Progress Monitoring

Table of Contents

About Progress Monitoring

What do I need to know about Progress Monitoring?

The Progress Monitoring Module in Goalview is how you record progress on IEP goals and create and print progress reports. You can change the progress as a percentage, record the mastery level and record notes on the individual goals and objectives.

You can access the progress module by navigating to a student record and then clicking on the task menu item called **Progress Monitoring**

How do I record progress?

Identify Goals

The first step to recording progress is to identify the goals you would like to record progress for. To do this, simply select the IEP that contains the goals you wish to record progress for in the **Currently Selected Document** drop down.

The most recent finalized IEP will default in this drop down.

Currently Selected Document (view): IEP (Maintain current placement) - 9/19/2012

To view the IEP to verify which document contains the goals you are looking for, you can click on the (view) link in between the field label and the drop down box.

How do I record progress? (cont'd)

Choose Goals

The next step is to select the goals you wish to record progress on. You can select just one goal, or all goals or any combination in between.

To select the goals, click the checkbox next to the goal(s), or if you wish to select all of the goals you can click on the checkbox in the menu bar of the goals grid.

	Area	Topic	Goal	Baseline	Target	Date	Progress	Mastery
☐	SE Math	Add, Subtract, Multiply & Divide	use place value understanding and properties of operation to add and subtract double digit numbers without regrouping with 90% accuracy	30%	85%		?	
☐	SE Personal Development	School Behavior	follow classroom and school rules an average of 95% of the time over a four week period	90%	95%		?	
☐	SE Reading	Basic Reading Skills	be able to read 50 words per minute on a First Grade level	30%	95%		?	
☐	SE Reading	Basic Reading Skills	be able to read 95 Fry Sight Words (1st set of 100)	75%	95%		?	
☐	SE Reading	Basic Reading Skills	be able to read 90 Fry Sight Words (2nd set of 100)	50%	90%		?	
☐	UT Core Standards Mathematics: Grade 2	Operations and Algebraic Thinking	be able to count up to $1.00 using different coins with 95% accuracy	20%	95%		?	
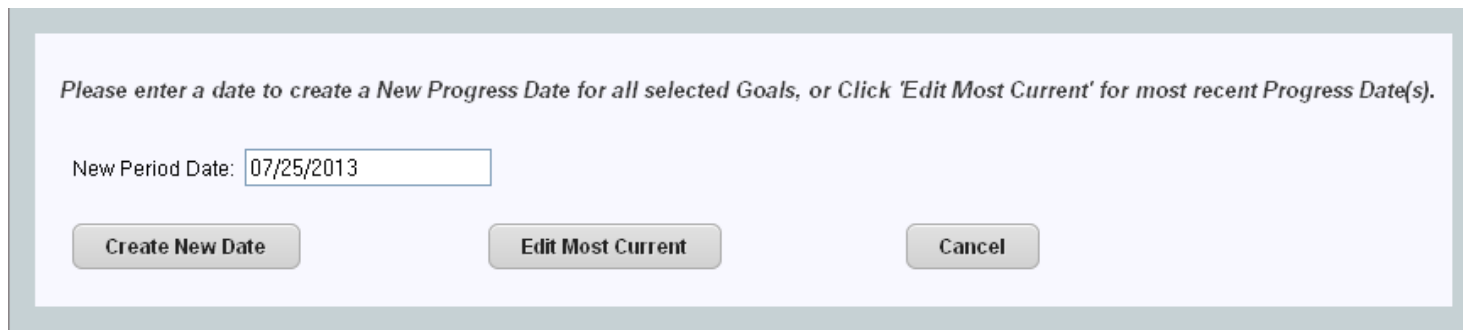
To begin to record progress on the selected goals, click on the   **Mark Progress on These Goals**   button.

How do I record progress? (cont'd)

Choose Progress Date

The next step is to enter the date for which you are recording progress. To enter the date, simply enter a date in the **New Period Date** field (today's date will default). If a date has already been entered you can select **Edit Most Current.** Editing the most current will allow you to use the most current date that has been previously entered for each goal.

If you are recording progress for a new date, enter a date in the **New Period Date** field and click on the [Create New Date] button. If you want to edit the most current progress date then click on the [Edit Most Current] button

Record Progress

To record progress select the progress made and the mastery level for the Goal (listed in gray) or the Objective (listed in green) in the **Progress** and the **Mastery** fields and then click **Save** in the action bar at the top of the screen.

You will need to record progress for each Goal and Objective by scrolling down the page and updating the **Progress** and **Mastery** drop downs. Clicking **Save** in the action bar will save the entire page.

How do I edit progress?

Edit Progress
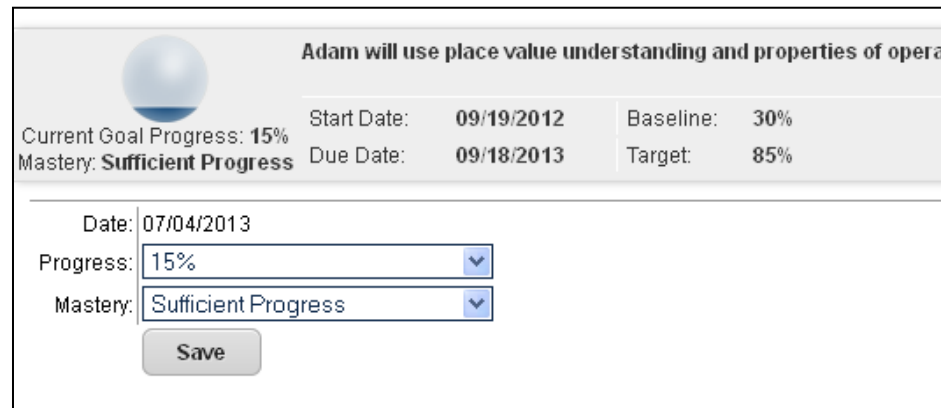
To edit progress, you will follow the same steps above as recording new progress. You will choose the IEP that contains the Goals, you will select the Goals/Objectives you wish to edit progress for and then select **Edit Most Current**. If the progress date you wish to edit is the most current then you can begin to update the progress on those Goals/Objectives and then click **Save**.

If the progress you wish to edit is on a past date and not the most current then you will need to follow these steps:

1. Scroll to the goal that you wish to edit past progress on
2. Above the goal select a past date in the **Edit a Past Progress Date** dropdown.

3. Edit the progress and the click the   Save   button.

4. Clicking the **Back** button in the action bar will take you back to a page where you can then select a prior progress date for a different goal.

Edit Progress Dates

Once you are in the **Edit Past Progress** page, you can also make edits to the Progress Dates themselves at the top of the page.

To create a new Progress date and mark progress on it, you can click the [New Progress Date] button, enter the new date in the popup and click [Create New Period]

How do I edit progress? (cont'd)

To change a progress date, click on the [Modify Progress Date] button, enter the updated date in the popup and click the [Modify] button. This will associate all the progress from the old date to the new date.
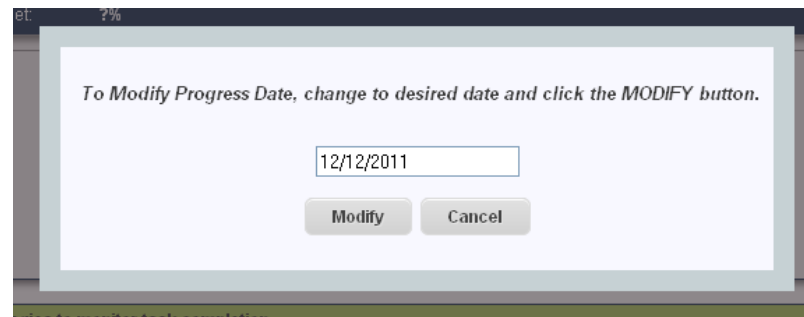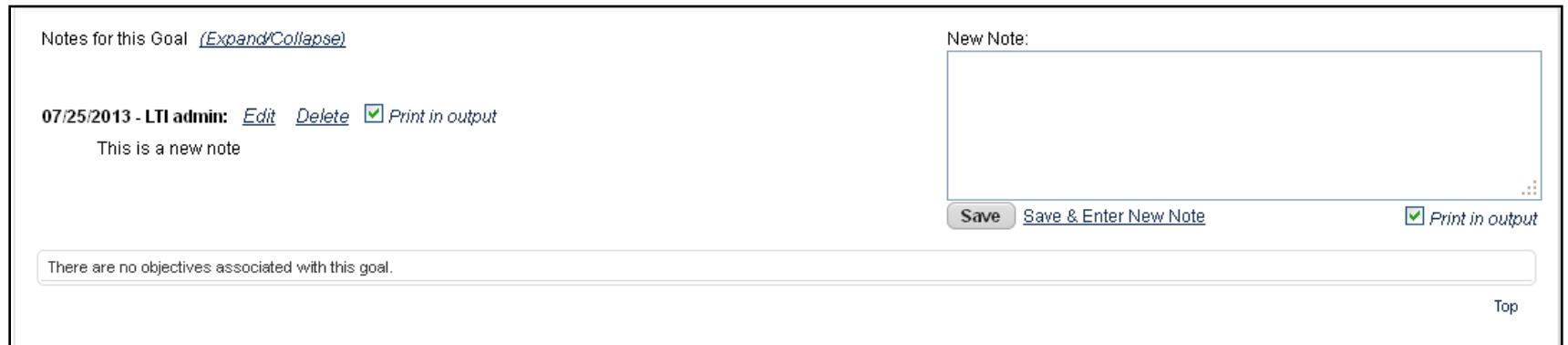
To remove a progress date and all associated progress, click the [Remove Progress Date] button and then click the [Remove] button.
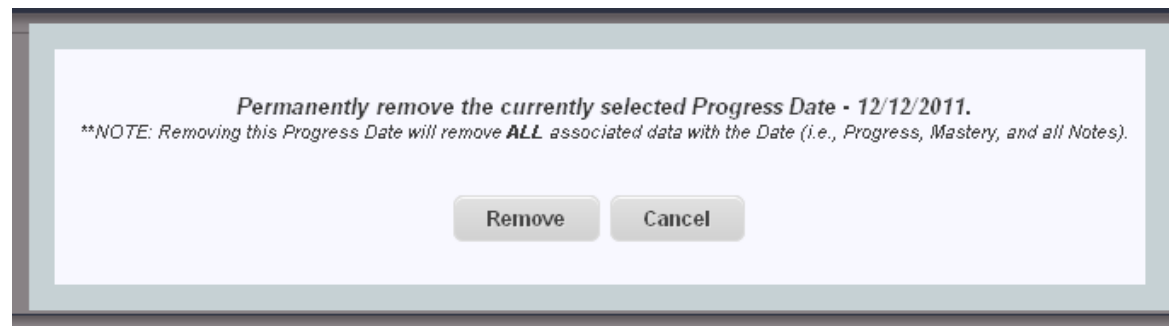
How do I add/edit Notes?

All the notes in the *Edit Progress* page for the currently selected IEP Goals/Objectives will display and you can add new notes to be associated with the currently selected progress date in this page. Or you can edit all the previously entered notes depending on your access level according to Roles Based Permissions. You can hide or display the notes by clicking **Expand/Collapse** above the notes.

To add a note to a Goal/Objective, simply type the note into the **New Note** text box. When you want to save the note but keep working on it you can click the [Save] button. If you have completed the note you can click **Save & Enter New Note** to save your note and clear the text box so you can enter a new note.

How do I add/edit Notes? (cont'd)

To edit an existing note, click **Edit** next to the note you wish to edit, update the note text, and then click the

| Save & Close | button.
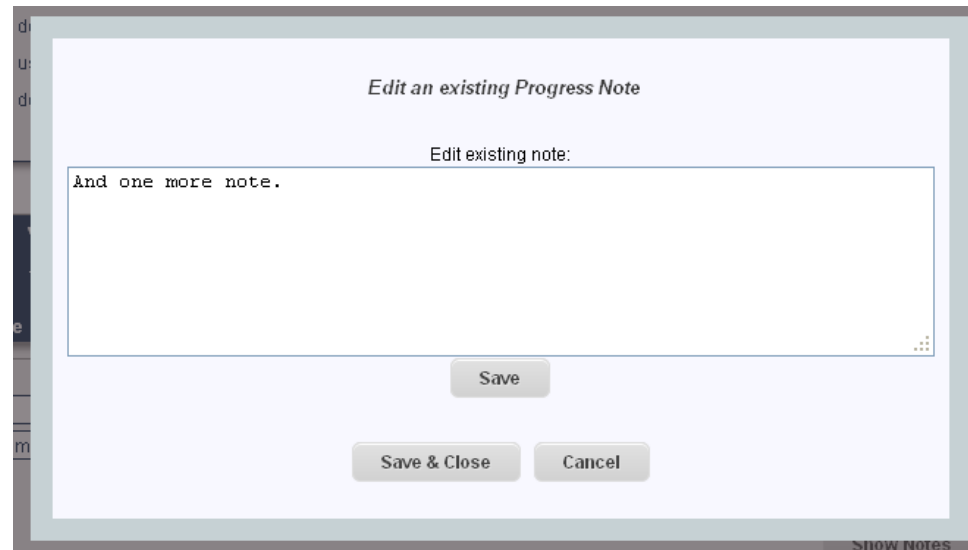
To delete an existing note, click **Delete** next to the note you wish to edit, and then confirm the deletion by clicking the

| Delete | button.
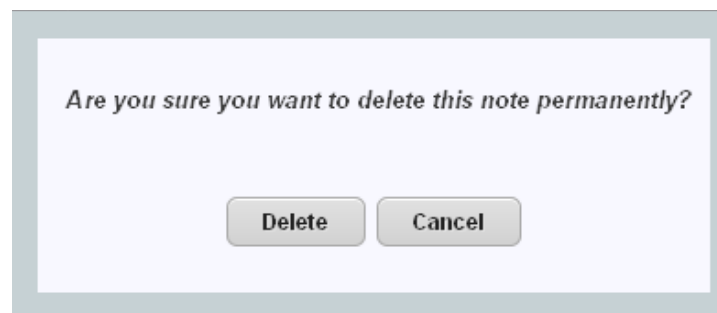
How do I add/edit Notes? (cont'd)

One of the new features of this module is the ability to select which notes will print on the draft and final reports and which ones to hide. If you do not want to print a note, uncheck the ☑ *Print in output* checkbox next to the note and click **Save** in the action bar at the top of the screen.

How do I print a progress report?

Printing Reports

To print a progress report simply navigate to the Progress Monitoring module in the menu tree and click the button for the corresponding report you want to print: Final Progress Report, Draft Progress Report or a GoalCard.

The options for printing can be found at the top right of the page in the gray Action bar.
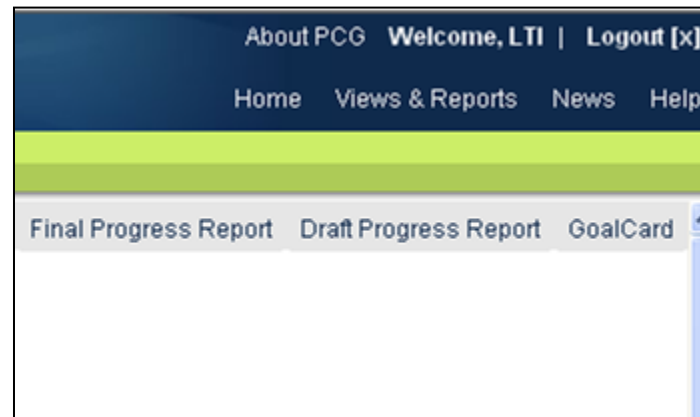
If you need to print a progress report after it has been finalized you can access the PDF again by going to the student's Documents page.

Editing Goal Text in the IEP and Progress

Editing Standard Goals

Once you have a finalized IEP with standard goals (a standard goal is a goal chosen from the standard goal bank and not a custom written goal) you can begin to record progress on those goals. However, if you need to edit the text of those goals at a later date and re-finalize the IEP you will be creating a new goal and existing progress on the standard goal will be lost.

Example: if you change the standard goal statement from "*William will use listening and observation skills to gain understanding*" to "*William will use listening, observation and speaking skills to gain fuller understanding*" and click "**Done**" you will be creating a brand new custom goal. GoalView will verify (see image below) that you want to create a new goal. If you are creating a new goal, all previous progress will be discarded for the standard goal once the IEP has been finalized again. To reject the change and keep the existing goal and progress just click "**Cancel**".

Do you want to create a new Goal/Objective?

You are altering the description of a Standard Goalview Goal/Objective. Changing this description will result in the creation of a New Goal/Objective which will not be reflected in the Progress Monitoring module.

To create a new Goal/Objective, click "Yes". This new Goal/Objective will only appear in the Progress Monitoring module after this IEP has been finalized with the new Goal/Objective description.

If you do not want to create a new custom Goal/Objective, click "Cancel".

[Yes, create a new Goal/Objective.]   [Cancel]

Editing Custom Goals

Once you have a finalized IEP with custom goals you can begin to record progress on those goals. However, if you need to edit the text of those goals at a later date and re-finalize the IEP you will now need to identify if you are creating a new goal or if you are simply editing an existing custom goal.
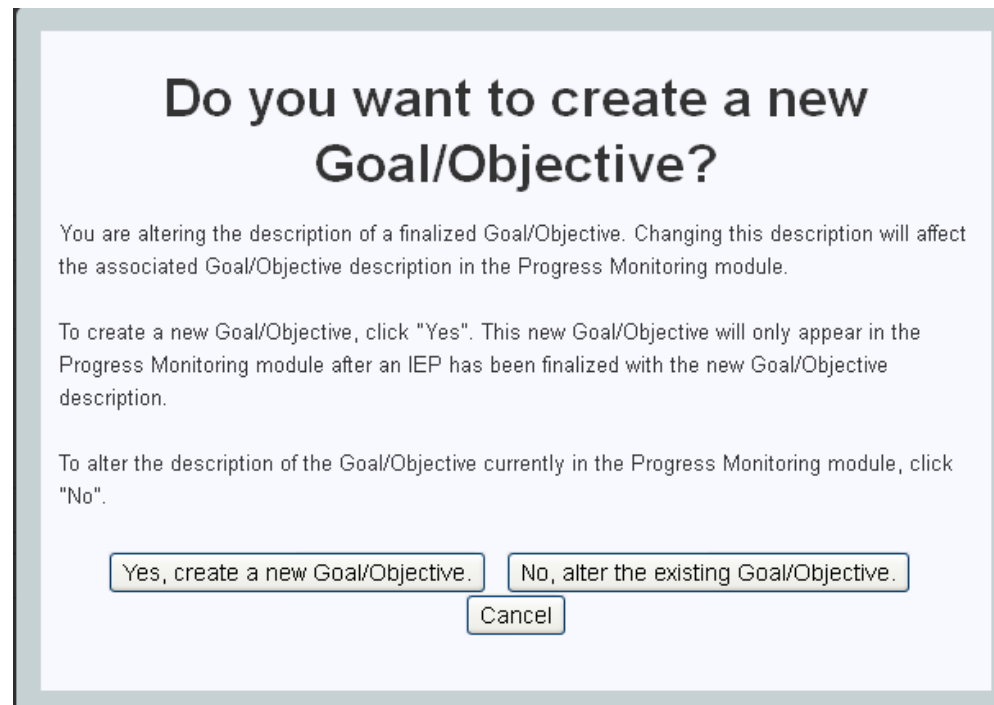
Example: if you change the goal statement from "*William will **used** listening and observation skills to gain understanding*" to "*William will **use** listening and observation skills to gain understanding*" in order to correct grammar and click "**Done**" GoalView will ask if you are creating a new goal or editing an existing goal (see image below). If you are creating a new goal, the existing goal and its progress will remain in place and a new goal will be created. This new goal will appear in Progress Monitoring once the IEP has been finalized.   If you are editing the existing goal your changes will display in Progress Monitoring as soon as the IEP is finalized. To reject the change and keep the existing goal and progress just click "**Cancel**".

Do you want to create a new Goal/Objective?

You are altering the description of a finalized Goal/Objective. Changing this description will affect the associated Goal/Objective description in the Progress Monitoring module.

To create a new Goal/Objective, click "Yes". This new Goal/Objective will only appear in the Progress Monitoring module after an IEP has been finalized with the new Goal/Objective description.

To alter the description of the Goal/Objective currently in the Progress Monitoring module, click "No".

[Yes, create a new Goal/Objective.]   [No, alter the existing Goal/Objective.]

[Cancel]

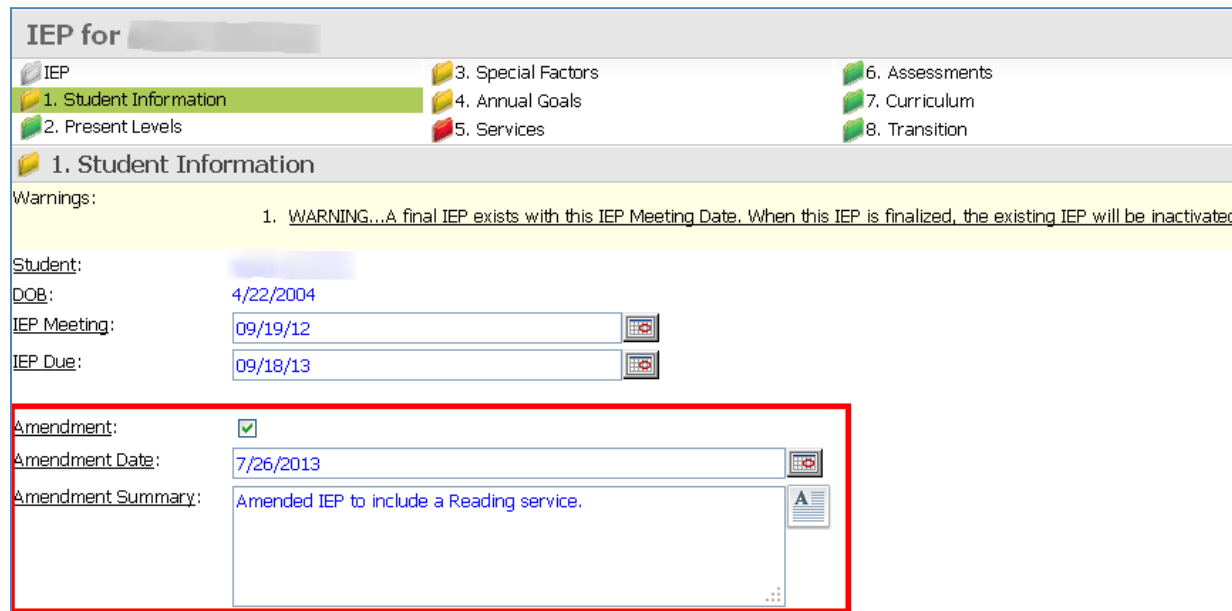# Amending an IEP

IEPs and Progress

When an IEP is finalized, Progress Monitoring uses the IEP Meeting date to identify specific IEPs. If the IEP Meeting date is changed, then that is viewed as a new IEP and its goals and progress are new as well. This means that if an Amendment IEP is created and the IEP Meeting date is changed then all previous progress is reset.

Additionally when an IEP is finalized and there is another IEP that already exists with the same IEP Meeting date that IEP is now automatically made inactive unless the new IEP is an amendment. For example, if there is an Initial IEP with a meeting date of "5/1/2013" and a second IEP with a meeting date of "5/1/2013" is finalized, the first IEP is made inactive and replaced by the second one unless the second IEP is identified as an amendment (see below to understand how it is identified as an amendment).

Amendment IEPs

Going forward when an amendment IEP is created, there will be 3 new fields to use to identify that IEP as an amendment. Those fields are as follows:

1. Amendment – this is a checkbox that is checked to identify an IEP as an amendment
2. Amendment Date – This is an Autotext field that is used to document the date of the amendment meeting or changes
3. Amendment Summary – this is an Autotext field that is used to summarize the changes on the IEP

These 3 fields will be required if an IEP with the same meeting date already exists. In order to identify the amendment IEP in Progress Monitoring, the Amendment Date field will be used in the **Currently Selected Document** dropdown.