STISETS AL – Progress Reports

Setup

The software allows the user to create progress period templates to accommodate multiple progress reporting periods for the district. Progress period templates may be set up for a group of schools or for a group of grades within a school. The user may change, remove or create new templates.

If all of schools in a district use the same progress periods, the user may create a single template, add the progress periods, and then assign all the schools to this template. This template might be labeled 2012 School Year. Another option: If all elementary schools in the district are on one reporting period and the middle and high schools are on another, the user may wish to create two templates, with template one labeled 2012-2013 Elementary School and template two labeled 2012-2013 Middle / High School.

To begin the Progress Reports, the user must enter the Progress Periods each year. To enter progress periods and create progress periods templates, expand Utilities Desktop and select Progress Periods.

- The first step is to create a progress period template.
  - Click Insert on the left side of the screen (under Progress Period Templates) to create a new template. Enter a description for the template in the Name field. The Academic Year will default to the current ending school year. Example: For the 2012-2013 school year, the Academic Year will default to 2013.
To modify an existing progress template, click on the appropriate template to select it and then click **Change**.

To remove a progress template, click on the template to select it and then click **Delete**.

The second step is to add the progress periods for the template.

- Highlight the progress period template that was created.
- Click **Insert** (on the right side of the screen under **Template Progress Periods**).
- In the **Name** field, enter a description for the progress period. Examples: 1st Nine Weeks, 2nd Nine Weeks, Grading Period 1, Grading Period 2, Progress Per 1, Progress Per 2, etc.
- Enter the beginning and ending dates for the progress period.
- The **Locked** checkbox may be used when the user wishes to lock-down the grading period. This will secure the progress reporting data. This feature may be used to lock all progress reporting periods except the current one, to help avoid data entry mistakes.

The third step is to assign the schools and/or grades to the template.

- Click on the desired progress period template to select it and then click **Assign**.
Choose each school and each grade level within that school that is to be added to the template. Note that when the checkbox next to the school name is clicked, all grade levels within that school will be selected by default. Click on any checked grade level to de-select it.

### Entering Progress

Students may be selected in two different ways for entering progress data. The individual student folder can be selected or the user’s caseload can be accessed and reported on a single screen which is dedicated to progress data entry.

**To enter progress on an individual student:**

- Select the student for whom progress is to be entered.
- Click on **Student Progress** located between the **Record of Access** and **Services** on the main **Select a Student** screen. You can also enter student progress by expanding the **Student Desktop** link and click **Student Progress**.
- A grid with a list of the student’s goals and progress periods will display. Goals will be displayed for all IEPs that fall within the progress period.

- Click in the blank gray area next to a goal, under the Progress column. A drop-list will appear. Use this drop-list to select the student’s progress.

- Click in the blank gray area next to the goal, under the Extent column, and select the extent of the progress from the drop-down list.

- To enter comments, click in the gray area under Comments and type the information as desired.

- You can tab or mouse to move from one field to another.

- Progress data is saved each time the cursor is moved out of a field.
To enter progress by caseload:

- Select **Enter Progress** from the menu.

- A grid will appear with a list of students who have at least one annual goal in an IEP that falls within the selected progress period for the user who is logged in to STISETS. This list is generated by school.

- Options for **Staff**, **School**, **Acad Year**, **Grades**, **Status** and **Progress Period** may be changed using the drop-down lists at the top of the screen.

- The **Refresh** button must be selected before changes will take effect on the screen.

Progress data is entered on this screen in the same manner as entering data for an individual student:

- Click in the blank gray area next to a goal, under the **Progress** column. A drop-list will appear. Use this drop-list to select the student’s progress.

- Click in the blank gray area next to the goal, under the **Extent** column, and select the extent of the progress from the drop-down list.
To enter comments, click in the gray area under Comments and type the information as desired.

You can tab or mouse to move from one field to another.

Progress data is saved each time the cursor is moved out of a field.

To enter progress for another student, simply select the desired student and enter progress as above.

Note: Progress periods must be set up for the correct academic year as well as for the school, or the progress entry screen will not display.

Printing Progress Reports

- Teachers should go to Student Desktop | Reports (Caseload) | Annual Goals Progress Report.

- Managers and Administrators should go to Report Desktop | Reports | Annual Goals Progress Report.

Select from the following print options:

- School: Select the school from the school list.
- Year: Select the correct academic year.
- Select the Starting Progress Period and Ending Progress Period.
To include all prior progress entered for the academic year, select for *Starting Progress Period* the first progress period ending date. In the *Ending Progress Period* drop-list, select the last ending progress period date.

To include only the current progress period, select the last ending progress period date in both the *Starting Progress Period* and *Ending Progress Period* drop-lists.

- **Date Sent**: Enter the date on which the progress report was or is to be sent (this will display on the progress report).
- **Current Student Only**: Check this box to print a progress report for the currently selected student only. This option is only applicable if the user has already selected a student before the report is selected.
- **Case Manager**: Make no selection if printing for all case managers; or select one or more case managers from the list when printing for specified teachers.
- **Hide Signature and Date**: Check this box to exclude the signature and date fields from the progress report.
- **Show Common Filters**: Click on this button to further filter the selection of students to include. Additional filters are:
  - Status
  - Race
  - Gender
  - Exceptionality
  - LRE
  - Min | Max age
  - Min | Max grade
- **Choose an Output Format** in which to generate the report:
  - *PDF* for an Adobe .pdf file;
  - *RTF* for rich text format; or
  - *XLS* for Microsoft Excel spreadsheet format.
- Click **Print** to generate the report.

Note: Only goals with data entered for *Extent of Progress*, *Progress Area* or *Comments* will print on the report.