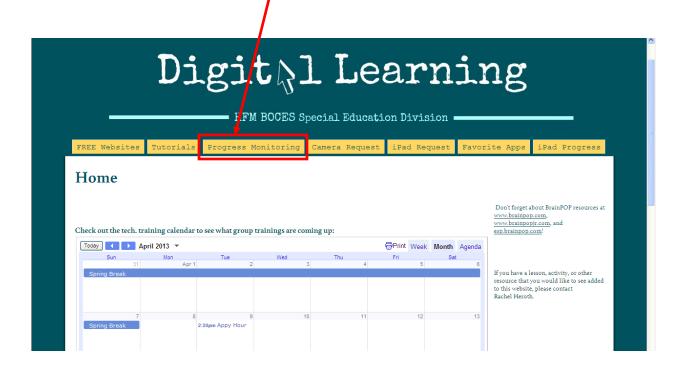
Using Excel Templates for Progress Monitoring

- 1. Go to our Digital Learning Website: http://tinyurl.com/rheroth.
- 2. Click on the Progress Monitoring Resources tab



You will see several Excel templates. Which template you use will depend on each individual goal. Look at the schedule of the goal to determine how often you will be monitoring the goal. If the schedule says bi-weekly or every 2 weeks, then use a bi-weekly template, if it's weekly use a weekly template, etc.

Excel Templates							
	X	Bi-Weekly Goal - Percentage.xls <u>View Download</u>	18k	v. 3	Oct 10, 2012 10:10 AM	Rachel Heroth	
	X	Bi-Weekly Goal - Tally.xls <u>View Download</u>	18k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Daily goal with daily data graphed, split into quarterly graphs - Percentage.xls <u>View Download</u>	51k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Daily goal with daily data graphed, split into quarterly graphs - Tally.xls <u>View Download</u>	50k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Daily goal with weekly averages graphed - Percentage.xls <u>View</u> <u>Download</u>	40k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Daily goal with weekly averages graphed - Tally.xls <u>View Download</u>	40k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Weekly Goal - Percentage.xls <u>View Download</u>	18k	v. 3	Oct 10, 2012 10:09 AM	Rachel Heroth	
	X	Weekly Goal - Tally xls <u>View Download</u>	18k	V. 2	Oct 10, 2012 10:10 AM	Rachel Heroth	

You will also notice that some templates are labeled "percentage" and some are labeled "tally." This is based on what kind of data you are tracking. Most goal data is going to be in percentage format (% success rate), but sometimes the data is just numbers without a label (these are usually behavior goals in which you track a number of behaviors). Basically, choose between percentage and tally based on whether or not you want a percent symbol to appear with your data.... That's really the only difference.

- 4. You should see this window pop up. Select Save.

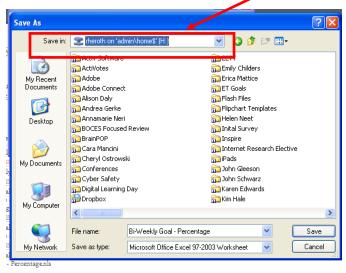
Then your computer will ask you where you want to save the file. Whatever folder you last saved something into is the folder that will be displayed. I lasted saved to my BOCES Network account, so that is what folder I am in.



Do you want to open or save this file?

Name: Bi-Weekly Goal - Percentage, xls

Lype: Microsoft Office Excel 97-2003 Worksheet, 17.5KB
From: 51c-a-62cb3a1a-s-sites.googlegroups.com

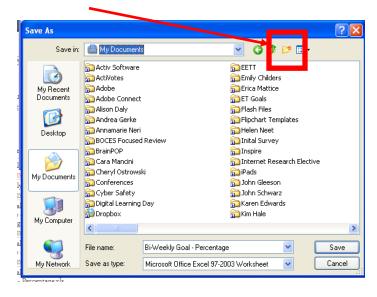


My suggestion is that you create folders within your "My Documents" for all of your progress monitoring files.

5. If you are not in your "My Documents" folder, go to it by clicking on the dropdown arrow and selecting "My Documents."

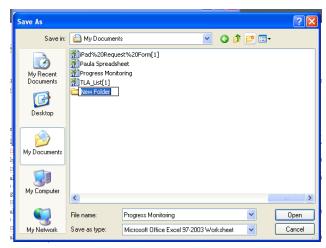


6. Once you are in your "My Documents" folder, you will want to create a Progress Monitoring folder. To do this, click on the little icon that looks like a file folder with a star on it.

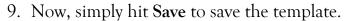


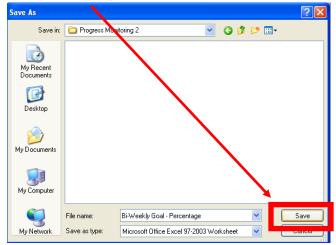
7. You will then see a new folder appear. Type in a name for the folder –

Progress Monitoring makes sense.



8. Once you type in a name for the folder, hit **Enter** on your keyboard to have it accept the new name. Double click on the folder to open it up.



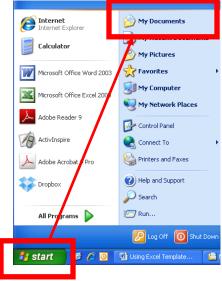


10. If you want to download other templates, *repeat steps 3 and 4*, but this time, you should already be in your Progress Monitoring folder, so skip steps 5-8, *and just hit Save* (*step 9*).

Once you have saved the templates that you need, you can begin creating files for each goal.

11. To create your first file, open the template you need by going to Start \rightarrow

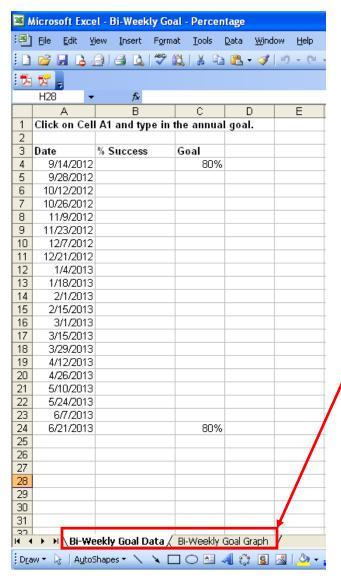
My Documents.



Once you see your documents, double click on your **Progress Monitoring** folder, then double click on the template that you want to open.

Below is the bi-weekly percentage template.

Excel files are called **workbooks**. You can have multiple **sheets** (aka pages) within a workbook (aka Excel file). When you open the file, you'll see the data sheet, because this is the first sheet in the workbook.



Use these tabs to toggle between sheets. For all of the templates, the first sheet is where you enter the data (which is used to create points on the graph), and the second sheet is the graph that illustrates the data.

This first sheet is where you enter your Progress Monitoring data.

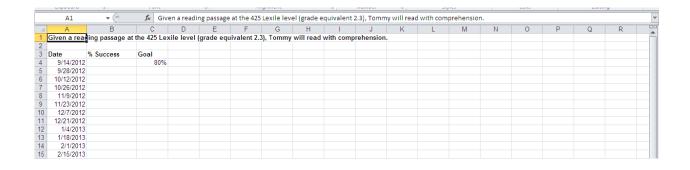
- Column A is just your dates. You can click on any of them and change them to fit your needs.
- Column B is where you enter the data that you gather with your probes.
- Column C is used to create a goal line on the graph, which serves as a visual guide.
- 12. To customize the template, first save the file with a unique name. (File
 - → Save as) I like to create individual student folders within my Progress

Monitoring Folder to keep things organized. Then I name the file something like "Tommy Reading Goal 1" or "Tommy Comprehension")

For this tutorial, I am going to be using the goal below:

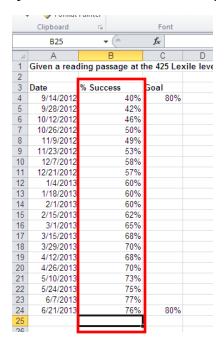
MEASURABLE ANNUAL GOALS								
THE FOLLOWING GOALS ARE RECOMMENDED TO ENABLE THE STUDENT TO BE INVOLVED IN AND PROGRESS IN THE GENERAL EDUCATION CURRICULUM, ADDRES OTHER EDUCATIONAL NEEDS THAT RESULT FROM THE STUDENT'S DISABILITY, AND PREPARE THE STUDENT TO MEET HIS/HER POSTSECONDARY GOALS.								
ANNUAL GOAL WHAT THE STUDENT WILL BE EXPECTED TO ACHIEVE BY THE END OF THE YEAR IN WHICH THE IEP IS IN EFFECT	CRITERIA MEASURE TO DETERMINE IF GOAL HAS BEEN ACHIEVED	METHOD HOW PROGRESS WILL BE MEASURED	SCHEDULE WHEN PROGRESS WILL BE MEASURED					
READING 1. Given a reading passage at the 425 Lexile level (grade equivalent 2.3), will read with comprehension	70% success over 6 weeks	Commercially prepared materials	Every 2 weeks					

13. Once your file is saved click on cell A1 and type in the goal as it appears on the IEP. (This doesn't transfer to the graph, it's more for your reference when you are entering data.) Your text will run out of the A1 cell, but don't worry about it.



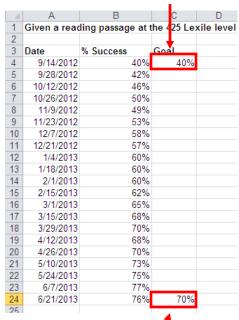
- 14. Then change any dates that you need to by simply clicking on the date and typing in the correct date.
- 15. In the % Success column, you can enter your data as it is gathered. In any of the percentage templates, the percent sign will appear automatically

Here we are with data for the entire year entered. Obviously, when you are starting your data sheet you won't have data to enter for the entire year, but we'll just pretend it's the end of the year for this example.



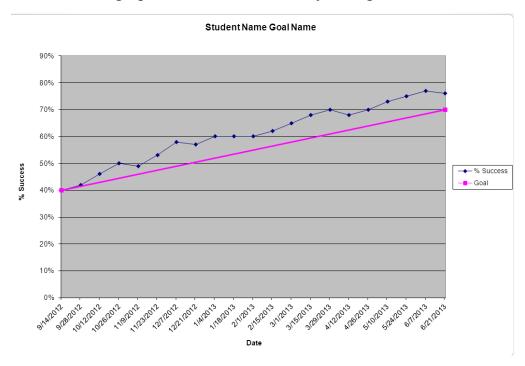
Now you must adjust the goal line based on the specific goal.

16. Change the first number in the goal column to match the baseline data, since that's where the student is starting. In my example, I changed it to 40% because that is the score from the 9/14 probe.

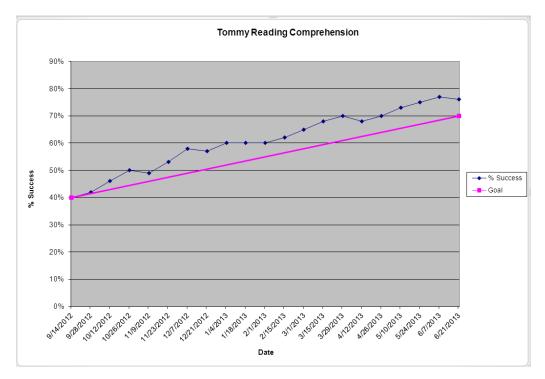


17. Change the lower goal number to the goal criteria that is stated on the IEP. Mine is 70%. Now your goal line will help you see how the student *should* be progressing.

Here's what the graph looks like after all my changes:



To change the title at the top, double click on "Student Name Goal Name" and enter the title you prefer. You can do the same to the labels on the axes.



Remember to save your changes! As you enter data throughout the year, your graph will populate with corresponding data points. If you need help or have any questions, email me at rheroth@hfmboces.org.