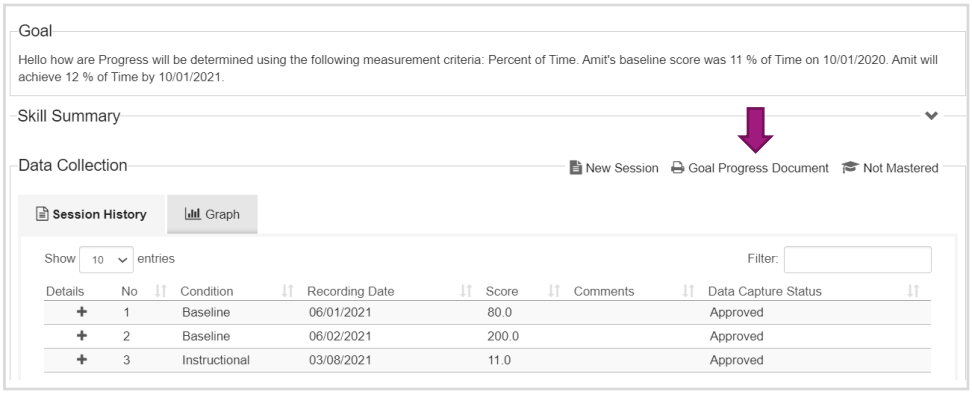
Answer: Yes, you can enter progress monitoring data sessions that have occurred in the past as long as they are for the student's currently valid ARD/IEP. All Instructional Data Sessions will be organized based on the Recording Date – the date the assessment was administered to the student. It is important to note that Baseline data sessions are not sorted chronologically – they MUST be entered first in order to reflect as the beginning date on the graph.

5. **Question**: Am I able to enter more data collection sessions than the value I entered in the **No. of Session** field on the goal Setup window?

Answer: You will not be prohibited from entering more or less data than what was entered in **No of Session** field. However, the value entered in **No. of Sessions** field will go into the calculation of the aim line, so it should be entered as accurately as possible. Note that the **No. of Sessions** field will dynamically update if you add more data points than what was entered in the **No. of Sessions** field. If you do enter more data points it is recommended to visit the Setup Screen and adjust the **No of Sessions** accordingly.

6. **Question**: Can I create a PDF of the data collection table and graph?

Answer: Yes to print a pdf document of the data collection table and graph, click the **Goal Progress Document** link in the Data Collection window.


Goal
Hello how are Progress will be determined using the following measurement criteria: Percent of Time. Amit's baseline score was 11 % of Time on 10/01/2020. Amit will achieve 12 % of Time by 10/01/2021.
Skill Summary
Data Collection
New Session
Goal Progress Document
Not Mastered
Session History
Graph
Show 10 entries
Filter:
Details No Condition Recording Date Score Comments Data Capture Status
1 Baseline 06/01/2021 80.0 Approved
2 Baseline 06/02/2021 200.0 Approved
3 Instructional 03/08/2021 11.0 Approved