



## **Rtl in Infinite Campus Cheat Sheet—Classroom Teachers**

- 1) Search for Student
  - a. Go to Campus Tools
  - b. Search tab (upper left)
- 2) Go to Rtl Section
  - a. Campus Tools
  - b. Index tab (upper left)
  - c. Under *Student Information, Response to Intervention*, click on **General**
- 3) Start a Plan
  - a. Select **Documents** (tab on right side of screen)
- 4) Create a Plan
  - a. Click **New Plan**
  - b. Select Plan Type from list—click Create Document
  - c. Use template guide (available on mConnect “Rtl in Infinite Campus Guide”)
  - d. Click Save
- 5) Add Team Members
  - a. Click **Team Members**
  - b. Click **Find & Link New Team Members**
  - c. Ensure Team Member End Date is June 30 of current school year
  - d. Add all teachers, support staff, etc., who will need access to enter data
- 6) Locking a Plan
  - a. All plans **MUST BE LOCKED** before you are allowed to enter data
  - b. Click on **Documents**
  - c. Click on Plan you want to lock
  - d. Click on **Lock/Unlock**
  - e. Plan will now have a yellow lock on it
- 7) Entering Scores
  - a. Go to Campus Instruction
  - b. Go to **Roster or Planner**
  - c. Find Student and click on orange Rtl button on far right column (called Rtl)
  - d. Pop-up window appears. Complete the following:
    - i. Date of score
    - ii. Start time of intervention
    - iii. End time of intervention
    - iv. Score for date
    - v. Double-check information and click **Save**
    - vi. Repeat for all scores by clicking Add Another Record
- 8) Viewing Scores/Graphs
  - a. Go to roster
  - b. Click on orange Rtl button in far right column
  - c. Click blue **Graph/Historical Detail** to see data points and graph
  - d. Can print just data points or can print graphs
  - e. Graphs also available on Data Dashboard—Interventions

## RtI in Infinite Campus Cheat Sheet—Non-Classroom Teachers (Counselors, SSW, etc.)

- 1) Search for Student
  - a. Go to Campus Tools
  - b. Search tab (upper left)
- 2) Go to RtI Section
  - a. Campus Tools
  - b. Index tab (upper left): *Student Information, Response to Intervention*, click **General**
- 3) Start a Plan
  - a. Select **Documents** (tab on right side of screen)
- 4) Create a Plan
  - a. Click **New Plan**
  - b. Select Plan Type from list—click Create Document
  - c. Use template guide (available on mConnect “RtI in Infinite Campus Guide”)
  - d. Click Save
- 5) Add Team Members
  - a. Click **Team Members**
  - b. Click **Find & Link New Team Members** (role is *Intervention Provider*)
  - c. Ensure Team Member End Date is June 30 of current school year
  - d. Add all teachers, support staff, etc., who will need access to enter data
- 6) Locking a Plan
  - a. All plans **MUST BE LOCKED** before you are allowed to enter data
  - b. Click on **Documents**
  - c. Click on Plan you want to lock
  - d. Click on **Lock/Unlock**
  - e. Plan will now have a yellow lock on it
- 7) Entering Scores
  - a. Go to Campus Tools
  - b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
  - c. Find student and click on **Show Actions** on far right
  - d. Pop-up appears—select **Intervention Delivery**
  - e. Pop-up window appears. Complete the following:
    - i. Date of score
    - ii. Start time of intervention
    - iii. End time of intervention
    - iv. Score for date
    - v. Double-check information and click **Save**
    - vi. Repeat for all scores by clicking Add Another Record
- 8) Viewing Scores/Graphs
  - a. Select **Graph/Historical Detail** from this screen
  - b. Search for Student and go to Index
  - c. *Student Information: Response to Intervention: General*
  - d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)
  - e. Graphs also available on Data Dashboard—Interventions