**Monitoring School Progress and Adjusting the School Support Plan**

1. From the toolbar on the left, select *Site Coordinator Dashboard.*



2. Select *School Needs Assessment & Support Planning* from the School Activities pane. Click the gear icon and then *School Needs Assessment Data*





3. From the School Needs Assessment landing page, click the Progress Monitoring button.



4. After clicking Progress Monitoring, you should see the school-wide goal and associated metric. **Remember, all goals selected in the school support plan will appear in this table and should be monitored**. From the gear icon, select *Progress Monitoring*.



5. Once on the Progress Monitoring, there are four areas to complete:

 (A) Review Type: is it the 1st, 2nd, 3rd, or 4th grading period?

(B) Value: Based on the metric you have selected to monitor, what is its value for the grading period (e.g., 95% attendance rate for the 1st grading period)?

(C) Provided Tier One Supports Related to This Goal?: Was a tier 1 support provided that focused on this goal in the 1st grading period?

(D) Progress Towards Goal: Did the school progress or decline on this metric?

 (E) Notes: Is there any information related to progress monitoring you would like to add?



**Monitoring Student Progress and Adjusting the Student Support Plan**

1. From the toolbar on the left, select *Student Dashboard.*



2. Once on the Student Dashboard, scroll down. Select *Progress Monitoring and Goal Achievement* fromthe Assessment, Planning & Monitoring pane.

3. From the Progress Monitoring landing page, click the *gear icon* under the goal for which you want to monitor. **Remember, all goals selected in the student support plan will appear in this table and should be monitored**. From the gear icon, select *Progress Monitoring*.

4. Once on the Progress Monitoring, there are four areas to complete:

 (A) Review Type: is it the 1st, 2nd, 3rd, or 4th grading period?

 (B) Progress Against Goal: Did the student progress or decline?

 (C) Metric Value: Based on the metric you have selected to monitor, what is its value for the grading period (e.g., 5 tardies for the 1st grading period)?

 (D) Did you adjust the Student Support Plan as a result of your monitoring?



**Adjusting the Student Support Plan**

From the Student Dashboard, click the Goal Setting & Support Planning button. You can edit supports by clicking the View Planned Supports button, adding the new support(s), and saving.