

Monitoring Form Instructions

1. Right Click on Student Name or ID-Template tab at bottom.. Select Move or Copy. Place check in box by Make a Copy. Click Ok. You should now have a Tab that says Student Name or ID-Template (2).
2. Right Click on Student Name or ID-Template (2) tab. Select Rename. Type in Name or ID for student with whom you are working and monitoring.
3. At the top of the Page, Enter Next to Goal/Skill#1, a brief description of the Goal or skill. Do this for additional goals or skills as well in Goal /skill# 2-4. If you have additional skills, please see **Creating a New Goal/skill** below.
4. Type in the date on which you monitored the student's progress on any of the Goals/Skills. In the same row denote the progress level of the student based on a 1- 4 scale. 1 denoting No progress. 2 denoting minimal progress keep working. 3 denoting Good progress keep working. 4 denoting excellent progress move on to another skill or goal.
5. Continue this process until case is closed either due to successful resolution or end of school year. A graph of the progress on each of these goals will automatically update when you enter new monitoring information for each skill. See examples for what this looks like.

Creating a New Goal/skill

1. Click on the letter above Comments. Click on Insert and Select Columns. In the first box under the letter in the new column Type Goal/Skill #___-. Type in Brief description of Goal/Skill after the dash.
2. Click on row 2 of this column and then Click and hold your click in row 1 of this column and pull your pointer all the way down to highlight each row through 52. Pull your pointer over to the right edge of the column until you see a symbol that looks like crossed arrows. Click and drag the entire column that was highlighted into the graph to the right of the Comments column.
3. You are now ready to enter monitoring data for your new Goal/Skill on the date on which it was first collected. The graph will update automatically as you enter data according to instructions above.