

PSSP Quick Tips: Progress Monitoring

- Select a **Student**.
- Click on **Documents** icon next to student's name (looks like pages).
- Once you are on the student's documents page you will see a list of documents for the student and choose the **latest "Active" IEP**.
- Select **Progress Report Section** from "Fly-Out" menu on left.
- Use Goal drop down menu to select goal.
- Click **Edit Section**.
- **Progress Monitoring with a graph**—scroll down to chart, enter name of the initial intervention in left column, enter score and date in Data point and Date Section, Click **Save**.
- When there are 3 or more data points entered, a trend line will appear.
- If you need to change an intervention, enter name of new intervention and data. A new trend line will appear after 3 or more data points are entered under new intervention
- **Progress reporting without graph**—Complete text fields that appear.
- Click **Save, Done Editing** when completed.
- To **Print**—select **Print**. Page Set up and Print Preview are available in **File** drop down at top left of the page.