EXCENT® Enrich
Training Workbook and User Guide
March 2011
# Contents

**Introduction** ................................................................................................................. 1
  Audience ......................................................................................................................... 1
  About This Guide ........................................................................................................... 1
  SIS Updates ..................................................................................................................... 1
  Enrich® Support ............................................................................................................. 2

**Navigation** .................................................................................................................... 3
  Enrich® Sign In Screen .................................................................................................. 3
  Teacher Dashboard ......................................................................................................... 4
    To Do Grid and Filtering ............................................................................................... 5
    Meetings ....................................................................................................................... 7
    Services ....................................................................................................................... 7
    Student Groups ........................................................................................................... 9
    My Classes .................................................................................................................. 10
    Reports ....................................................................................................................... 10

**Admin Dashboard** ....................................................................................................... 11
  Meetings, Reports, Student Groups ............................................................................... 11
  Schools .......................................................................................................................... 12
  District ........................................................................................................................... 13

**Review 1 – Introduction and Navigation** ....................................................................... 15

**Searching for a Student Record** .................................................................................. 16
  Search Functionality ....................................................................................................... 16
  My Classes and Student Groups .................................................................................... 17

**Review 2 – Searching for Student Records** ................................................................. 18

**Viewing Student Data Screens** .................................................................................... 19
  Profile Tab ..................................................................................................................... 19
  Test Scores Tab .............................................................................................................. 21
  Transcript Tab ............................................................................................................... 26
  Programs Tab ................................................................................................................. 29

**Review 3 – Viewing Student Data Screens** .................................................................. 31

**Managing Student Groups** .......................................................................................... 32
  View a Student Group .................................................................................................... 33
  Create a Student Group from the Teacher Dashboard ................................................. 33
  Create a Student Group from the Student Profile Screen .......................................... 35
  Rename a Student Group ............................................................................................... 36
### EXCENT® Enrich Training Workbook

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete a Student Group</td>
<td>38</td>
</tr>
<tr>
<td>Add Students to a Group</td>
<td>39</td>
</tr>
<tr>
<td>Remove Students from a Group</td>
<td>41</td>
</tr>
<tr>
<td>Review 4 – Managing Student Groups</td>
<td>43</td>
</tr>
<tr>
<td><strong>Response to Intervention</strong></td>
<td>44</td>
</tr>
<tr>
<td>Creating an Intervention</td>
<td>44</td>
</tr>
<tr>
<td>Program</td>
<td>44</td>
</tr>
<tr>
<td>Domain</td>
<td>44</td>
</tr>
<tr>
<td>Plan</td>
<td>45</td>
</tr>
<tr>
<td>Subdomains</td>
<td>45</td>
</tr>
<tr>
<td>Duration</td>
<td>45</td>
</tr>
<tr>
<td>Team Members</td>
<td>46</td>
</tr>
<tr>
<td>Strategies</td>
<td>47</td>
</tr>
<tr>
<td>Goals</td>
<td>48</td>
</tr>
<tr>
<td>Actions</td>
<td>50</td>
</tr>
<tr>
<td><strong>Active Programs Screen</strong></td>
<td>52</td>
</tr>
<tr>
<td>Start Program</td>
<td>53</td>
</tr>
<tr>
<td>View History</td>
<td>53</td>
</tr>
<tr>
<td>Log Services</td>
<td>54</td>
</tr>
<tr>
<td>Add Action</td>
<td>54</td>
</tr>
<tr>
<td>Formlets</td>
<td>55</td>
</tr>
<tr>
<td>Add Plan</td>
<td>58</td>
</tr>
<tr>
<td>Documenting Parent Contact</td>
<td>58</td>
</tr>
<tr>
<td>Documenting Fidelity Review</td>
<td>59</td>
</tr>
<tr>
<td>Documenting Progress</td>
<td>60</td>
</tr>
<tr>
<td>View Details</td>
<td>61</td>
</tr>
<tr>
<td>Progress Monitoring</td>
<td>62</td>
</tr>
<tr>
<td><strong>Managing the Intervention Process</strong></td>
<td>63</td>
</tr>
<tr>
<td>End Intervention</td>
<td>63</td>
</tr>
<tr>
<td>Add Action</td>
<td>64</td>
</tr>
<tr>
<td>Add Comment</td>
<td>65</td>
</tr>
<tr>
<td>Edit Intervention</td>
<td>65</td>
</tr>
<tr>
<td>Delete Intervention</td>
<td>65</td>
</tr>
<tr>
<td><strong>Batch Creation of Interventions</strong></td>
<td>66</td>
</tr>
<tr>
<td>Printing Interventions</td>
<td>69</td>
</tr>
<tr>
<td><strong>Review 5 – Response to Intervention</strong></td>
<td>70</td>
</tr>
<tr>
<td><strong>Individual Literacy Plans (ILP’s)</strong></td>
<td>71</td>
</tr>
<tr>
<td>Adding an ILP</td>
<td>71</td>
</tr>
<tr>
<td>Date and Team</td>
<td>72</td>
</tr>
<tr>
<td>Goals</td>
<td>72</td>
</tr>
<tr>
<td>Strategies</td>
<td>74</td>
</tr>
<tr>
<td>Completing the ILP</td>
<td>74</td>
</tr>
<tr>
<td>Printing</td>
<td>75</td>
</tr>
<tr>
<td>Managing the ILP Process</td>
<td>76</td>
</tr>
</tbody>
</table>
End Plan __________________________________________________________ 76
Edit Plan _______________________________________________________ 77
Edit Plan Team __________________________________________________ 78
Add Action ______________________________________________________ 78
Add Comment ____________________________________________________ 78
Delete Plan ______________________________________________________ 78

Review 6 – Individual Literacy Plan __________________________________ 79

Reports __________________________________________________________ 80

Course Reports ____________________________________________________ 80
  Test Score Reports _______________________________________________ 80
Grade Reports ______________________________________________________ 94
Teachers Tab _______________________________________________________ 96

Review 7 – Course Reports __________________________________________ 97

Summary Reports __________________________________________________ 98
  Current Summary Report __________________________________________ 98
Student Served and Their Movement Between Tiers ______________________ 100

Custom Reports __________________________________________________ 102
  Reports View Filters _____________________________________________ 102
Create Report ____________________________________________________ 103
Custom Report Example ____________________________________________ 112
Report Actions ___________________________________________________ 114
Manage Reports ____________________________________________________ 114
Delete a Report ___________________________________________________ 115

Review 8 – Summary and Custom Reports ________________________________ 116

Appendix __________________________________________________________ 117

Copying and Pasting from MS World _________________________________ 117
Introduction

Enrich® is an educational software solution designed to manage student data for those students involved in special programs such as RTI, 504, Gifted and Talented, and Special Education. Unique features enable teachers to consistently monitor progress and achievement in order to ensure student success. As a web-based solution, Enrich® can be accessed on any computer with internet access using browser software such as Internet Explorer, Google Chrome, Safari, and Mozilla Firefox.

The program provides access to standardized test results, attendance and discipline data, transcript and grade details, and documentation of student history and performance in all special programs including Academic Plans, Individualized Literacy Plans, tiered interventions, and IEP’s. It maintains a searchable database of student records that is integrated with a district Student Information System (SIS) such as Infinite Campus or PowerSchool allowing for automated updates of all demographic data on a regular schedule. The information integrated into Enrich® allows teachers to customize instruction to help each student succeed and generates a wide range of valuable reports for use by district administrators in data-driven decision making.

Enrich™ was developed with participation and input from teachers and school administrators. The goal is to help teachers quickly and easily get information they can use to tailor their lessons to their students’ needs. It will also help school districts measure the progress of all schools across the district.

Audience

This workbook is intended as a learning tool for district staff as they work to implement Enrich®. The goal is to provide step-by-step instructions for completing all functions within the software allowing users to attain proficiency and maximize student benefits as a result. Although additional documentation is available for those users assuming the roles of district and system administrators, this comprehensive guide should prove valuable to any district staff member who will be using Enrich®.

About This Guide

This documentation focuses on the classroom-related tasks within Enrich®. These are tasks most often performed by teachers dealing with students and student groups. The screen shots in this document have been captured from a generic database. Because one of the most powerful features of Enrich® is the capacity for district-level customization, district screens may not match exactly those depicted; however, the general navigation and function will be consistent throughout all versions of Enrich®. Incomplete data available in the demo database may result in limited report results.

SIS Updates

Enrich® updates student, teacher, school, class roster, and transcript data from a Student Information System (SIS) on a nightly basis, unless configured otherwise by the district. Thus, any information that changes in a district SIS will normally be reflected in Enrich® the following day. It is possible, however, to manually schedule an SIS update at any time.
**Enrich® Support**

Each school district handles software support in its own way. If you have a question concerning how to use Enrich®, first refer to this guide, the online help link within the software, or the product support page at excent.com. If you cannot find the information you need, follow your district’s process for obtaining help or escalating an issue.
Navigation

Enrich® Sign In Screen

1. **Enrich Sign-In Screen**

   - **Select the RSS feed button to see what’s new in Enrich™** - RSS (Rich Site Summary) is a format for delivering regularly changing web content.

   - **School** – The drop-down list displays campus options. The user must select his/her assigned campus or sign in will not be successful.

   - **Username** – Usernames are the same as for district network login. Upon sign in, usernames will authenticate to users’ network accounts.

   - **Password** – The same as for district network account

   - **Confidentiality Statement** – Statement of FERPA compliance

   - **I Agree** - Users agree to the confidentiality statement.

   - **Reminder** – The text is customizable by a district system administrator and may be used for reminders and updates.
Teacher Dashboard

Begin a session in Enrich™ by signing in with district username and password. This is the same information used to sign in to the district network.

Depending upon the type of role access a user has been assigned, the Teacher Dashboard or the Admin Dashboard displays.

**NOTE:** What a user can view, add, edit, and delete in the software is tied to system permissions which are assigned by the district’s System Administrator.

2. **Teacher Dashboard**

The Teacher Dashboard is composed of icons and sections that provide quick and efficient access to all program areas routinely used by teachers. All sections provide links to essential data as described:
• **Breadcrumbs** – Provide links back to each previous page the user navigated through to get to the current page
• **To Do Grid** – Manage actions and progress monitoring deadlines for all special programs
• **Meetings** – List of upcoming meetings filtered by type and date
• **Services** – List of all services and those delivered by user currently signed in
• **Student Groups** – Rosters for system-generated and manually-generated student groups
• **My Classes** – Rosters of all classes to which the user is assigned through the SIS
• **Reports** – Access to personal and shared reports with the ability to develop and run new report templates
• **Print** – Click the printer icon to get a hard copy of the teacher dashboard screen.
• **Help** – Global icon provides access to searchable Knowledge Base which provides user help.
• **Search** – Global icon allows the user to search for students by name or class or by other search options.
• **Sign Out** – Global icon allows graceful exit from the program without compromising data.

### To Do Grid and Filtering

![To Do Grid and Filtering Image]

3. **To Do Grid**
4. Adding Probes

Selecting any hyperlinked number from the To Do grid takes the user directly to a screen where appropriate information may be entered or data may be filtered by changing the criteria options. In this example clicking the number 4 displays the Overdue Probes screen where past due probes can be entered and saved.

5. Filtering Data

Once a hyperlink from the To Do grid is selected, the input screen offers the option of changing the data displayed using criteria filters.

The process and criteria options may vary slightly depending upon the type of data being displayed, but the filter function works the same in all situations—make desired selections from the drop-down lists and date picker fields, and click Search.
6. Filtered Data Results

Meetings

7. Upcoming Meetings

The Meeting section provides two filtering options:
- Type of Meetings
- Data of Upcoming Meetings

Services
The services section is divided into lists All Services and My Services, specifically those provided by the user currently signed in. Both sections provide identical filter categories:
- Failed Validation
- Pending Signature
- Medicaid Billable
Selecting any link from the **Services** section displays a scrollable list of students with options to view and/or edit existing service log entries, add new entries, sort data view, and filter data results.

9. **View Services**

![Image of Service Log Entries]

10. **Filter Services**

![Image of Filters]

11. **Electronic Signature for Service Delivery**

![Image of Electronic Signature]

Clicking the **Sign** button at the bottom of the **View Services** screen allows the provider to electronically ‘sign off’ on delivery of the services selected from the list.

Select the **Save** button after making changes to any service entries and return to the dashboard by selecting **Close**.
NOTE: Additional information on Service Logs is available in another section of this guide.

Student Groups

Selecting a link from the Student Group section takes the user to a roster of students in that group.

Hovering over a student name opens the at a Glance dialog box allowing users to view a summary of the student record and the significance of the icons. Users may navigate to specific areas of the student’s record by clicking the hyperlinks provided.

Student Groups are divided into different categories, and light blue lines divide the group categories.

In the example shown, students in Critical Status based on inadequate performance on intervention probes appear at the top of the list.

The next groups are those generated automatically by Enrich® due to student participation in any special program managed in the software including interventions, gifted and talented, and special education. Students cannot be manually added or removed from either of the first two groups as these groups are managed by the software.

The last groups are those that the user manually generates and maintains. Users may add or remove students from these groups at any time by clicking on a group name to open and using the icons provided to rename or delete the group and add or remove student names. Using the Create New Group link, users may start new groups at any time.

NOTE: Additional information on Student Groups is provided in another section of this guide.

13. Manually Managing Student Groups
14. My Classes

As in the Student Groups section, selecting a link from the My Classes section takes the user to a roster of students in that class. The navigation functionality provided in the roster listing is the same as in Student Groups. Course lists can be filtered by previous years based on availability in the drop-down list, and all course information is maintained in and integrated from the district SIS.

15. Reports

Reports is the final section of the Teacher Dashboard and provides several options including:

- Filter report lists by Favorites, Personal, and Received
- Create original report templates for Assessments, RTI, and Special Education
- Run and edit reports from existing templates
- View summary of a report template when mouse hovers over the title

NOTE: Additional information on Reports is available in a later section of this guide.
16. Admin Dashboard

Meetings, Reports, Student Groups

The Admin Dashboard provides much of the same navigation access to program areas as the Teacher Dashboard. See previous pages for details related to Meetings, Reports, and Student Groups. There are two additional sections that provide administrative functionality assigned to users with the Admin role.
17. School Listing

Admin users will see a list of district campuses on their dashboards allowing for the selection of all schools, individual schools by name, or groups of schools by category: **High Schools, Middle Schools, and Elementary Schools.**

18. Single Campus Selection

When a selection is made from the schools list, additional links appear to access Courses, Test Scores, and Academic Plans. In addition, Reports from the special programs categories in the District section reflect only the data from the selected campus(es). These Reports are described below in the District section.
19. District Programs Setup

Links to setup and configure district-specific information related to any special program managed in Enrich® are located in the District section. Although this example shows access to six different special programs, it’s likely that admin users may only see one program listed, the one for which they’re considered subject matter experts.

Clicking the Setup Responsibilities link allows the admin user to Add, Edit or Delete the options available in the district title drop-down list.

The Setup link for each program provides access to the six tabs used to configure a program. Special programs such as RTI require district personnel to complete the configuration process prior to using the software in order to replicate the existing district process; programs such as
special education require much less configuration as the process is guided by state and federal guidelines and relatively consistent among school districts.

If program setup is needed, training is provided by company resources and training materials are provided.

Each special program provides a capsule overview of student participation and the capability of running two reports:

- Current Summary Report
- Student Served and Movement – only available when All Schools is selected from the campus listing

**NOTE:** More information on using these reports is available in another section of this guide.
Review 1 – Introduction and Navigation

1. How will you know your Enrich® username and password?

2. How can you learn the very latest news about Enrich®?

3. What is the purpose of breadcrumbs?

4. What is your district process for obtaining help with Enrich®?

5. What is the source of the student demographic data found in Enrich®?

6. List at least three special programs that can be managed using Enrich®.

7. List the six main areas of the Teacher Dashboard.

8. Give two reasons why the screens in this document may not look identical to those on your computer screen.
Searching for a Student Record

Search Functionality

- The **Search** link appears on every screen.
- A simple search is initiated using the drop-down list and selecting **Students**, **Classes**, or **Users**.
- The search field is dynamic and begins returning matches as soon as the user starts typing.
- When there is a check in the **include historical data field**, students who are no longer enrolled will also be returned as a result of the search.
- Clicking the **More Search Options** link opens an **Advanced Search** window where users can perform searches using individual criteria-name, choice of school, choice of grade, or ID number-or a combination of the criteria.
- When searching by ID number, it's possible to access multiple records at one time by entering a series of ID numbers separated by commas.

1. **Search by Students, Classes, or Users**

2. **Opening a Student Record**

3. **Student Record**

When the correct student record appears in the list, click the name and the student **Profile** screen displays providing tab navigation to the different areas of student information.
My Classes and Student Groups

It is possible to locate a student record without using the Search feature of Enrich®. Drill down to an individual student by clicking one of the Student Groups or My Classes links on the Teacher Dashboard screen. Either choice will open a class roster of all students who are part of the specific Student Group or Class.

4. Student Groups and Classes on Teacher Dashboard

5. Student Group or Class List

When a Group or Class link is clicked, the screen displays names of the students assigned or enrolled in that Group or Class.

6. Student Record – Programs Tab

When an individual student record is selected, the student Programs screen displays with tab navigation options to additional student information. In this example, the Programs screen indicates the student is involved in Response to Intervention.
Review 2 – Searching for Student Records

1. List three different criteria that can be used to develop a student search.

2. It is necessary to go to the home screen to perform a student search. (True or False)

3. What will happen if include historical data field is checked during a student search?

4. Explain the process of searching for multiple students by ID number.

5. It is possible to search by partial names. (True or False)

6. Describe two ways to locate a student record.

7. Which two sections on the Teacher Dashboard provide class rosters?

8. Which student tab displays information about student involvement in special programs?
Viewing Student Data Screens

Profile Tab
Once a student record has been located in Enrich®, data is accessed by using the navigation tabs at the top of the screen. The screen is populated with data that has been imported from district files and updated from the district Student Information System. **The Profile Tab** will always show the date and time of the most recent data exchange with the SIS.

A student’s **Profile** information is used primarily for viewing only; some details may be edited by admin users, but changes are only effective until the next SIS upload occurs. Any permanent changes must be made directly to the source application which is the district SIS. After an overnight transfer of data to Enrich®, new information is available the following day. If data does not populate in a field, it’s likely that the data is not available in the district SIS.

Note: If student demographic data is edited, the student record is paused which means no updates from the SIS system occur for this student until the record is unpaused. This functionality is described more completely in the System Admin guide.

Data displayed in the **Additional Information** area varies by school district and by student. Information will be displayed for a student if a value is specified in the SIS (that is, if the field is not empty).

If the student is a member of a group, the name(s) will be displayed on the right side of the screen. You can view the members of the group by clicking on the group name, or you may add this student to another group by clicking **Add to Group**. Progress monitoring information for those students with Intervention Plans also displays on the **Profile** screen.
1. Student Profile Screen

The Profile Screen displays any or all of the following data:

- Personal (demographic) Information
- Additional Information
- Current Status
  - Enrollment information
  - Current GPA
  - Attendance data
  - Discipline Referral data
  - Group Membership
  - Goals Progress
  - Notices
- Date of most recent SIS data import

Selecting either View Chart button produces a detailed overview of attendance activity for a specified school year and a record of disciplinary incidents, all marked with a red dots; hovering over a specific dot displays a tool tip with an explanation of the incident.
Test Scores Tab

The Test Scores Tab provides access to Enrich® Assess, the module which displays student test scores. Scores are grouped by test type and imported from districts files; the import task must be performed by someone with District Admin access to the software.

If a user has the appropriate system permissions, it is possible to edit scores and delete tests, however, in most districts, teacher users are not able to edit and/or delete test scores. These actions are normally completed by District Admin users.

2. Test Scores Tab

Users can view test score detail by clicking on the test date link under the Administration column header. In this example, the student has available test records for three tests: InView, MAP, and Terra Nova.
3. **MAP Test Administrations**

Clicking the 2009 Fall Administration opens a screen which displays details of the Readings and Math components along with charts of the scores indicating how this...
student performed when compared to the school and district averages. The chart also indicates the PASS cut scores using horizontal dotted lines.

5. **Test Scores Action Icons**

Using the icons at the top of the **Test Scores** screen, it is possible to **Edit** a test, **Delete**, a test or read about a test. **Remember** that the **Edit** and **Delete** actions may not be available for some district users.

6. **Edit Test Screen**

Selecting the **Edit Test** link allows the user to manually change a test score or other data from the **Test Scores Detail** screen if the system permissions allow it. When changes are complete, click **Save** to complete the operation or **Cancel** to quit without changing the test information.

7. **Delete Confirmation**

Selecting the **Delete Test** link allows those users with appropriate permissions to delete the specified test and scores from a student’s list. Click **OK** if you are sure you want to permanently delete the test, or click **Cancel** to quit without deleting this test.
8. MAP Test Description

Descriptions of each test are available by clicking on the question mark beside the test name in the table heading.

9. Add New Test

Returning to the original Test Scores screen, some users may see an Add New Test icon at the top. If there is a test that has not been imported into Enrich® (and if your system permissions allow), you may enter the test information manually by clicking the Add New Test link.

10. Adding a New Test

Select the test to be added from the list (only those tests listed are available to be added), and click the Next button.
11. Entering New Test Scores

Complete all additional fields as needed; fields will vary depending upon the type of test that is selected. Use **Save** to complete the operation or **Cancel** to quit without adding the test information.

**NOTE:** Only those users with appropriate permissions will be able to add, edit, and/or delete a test.
Transcript Tab

12. Student Transcript Screen
The Student Transcript screen displays the current year’s transcript; if available, previous transcripts can be viewed by scrolling down the screen. This information is available for viewing only; it may not be edited.

13. Student Achievement – Graph Display

The right side of the screen visually displays student achievement by class or grading period.

14. Student Course List

Clicking any of the listed courses opens a class roster screen.
15. Class Roster

From the View Class screen, users can select from one of two tabs – Students and Teachers. The Students tab lists students enrolled in the class; mouse over a student name to see at a Glance student information. The Teachers tab lists the teachers assigned to the class.

16. Student at a Glance
17. Teachers Tab

Programs Tab

18. Active Programs Screen

Users select the Programs tab to create, develop, and monitor Intervention Plans, Individual Literacy Plans, and other special programs that may be available in the dropdown list.

19. Program Options

Selecting the Start Program link displays a list of program options from which to select.
20. Programs History Screen

From the Programs tab, it is also possible to view a history of all programs with which a student has been involved by clicking the View History link.
Review 3 – Viewing Student Data Screens

1. Search and find a student who is not currently involved in any special programs and write his/her name here.

2. Provide the following information about your student-
   - Date of birth
   - Days absent last year
   - Number of discipline referrals
   - School of attendance

3. List the time and date of the last data exchange from the SIS?

4. Where does a user locate details of a student’s GPA?

5. Explain the process of locating attendance information for a student.

6. Where does a user locate details of prior involvement in special programs?

7. Which tests have information available for your selected student?

8. How many years of student transcripts does the system display?
Managing Student Groups

The Student Groups feature of Enrich® is designed to help manage large numbers of student records. Users can create groups for a specific class or other subset of students with which they work such as a tutoring or after school programs. Using student groups simplifies the task of locating students because the groups appear on the Teacher Dashboard screen making it easy to open a particular group and select a student record.

1. **Teacher Dashboard Elements**

   ![Teacher Dashboard Elements](image)

2. **Special Education Student Group-Created by Enrich®**

   Student groups fall into three categories, each divided by a blue line. The first category is students with system alerts related to limited progress toward intervention goals. The second category are groups that populate automatically because students participate in special programs managed in Enrich®; those groups cannot be edited or deleted nor can students be manually added or deleted. The final category is groups created and managed manually by the user.

3. **World History Student Group**

   ![World History Student Group](image)

   **My Classes** are those to which a teacher has been assigned through the district SIS; opening these displays class rosters. These classes are maintained dynamically by communication between Enrich® and the district SIS; classes cannot be edited or deleted nor can students be manually added or deleted from the courses; changes must occur through the class import from the district SIS.
View a Student Group

4. Teacher-Created Group

To view a student group, click on any group name displayed on the Teacher Dashboard screen. In this example, the group Math Movers was created by the teacher because it falls in the final category, divided from the section above by a blue line.

5. View Student Group

In this example, there is currently only one student in this group, but because it is a user-created group rather than one generated by the software, it is possible to edit the group name, delete the group completely, and add or remove students by selecting the appropriate action icons.

Create a Student Group from the Teacher Dashboard

There are two ways to manually add a student group.
6. Creating a New Student Group

From the Teacher Dashboard screen, select the Create New Group link.

7. Naming a New Group

Create a name for the group and click Next or Cancel.

8. New Group Action Options

The next screen appears with the title of the new group allowing the user to Rename This Group, Delete This Group, or Add Students.
9. **Adding Students to a New Group**

New students can be added to a group by using a variety of search criteria; if the search results in a return of multiple students, specific names can be selected and saved. Those students will now be part of the new group.

![Add Students to Group](image1)

10. **Newly Created Group Displays on Teacher Dashboard**

The newly added group displays on the **Teacher Dashboard** screen below the blue dividing line.

**Create a Student Group from the Student Profile Screen**

![Student Profile Screen](image2)

11. **Student Profile Screen**
A student group can be added from a student Profile screen where current group membership information is available. Navigate to the Profile screen of a specific student and click the Add to Group link.

12. Create New Group

Add the student to an existing group using the drop-down list of all existing groups, or select the new group option and type a group name; click Add.

13. New Group Action Options

The new group screen appears with the student listed as the first group member and the option of adding additional students.

Rename a Student Group

14. Current Group List

To rename a student group, open the group you wish to edit.
15. **Group Action Options**

Select the **Rename This Group** link.

16. **Rename Group**

Type in the new group name and click **Save**.

17. **New Group Name**

The new group name displays on the **My Afternoon Tutoring Group** screen and the **Teacher Dashboard** screen.
Delete a Student Group

19. Current Group List

To delete a student group, open the group you wish to edit.

20. Group Action Options

Select the **Delete This Group** link.

21. Delete Confirmation Screen

Confirm the deletion of this group by clicking **OK**; select **Cancel** to retain the group.

22. Group List – Teacher Dashboard

Deleted group no longer displays in the **Student Groups** on the **Teacher Dashboard**.
Add Students to a Group

23. Student Groups List – Teacher Dashboard

Select the group to which you would like to add students

24. Group Action Options

Select the Add Students link.

25. Search Criteria Screen

Complete as many search criteria fields as necessary and click Next.
26. **Search Results**

If multiple results display, use the checkboxes to select those students who are to be part of the group. It is possible to choose all students by placing a check in the box marked **All** at the head of the column. Notice that from this screen it is also possible to navigate directly to a student’s **Profile**, **Test Scores**, **Transcript**, and **Programs** screens by clicking the hyperlinked text.

27. **Click Done When Student Selection is Complete**

Once selection is complete, click **Done**.

28. **Group with New Student Names Added**

The names of the selected students now appear as members of the group.
29. **Student Groups – Teacher Dashboard**

### Remove Students from a Group

- Click a group name to open.

30. **Student Groups – Teacher Dashboard**

- Select the **Remove Students** link.

31. **Action Options**

- Select the **Remove Students** link.

32. **Select Students to Remove**
Check **All** to delete all students from the group or individual boxes to select specific students for removal; click **Remove** or **Cancel**.

**ROCKET READERS**

View Students

<table>
<thead>
<tr>
<th>Rename This Group</th>
<th>Delete This Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are <strong>2</strong> students in this group. You may add or remove students from the group, as well as view student details by following the links for the corresponding student.</td>
<td>Add Students</td>
</tr>
</tbody>
</table>

- Richard Alano
  - 6th Grade - Roseta Middle

- Lewis Brune
  - 5th Grade - Roseta Middle

---

**33. Action Options Screen Displays Updated Student List**

List displays without the student(s) whose name(s) was removed.

**34. Updated Student Groups List – Teacher Dashboard**
Review 4 – Managing Student Groups

1. Create a new math group and add five students to the group including the student you selected in the previous section.

2. Name two types of groups that cannot be deleted from Enrich® and explain why.

3. User-created groups can be deleted from Enrich®. (True or False)

4. Where does a user find a list of his/her student groups?

5. Name two screens that provide the functionality to add student groups.

6. Student groups are limited to a maximum of 30 students. (True or False)

7. Explain the process of adding multiple students at one time to a student group.

8. A student group cannot be renamed; the original group must be deleted and a new group created with a new name. (True or False)
Response to Intervention

Many of the options available when creating an intervention have been configured by a school district to model an existing RTI process. For that reason, some of the screen shots in this section may not match exactly what users see on their screens, but the basic components of an intervention will be the same in all districts.

To begin the process of moving a student into a Response to Intervention program, locate the student record, navigate to the Programs tab and click the Start Program link.

1. Programs Tab

Creating an Intervention

Select Response to Intervention from the Program drop-down. Once the RTI program is selected, the Domain and Item fields must be completed using choices from the drop-down lists. When finished, click Next.

Program

2. Select Program

Domain

3. Select Domain
Plan

4. Select Item

When the Create Intervention screen displays, all fields must be completed in order to develop the intervention strategy planned for the student. It is recommended that fields be completed in the order presented on the screen.

Subdomains

5. Start Status, Domain, Subdomains

The Start Status and Domain fields prefill based on the selections on the previous screen. Select the subdomains to be addressed by this intervention by placing checks in the appropriate boxes. Multiple subdomains can be selected.

Duration

6. Schedule Intervention Time Period

Use the date picker feature or manually enter both the start and end date of the intervention period. If manually entering the dates, use the format shown-XX/XX/XXXX. NOTE: Both a start date and end date are required in order to save the intervention.
Team Members

7. Create a Team

8. Name Matches from LDAP Listing

Select the name of the interventionist by typing a name in the field provided. As the name is typed, staff names that match the typed letters begin to appear in a list; as more letters are typed, the results list is refined to meet the added criteria. These matches are pulled from the LDAP authentication list of district Enrich® users. When the desired name appears, the user clicks to select and the selected name fills the field.

Team member names are added in the same manner as described above when the user begins typing in the Add Person field.

Once team members are added, select the appropriate role for each from the drop-down list. The Interventionist and the team members can be deleted from the list by using the appropriate buttons provided.

While it is possible to save an intervention without specifying the team members, it is essential that this step be completed. Once assigned to a student’s team, staff members will receive reminders of upcoming meetings and other related actions on their dashboard screens; staff members who are not listed as team members will not receive these reminders.
9. Adding Intervention Strategies

Select and configure appropriate **Strategies** for the intervention by choosing the **Strategies** that will be used with this intervention from the drop-down list. This list will vary from one district to another based on the district’s RTI process configuration.

10. APS Strategy Drop-down Options for Tier 1A Reading-Comprehension and Vocabulary

Available options in the drop-down are filtered by **Domain** and **Subdomain**, so the user will only see those **Strategies** appropriate for use with the previously selected **Domain** and **Subdomain(s)**.

11. Selected Strategy

Once a **Strategy** is selected from the drop-down, a description displays. It is possible to delete the selected **Strategy** using the ‘X’ button; use the **Add Strategy** button to indicate additional selections for use with this intervention.

12. User Configured Prescription Screen

After selecting a **Strategy**, configure the prescription for delivery by completing the number of minutes, times per week, and number of weeks that the **Strategy** will be used.
13. District Recommended or User Configured Prescription Screen

If the district configuration suggests a recommended prescription for Strategy delivery but also allows users to configure their own, the options display as in Figure 14. Select the desired option and configure if necessary.

14. District Recommended Prescription Screen

If the district configuration suggests a recommended prescription for Strategy delivery and does not give users the option of configuring their own, the option displays as in Figure 14.

Goals

15. Adding Goals

The Goals section functions much as Strategies described previously. A minimum of one Goal must be added to the intervention for use in Progress Monitoring.

Select and configure appropriate Goals for the intervention by choosing the Goals that will be used with this intervention from the drop-down list. This list will vary from one district to another based on the district's RTI process configuration.

Once a Goal is selected from the drop-down, it shows in the appropriate field. It is possible to delete the selected Goal using the 'X' button; use the Add Goal button to indicate additional selections for use with this intervention.

16. APS Goals Drop-down Options – Tier 1A Reading Comprehension and Vocabulary

Available options in the drop-down are filtered by Domain and Subdomain, so the user will only see those Goals appropriate for use with the previously selected Domain and Subdomain(s).
Once a goal is configured, a graphed aim line may appear, depending upon the goal type. The beginning and ending dates of the graph are based on the intervention start and end dates.

### 17. Creating a Goal

Goal types are determined during the district configuration process and one of four options is assigned to each Progress Monitoring tool – Numeric, Ratio, Rubric, or Text.

#### 18. Numeric Goal

![Numeric Goal Example](image)

#### 19. Numeric Goal – Target

![Numeric Goal Target Example](image)

#### 20. Numeric Goal – Growth

![Numeric Goal Growth Example](image)

An example of a Numeric Goal is shown in Figure 18. It can be developed as either a Target or Growth goal as shown above.
Actions
The Action Schedules section of the intervention creation screen allows users to determine which Plan Actions—those Actions attached to a specific intervention plan—should occur during the intervention period and when they will be scheduled.

Plan Actions are created, named, and attached to specific intervention levels to most closely replicate the existing RTI process during district configuration. For that reason the Action options shown in Figure 24 may not be the same for all districts. In this example there are two possible Actions that can be scheduled at the time the intervention is created—a Fidelity Review which is optional, and a Parent Contact which is required. Because the Parent Contact is required, the scheduling fields display immediately. If the user elects to schedule a Fidelity Review, he/she clicks the Schedule button.

21. Ratio Goal

22. Rubric Goal

23. Text Goal

24. Action Schedules

25. Schedule Fidelity Review
The user finishes scheduling all **Actions** by completing the fields provided. If an optional **Action** is configured but is no longer needed, use the **Remove** button to delete.

### APS Actions

<table>
<thead>
<tr>
<th>APS Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity Review</td>
</tr>
<tr>
<td>Parent Contact</td>
</tr>
<tr>
<td>Request for BEST Assistance</td>
</tr>
<tr>
<td>Request for IST Assistance</td>
</tr>
<tr>
<td>Request Retention</td>
</tr>
</tbody>
</table>

#### 26. Available Actions

All required **Actions** must be scheduled in order to save an intervention, however, optional **Actions** and multiples of required **Actions** can be scheduled at any time during the period of the intervention. That process will be discussed later in this section of the guide.

#### 27. Comment Field

The final section of the create intervention screen is optional and allows users to document any additional pertinent information. The field size is virtually unlimited; if the user fills the text box, it becomes scrollable in order to accommodate all the narrative. Users can elect to type directly into the box or copy and paste information from another source.

#### 28. Editing Toolbar

The editing toolbar provides options for formatting text and bullets, creating hyperlinks, and spell checking the text.

Once all required fields are complete, select the **Save** link at the bottom of the screen.

#### 29. Error in Saving

If an error message displays while trying to **Save**, scroll through the screen to find the icons indicating missing information.
30. Missing Information

Add or correct information and **Save**.

**Active Programs Screen**

The **Active Programs** screen shows details of a student’s current participation in special programs with options for users to document ongoing details.

The example shown in Figure 31 indicates
- A Tier 2 Intervention in Reading that ends October 29
- Assigned Interventionist – Dennis Crim
- Two overdue actions – Parent Contact and Fidelity Review
- Upcoming Progress Meeting scheduled for March 22
- Goal Progress Overdue as of January 24

Navigation links allow a user to
- **Start Program** – start a new special program
- **View History** of special programs involvement
- **Log Services** – add entries to a student’s log of services
- **View Service Log** – view history of service delivery
• Add Action to the current intervention
• Add Plan if the Tier 1 plan is not appropriate
• Add details of Parent Contact and Fidelity Review Actions
• Enter Goal Progress Scores
• View Details of the current intervention

Start Program

32. Start Program Link

To begin the process of moving a student into Response to Intervention or any other special program, click the Start Program link on the Programs tab.

View History

33. View History Link

Clicking the View History link provides the user an overview of all previous involvement in special programs with the ability to filter the list by date and type and links to view earlier events. The View Active Programs link returns the user to the screen displaying current data.
Log Services

34. **Log Services Link**

Clicking the **Log Services** link allows a service provider to document services delivered to a student. To view the log of previously entered documentation, select the **View Service Log** link.

35. **View Service Log Link**

Clicking the **View Service Log** link allows users to view all previously logged services within a specified **Start** and **End Date**. To add service encounters, select the **Log Services** link; to assign service providers, select the **Assign Service Providers** link.

**NOTE:** Additional information on **Services Log** functionality is provided in another section of this guide.

Add Action

36. **Add Action Link**
Adding an Action to an existing plan allows the user to schedule a new event related to the current intervention. Options available from the drop-down list are configured by the district. In the example above, the choices are Initial Parent Contact and Request for Assistance; the user selects the appropriate reason for the Action and clicks Next.

When the Request for Assistance screen displays, users document information related to the request in the comment field provided.

Formlets
A design feature in Enrich allows for the input of district-specific information by adding Formlets to Actions. Formlets are pre-configured groups of data fields designed to gather additional information where needed.

The presence of an Attach button on the screen indicates the need to expand the screen and provide additional information.
39. Expanded Screen

40. Save and Close Buttons
In the example above, additional referral data is required. Once all fields are complete, click **Save**. It is also possible to save the screen and return to complete remaining fields at a later time. Use the **Remove** button to retract the additional data fields if they are not needed.

41. **Outcome Information**

It’s important to return to the **Action** screen and complete the **Outcome** information once the outcome is known.

42. **Active Programs Screen – New Action Displays**

A record of the new **Action** now displays on the **Programs** tab and the student status has changed to **Pending**.
Add Plan

43. Add Plan Link

Adding a Plan allows users to move a student to a new plan or tier level.

44. Add Plan Screen

Available options for a new plan are part of the district configuration process; choices will vary from one district to another as well as be limited by user role. In this example the only option is a district plan named Total Transformation.

Documenting Parent Contact

45. Add Parent Contact

Click Add to document a parent contact. NOTE: The orange bar and shading indicate to users that the action is past due.

46. Add Parent Contact Reasons

Select a reason for the contact. These reasons are configurable by districts so this example may not match the options for other districts.
47. **Parent Contact Screen**

Document all details of the **Parent Contact, Save and Close.** **NOTE:** There is an active link to the **Tier 2 Intervention** associated with this contact for quick access to intervention details.

**Documenting Fidelity Review**

48. **Add Fidelity Review**

49. **Add Fidelity Review Reasons**
50. Documenting a Fidelity Review

Document all details of the Fidelity Review, Save and Close. **NOTE:** There is an active link to the Tier 2 Intervention associated with this review for quick access to the intervention details.

**Documenting Progress**

51. Add Goal Progress

To document progress from the Active Programs screen, click the Enter button for the selected goal.

52. Add Scores

The probe score entry dialog box displays so that scores can quickly be added without opening the intervention plan. Enter the date the score was taken using the XX/XX/XXXX format or the date picker feature. Once finished, click Save. **NOTE:** Documentation of progress toward goals can also be entered from the intervention screen. This process is described in the next section of this guide.
53. **Goal Progress**

Once scores are brought up-to-date and saved, the overdue prompt is gone and the **Goals Progress** section populates with information related to the entered scores. Another prompt now shows when the next progress should be documented.

Progress for all goals can be documented from the **Active Programs** screen.

**View Details**

Clicking the **View Details** button opens a screen that displays the entire intervention at a glance beginning with **Intervention Details**.

55. **Intervention Overview**
Scrolling down, users see a review of the **Schedule**, **Goals**, **Strategies**, and **Actions** selected when the intervention was originally created. **Action** details and **Progress Monitoring** can be documented by clicking the adjacent **Enter** links. Data entry screens will be the same as when **Actions** are documented using links from the **Active Programs** screen.

### Progress Monitoring

As described earlier in this guide, documentation of student progress toward goals can be added using **Enter** links from the **Active Programs** screen or by selecting the **View Details** button, scrolling to **Action Schedules**, and clicking **Enter**. When working from the **Intervention Details** screen, users will see progress graphed using dates of progress scores as data points on the graph. Graph displays may vary somewhat for the different types of **Goals** – **Numeric**, **Ratio**, **Rubric**, or **Text**.

56. **Progress Monitoring**

A graph displays for each **Goal** with an **Edit Scores** button that allows users to quickly make changes to previous probe entries or add additional scores. The graph legend describes what the shows on the graph including the original aim line, probes plotted by score date, trend line, and high and low projections. **Actions** related to this intervention are plotted by date below the graphs in order for users to gauge the impact an **Action** may have had on student progress. **NOTE**: If Norms have been entered by the District Administrator, these also will show on the graph.

57. **Comment Log**

At the bottom of the screen, users can view documented comments by clicking the **Edit** button, add comments using the **Add Comment** button, and delete comments using the **X**. **NOTE**: All options for viewing, adding, editing, and deleting comments are governed by permissions.
Common permissions for users are the ability to add comments and view/edit those comments they have created.

**Managing the Intervention Process**

Once an intervention is created, users have several management options available. The links display at the top of the review screen when the **View Details** link is selected from the **Active Programs** screen. **NOTE:** As with most functions in the Enrich® software, the options available to users are related to role permissions. For example, a user may have the ability to perform all actions except **Delete**, thus a user may not see all the icons displayed here.

58. **Intervention Management Options**

**End Intervention**

To end an intervention, select the **End Intervention** link and complete the required information in the dialog box including **Date**, **Result**, and **Recommendation** for moving forward. The options available in the result drop-down as well as the **Recommendations** are configured by the district so may not be the same for all users. Once fields are complete, click **Save**.

59. **End Intervention**

60. **Pending Action**

Based on the outcome selected when the previous intervention ended, the Active Programs screen now shows a Tier 2 Intervention pending.
61. Completed Intervention

The intervention continues to be viewable from the View History screen with the addition of an alert that indicates when it was completed, the Outcome, and Recommendation.

62. Add Action

Selecting the Add Action button allows users to select the desired Action and Reason and then document the Action details.
Add Comment

Select the Add Comment button to add a comment to the intervention Comment Log.

Edit Intervention

Clicking the Edit Intervention button opens the current intervention allowing users to edit any detail related to Date, Team, Strategies, Goals, Actions, and Comments.

Save

Select the Save link at the bottom of the screen to save any changes.

Delete Intervention

Click Delete Intervention to completely remove an intervention and then Ok to confirm the action. Once deleted, an intervention cannot be retrieved but must be completely recreated. NOTE: In many districts this option is only available for those with administrative access.
Batch Creation of Interventions

With Enrich®, it is possible to create the same intervention plan for multiple students at one time. This is done by creating and saving a report listing those students.

67. Dashboard Link – Reports

As an example, you may wish to create interventions for all students in Grade 3 who scored below a certain point in English Language Arts (ELA) on a selected assessment. Begin by creating, running, and saving a report with the appropriate criteria, or if the report already exists, select it from the Reports category on the user’s dashboard. **NOTE:** When hovering the mouse over a specific report, a brief summary of the report criteria displays.

68. View Report

Click the Create Interventions link at the top of the View Report screen.

69. Create Intervention Dialog Box

Make the appropriate choices for **Domain** and **Item**.
70. Step 1 – Define Intervention Plan

There are four steps in the process of creating Batch Interventions. Begin by completing the fields for Subdomains, Schedule, Team, Strategies, and Action Schedules as described previously when developing an intervention for a single student. Click Next to move to the next step.
71. **Step 2 – Enter Goals**

In **Step 2** Goals are created. On the top row of the table, the user enters default information for probes. You may then customize details for each student as with Aubrey Liebherr in this example. When **Goals** customization is complete, select **Next**.

72. **Step 3 – Generate Interventions**

**Step 3** asks if the user wants to create a student group in order to track these students together in the future. There are two options:

- Select **Included** and enter a group name for those students who will receive interventions
- Select **Excluded** if you wish to create a group for those students who are excluded from receiving interventions in this batch. Some students may be excluded from receiving interventions because they already have existing interventions in the same tier and domain

Any groups created here are personal to the user who created the batch of interventions. Click **Generate** to create the interventions.
73. Step 4 – Batch Interventions Created

When complete, a confirmation screen displays; select OK.

74. Teacher Dashboard

The Student Groups section of the Teacher Dashboard now displays the name of the batch intervention group just created.

Printing Interventions

75. Print Link

If necessary, interventions can be printed using the Print button available on the Intervention Details screen.
Review 5 – Response to Intervention

1. Explain the Tier structure for RTI.

2. Give one example of a Domain with appropriate subdomains.

3. List two examples of intervention actions.

4. Select a student and create a six-week Tier 2 intervention using one of the domains in the system. Back date the intervention start date appropriately so that it is eight weeks in length and scheduled to end four weeks from today.

5. Complete all actions assigned to the intervention and determine the outcome at the conclusion of the intervention.

6. Explain the process of creating an intervention for several students at one time.

7. Name and describe the four types of goals that can be developed within an intervention.

8. Explain how to find and review any previous interventions that have ended.
Individual Literacy Plans (ILP’s)

The Colorado Basic Literacy Act requires that all students read on grade level by the end of third grade. In order to meet that goal, many students require Individual Literacy Plans (ILPs) which define specific reading goals for each. ILPs can be developed and managed in Enrich® as described in this section of the guide.

Adding an ILP
To begin the process of creating an Individual Literacy Plan for a student, log in to Enrich® as previously described in this document.

1. **My Classes Link**
   - Click the appropriate student record from the Homeroom class on the Teacher Dashboard.

2. **Programs Tab**
   - Navigate to the Programs tab and click the Start Program link.

3. **Program Selection**
   - Select Individual Literacy Plan.

Click the appropriate student record from the Homeroom class on the Teacher Dashboard.
Select Individual Literacy Plan from the drop-down list and click Next.

4. Schedule and Team Fields

Date and Team
The date field populates with the current date but may be changed by using the date picker or manually using the format shown.

Select the name of the Team Lead by typing a name in the field provided. As the name is typed, staff names that match the typed letters begin to appear in a list; as more letters are typed, the results list is refined to meet the added criteria. These matches are pulled from the LDAP authentication list of district Enrich® users. When the desired name appears, the user clicks to select and the selected name fills the field. Follow the same process to add additional team members, and choose an appropriate role for each from the drop-down list. Team members can be deleted by clicking the . **NOTE:** Only the names of staff members who have successfully logged in to the program will appear in the LDAP list.

Goals

5. Supporting Documents

**Supporting Documents**

- Elementary ELD Continuum
- Elementary ILP Goals
- Secondary ELD Continuum
- Secondary Reading Continuum

**Division of Accountability & Research**

**ILP Goals**

Students read and understand a variety of materials.

- Use comprehension skills such as previewing, predicting, inferring, comparing and contrasting, gauging author's purpose, determining the main idea, and applying knowledge of text structure, inferences, authors' purpose, and other text features and structures.
- Make connections between their reading and what they already know, and identify what they need to know about a topic before reading about it.
- Adjust reading strategies for different purposes.
- Use word-recognition strategies and a variety of tactics such as phonemes, context clues, picture clues, word analysis, and word study clues; reference materials; models, previews, and summaries of words for comprehension.
Click the link of any of the Supporting Documents on the screen to display reference material used in configuring appropriate student goals.

Begin the process of creating a goal by highlighting and copying desired text from one of the Supporting Documents as shown above using the Copy/Paste function in Word¹.

6. Adding a Goal

Once the goal text is copied, select the Add New Option button adjacent to the desired goal area. When the box opens, place the mouse cursor in the box and paste the previously copied text. Click Ok to save the new goal.

7. New Reading Comprehension Goal

The saved goal now appears in the proper Goals category; Edit and Delete links in the upper right allow for additional changes as necessary.

Continue adding additional goals to any goal area using the above process until all necessary goals have been added.

¹ See Appendix A for Copy/Paste instructions.
8. **Strategies List**

Review the Strategies list and check each statement being recommended. Add implementation dates in the adjacent column using the date pick or manual entry.

9. **Completing the ILP**

Complete the ILP by adding information to the Review of Progress and Comment sections if necessary and Save.
10. Active Programs

After an ILP is saved, the user is automatically returned to the Active Programs screen where the ILP appears. To open and view or make changes to the existing ILP, select the View Details link.

Printing

11. Printing ILPs

To print an ILP, use the View Details link to open the plan and select the Print link in the upper right corner of the screen; a preview of the plan displays as a PDF document. All information entered in the Enrich® screens will print as well as a history of MONDO test scores and signature lines for Parent/Guardian, Teacher, and Principal, if needed.
Managing the ILP Process
Once an ILP is created, users have several management options available. The links display at the top of the review screen when the View Details link is selected from the Active Programs screen. **NOTE:** As with most functions in the Enrich® software, the options available to users are related to role permissions. For example, a user may have the ability to perform all actions except Delete, thus a user may not see all the icons displayed here.

### Individual Literacy Plan

| End Plan | Edit Plan | Edit Plan Team | Add Action | Add Comment | Delete Plan |

### 14. ILP Management Options

#### End Plan

![End Individual Literacy Plan](image)

Enter the outcome of this Individual Literacy Plan:

**End Date:** 3/5/2011

**Recommendation:** Continue ILP

- **End ILP**
- **Exit ILP**

[Save, Cancel]

### 15. End ILP

To end an ILP, select the **End Plan** link and complete the date field, select **Exit ILP** and click **Save**.
16. Active Programs

Once the process is saved, the Active Programs screen appears and a record of the ILP is no longer visible there. When an ILP ends, it becomes part of the student’s history. To see it, select the View History link.

17. View History Screen

A link to the ILP now shows on the Programs History screen. Click the hyperlink to open the plan and view or print.

18. Completed Plan

The banner at the top of the plan shows the start and end dates of the ILP. Editing of an ILP that has ended can only be done by someone with admin permissions.

Edit Plan

Click the Edit Plan link to open an existing Individual Literacy Plan and edit any data fields. Refer to directions for Adding an ILP to modify Team, Goals, and/or Strategies. Click Save to retain all changes. Print the new plan following the steps described previously.
19. Edit Team

If the only change to be made to an ILP is the names of the team members, select the Edit Plan Team link. Names can be added or deleted from the team screen without opening the plan itself. Save changes.

Add Action

Not used at this time.

Add Comment

Select the Add Comment link to add a comment to an ILP log without opening the plan itself. Save changes. To view/edit existing comments, select the Edit Plan link.

Delete Plan

Select the Delete Plan link to completely remove an ILP; confirm the action by selecting OK. Once deleted an ILP cannot be retrieve but must be completely recreated. **NOTE:** In most districts this functionality is only available for those with admin permissions.
Review 6 – Individual Literacy Plan

1. Individual Literacy Plans focus on which curriculum area?

2. Knowledge of which MS Word process is required when working with ILPs?

3. Under what course link on the Teacher Dashboard will you find the students who may need ILPs?

4. Where must a user go to view the details of an ILP that has ended?

5. Create an ILP for a first grade student and add goals in two separate areas.

6. True or False: A deleted ILP can be retrieved by a user with admin permissions.

7. Which of the following is not an area to be completed on the ILP screen?
   a. Goals
   b. Strategies
   c. Probes
   d. Comments
   e. Review of Progress
   f. Date

8. What has to happen for an ILP record to display on the Programs History screen?
Reports

Course Reports

1. My Classes – Teacher Dashboard

Opening any course or student group from the Teacher Dashboard screen displays a list of available Test Score and Grade Reports for the specified roster. To begin, select a report from the right side of the screen.

2. Student Groups-Teacher Dashboard

3. Course Roster

Test Score Reports

Performance Groups (One Score)

4. Test Score Report 1
Use this report to see a roster of students divided into sub-groups based on one selected score. You will see the students grouped into columns based on the selected score. It is recommended that you pick level scores or those that have no more than eight values.

When you select this option, the **Performance Group Report** page appears allowing the user to select the test, administration, and score to be viewed.

5. **Performance Groups (One Score) Criteria Screen**

   Select criteria from the drop-down lists. The **Test** field (1) must be populated first in order to have options for the next two fields; all three fields must be populated by a drop-down selection. Click **Run** when criteria are complete.

6. **Performance Groups (One Score) Results**

   The student course roster displays at the bottom of the screen grouped into columns based on the selected score. Select a name or score to view all test links for the specified student.
7. Student Test Results Screen

Select the specific test and administration.

8. Student Test Detail Screen

Scroll down to see a complete view of the student’s detailed test results.

9. Test List for Aurora Public Schools

Performance Reports (Two Scores)

10. Test Score Report 2
Use this report to see your students divided into sub-groups based on two selected scores. You will see the students grouped into columns based on the first selected score, and rows based on the second selected score. This report is useful for comparing two different tests, or for showing change between two different administrations of the same test.

11. Performance Groups (Two Scores) Criteria Screen

When selecting the two scores option, enter all criteria (all 6 fields must be populated with a selection from the drop-down options) and click Run to view the report results.

12. Performance Groups (Two Scores) Results

Continue to drill down to individual student results as for the Performance Groups (One Score) described previously.

Class Score Sheet

13. Test Score Report 3

The Class Score Sheet provides a grade book view of a single test administration.
14. Class Score Sheet Screen

After selecting the desired test and administration information, the **Class Score Sheet** screen displays. Users can make and save changes in any of the score fields for any student. This report can also be exported to Microsoft Excel. **NOTE:** Your district may use the class score sheet to enter and edit scores for certain tests that are not centrally scored. Check with your school or district administrators for more information.

15. MS Excel File Download Screen

Selecting the **Export** button will prompt the user to **Open** or **Save** a new file in MS Excel.

16. Excel Document Created
Custom Report

17. Test Score Report 4

Select the link on the right side of the screen for to configure a Custom Report. All Custom Reports relate to student Test Scores.

18. Create New Report Screen

When the Create New Report Screen opens, choose Test Scores and then Next and configure each section of the report template to meet your requirements.

19. Naming a Custom Report

Type the name for your report in the field provided by overwriting the existing text.

20. Information by Student

Select to display information either by Student or Summarized by a specific category.
21. Options Screen

If the information is to be displayed by student, the user can add columns to the report to display additional information, add filters to limit results, and add options to existing filters. In the example above the report will display student’s **First and Last Names** and be filtered by **Gender** with the option of **Female** and **Class** with the option of **13016000-04 - W HIST**.

Existing **Columns** and **Filters** can be deleted using the delete button.

22. Add Columns Screen

Add columns by clicking the **Add Columns** button, select as many options as desired by checking appropriate boxes, and click **Done** when finished.

23. Adding Columns – APS Options
24. Add Filter Screen

25. Operator Options for Gender Filter

Add filters by clicking the Add Filter button, select a filter category from the drop-down list, choose the appropriate operator and values, and click Done when finished. It is possible to indicate with a check that the user wishes to Select value when running report rather than selecting it as part of the template. This option provides more flexibility at the time a report is actually run. **NOTE:** Unlike adding columns, multiple filters must be added one at a time.

26. Add Filters – APS Options

27. Information Summarized By

When choosing to display information using the Information Summarized by option, there is no option to display additional columns; data categories are selected from the drop-down lists which are identical to the filter options shown in Figure 26 above.

28. Options Screen
The Add Filter button allows for adding filters and filter options as described above selecting from the same filter options list as in Figure 26.

29. Select Text

Click the Add Test Administration link and select desired test from the drop-down list.

30. Test Options – APS

31. Adding Test Administration to Custom Report

Once the desired test is selected from the drop-down, a screen displays allowing the user to select the specific administration date from a drop-down list of all available administrations. All data fields to be included in the report are selected by checking appropriate boxes; click Done.
32. Test Scores to Display on Custom Report

Columns and filters can be added by using the links provided; additional test administrations can be included, and tests and existing columns can be deleted.

33. Report Sharing

Once the test configuration is complete, the final question in creating a Custom Report template is whether or not to share the report.

34. Sharing Options
If the user wishes to share the report, select the **Share this report** box. Two options now display – with whom to share the data and what security level is used in viewing the data.

- **People**
  - Share with all Enrich® users or
  - Share with specific people

35. **Selecting People to View the Report**

If the user elects to share with specific people, the next screen allows them to select a group or individuals.

36. **Add Groups**

Select the **Add a group** radio button, click **Next**, and check all groups of users (roles) that should be able to view the report template; click **Add**.
The groups selected will display on the **Custom Report** configuration screen.

### 38. Add Individuals

If preferred, the user may elect to share the Custom Report template with individual users rather than groups of users. Select the **Add an individual** radio button and click **Next**. Individuals can be added by searching for **Last** and/or **First Names** or by **School**. If multiple results are returned as a result of the search criteria, checkboxes are marked to identify those selected.

### 39. Results of Search

Select all users who will have permission to view the **Custom Report** template; use the **All** box at the top of the column to select all results or use individual checkboxes to select specific names.
40. Selected Individuals Display

- Security
  - Security of the report creator
  - Security of the report viewer

Once the user determines whose security permissions will be used in viewing the report data, select the Run button at the bottom of the screen.

41. Custom Report Configuration

A Custom Report configuration completed as shown above, results in the report below.
42. Custom Report

Tool buttons displayed at the top of the report allow users to **Edit Criteria**, **Save**, **Save As...**, **Print**, **Export** (to Excel), **Add to student group**, and/or **Create Interventions**. NOTE: Tool options are available based on user permissions; some user groups may not see all seven options.

- **Edit Criteria** – opens the **Edit Report Criteria** and allows adjustment of any of the criteria categories
- **Save** – saves the report as a **Favorite** on the dashboard screen
- **Save As...** – allows the user to save a copy of the report and rename it
- **Print** – prints hard copy of the report as it displays on the screen
- **Export** – allows the user to export the report data to an Excel document
- **Add to student group** – allows user to add all students in the report to be added to an existing student group or a new group named by the user
- **Create Interventions** report– allows user to develop an intervention for a batch of students at one time

When the **Create Interventions** action is available at the top of the screen, follow the instructions below to develop an intervention and assign multiple students.
43. Create Batch Intervention

Additional details of developing interventions are available in another section of this guide.

Grade Reports

All Students and Grades

44. Grade Reports – All Students and Grades

Selecting Grade Reports displays a list of students in the class and a graph of their performances for the quarter. In this view, all students are showing on the grid because the All Students box is checked.

NOTE: Only those students who have grades in the software will display on this graph.
46. Single Student Results

It is possible to view the performance graph for just one student by placing a check in the corresponding student box.

47. Additional Student Results

The graph changes as more students are selected. If one student name is highlighted when all are displayed, the line representing his/her grades darkens to become more distinct.
Class Average Comparison

The class performance graph displays, and the user has the option to see with no comparative data, with class percentiles, school percentiles, and district percentiles.

Teachers Tab

The same list of Test Score Reports and Grade Reports displays when the Teachers tab is selected. Also under the Teachers tab is a list of the teachers who are assigned to the class.
Review 7 – Course Reports

1. Where does a user find a list of Test Score Reports or Grade Reports in Enrich®?

2. Which would be the best report to use in comparing a student’s performance on the same test from one year to another?

3. On any screen with the Export button, it is possible to export data to MS Excel. (True or False)

4. Select a class and create a custom report that shows a list of the female students in the class. Explain the process you used.

5. What information is found using the Teachers tab?

6. When creating a Class Average Comparison Report, the class data can be compared to what three values?

7. Describe the process of creating an intervention for a group of students at one time.

8. List the seven tool options available to a user once a Custom Report is run.
Summary Reports

On the Admin Dashboard there are two general reports available that provide data on any special program being managed in Enrich®. No matter the program, the reports function in the same manner.

- Current Summary Report
  - Number of students in each Tier or Plan Level
  - Active Plans filtered by 6 different criteria
  - Pending and Scheduled Actions
- Students Served and Movement

Current Summary Report

The Current Summary Report provides basic numeric data related to the numbers and percentages of students involved or not involved in a specific program.

Active Plans

By Domain
By Interventionist
By Planned End Date
By Progress Monitoring
By School
By Start Date
It displays the number of students involved in active plans with results filtered in one of six different ways. Click any hyperlinked number in the table to drill down and view the next level of information—a list of those students that fall into the selected category.

52. Active Plans

Click the View link for an individual student and view the plan details. Select the Change link to filter the data. Use the Export link at the top left of the screen to export the data to a csv file.

53. Pending/Scheduled Actions

Pending and Scheduled actions display in a table; clicking a specific number drills down to additional information. The Option column provides hyperlinks taking users directly to the appropriate actions.
Student Served and Their Movement Between Tiers

The Students Served report is only available if District is selected from the All Schools list on the Admin Dashboard; when individual campuses are selected, this report link is not available.

54. Admin Dashboard

55. Filter Criteria

Access this report using the Students Served & Movement link on the Admin Dashboard or toggle between the two summary reports by using the tab navigation.

The report allows users to filter by Start and End Dates, Status, Strategy, and School. Options available in the Status and Strategy drop-down lists are those previously configured by each district during the program setup process.
56. Report Results

**Percentages** display options
- Students served as percentage of enrolled students
- Students moved as percentage of served students

The **Legend** indicates data displays by school in three ways
- Students moved to less intense tier
- Students moved to more intense tier
- Students served by an intervention
Custom Reports
Custom reports can be created and managed from the Reports links accessible from either the Teacher or Admin Dashboard.

57. Reports Section of Dashboard

Users filter their report lists by Favorites, Personal Reports, or Received Reports. Hovering the mouse over a name opens a screen with summary data about the selected report. Clicking the report hyperlink opens the report for viewing and other management options discussed later in this section of the guide.

Reports View Filters
Reports marked with yellow stars are designated as Favorites. When Favorites is selected as the filtering option, all reports in the list display the yellow star icon.
Remove reports from the favorites list by clicking the star icon. When the icon is clicked to remove a favorite, it disappears from the Favorites list but remains viewable in one of the other lists – Personal Reports or Received Reports. A favorite can be added at any time from either of those two lists by clicking the white star icon; reports will not disappear from the Personal or Received lists but be designated favorites by the icon as shown in Figure 58; they will also now appear on the Favorites list.

Create Report

Begin a new report by clicking the Create Report link at the top of the Reports section on the dashboard.

Select the type of report to run from the category list; each choice will present different options to users.

- Assessments
- RTI Program History
- RTI Scheduling and Management
- RTI Strategy Effectiveness
- Special Education
61. Overdue Intervention Plans

**Report Templates** are pre-configured and ready to run when opened; they are ‘shared’ by the Enrich® system with all users who have the appropriate permission set, and as with all shared reports, they cannot be deleted. Although the filtering criteria for these templates can be edited, the initial filtering options have already been selected.

The example above lists the overdue intervention plans with student names hyperlinked to take users directly to a student’s **Profile** screen.

62. Report Action Icons

Action icons can be used with **Report Templates**; details are provided later in this section of the guide.
63. Name Report

Blank Reports offer no pre-determined criteria; the user develops each report ‘from scratch’ by making selections of Display Fields, Filters, and Filter Prompts. Choice options may vary depending upon the type of Blank Report selected.

The first step in creating a new report is assigning a name. A name that is as descriptive as possible makes the report more valuable to users when saved and/or shared.

64. Select Columns

Select columns by placing checks in the appropriate boxes.

65. Tool Tip

School
The current school of the student if the Meeting is active. Otherwise, the school as of the Meeting’s end date.
Hovering a mouse over a question mark provides additional information.

66. Menus Expand and Collapse

Use the Hide and Related buttons to collapse and expand menus; use the Related link beside a menu option to view additional choices. Clicking the Hide button collapses the list.

67. Add Button

Once all desired column names are checked, select the Add button at the bottom of the screen and choices display. Use the Select Columns link to add additional columns, use the ‘x’ icon to delete a column, and use the up and down errors to change column display order.

68. Select Filters and Filter Prompts
The next step in creating a report is to select desired Filters and Filter Prompts; filters define the information that appears in rows of a report.

69. Filter and Filter Prompt Lists

Filters and Filter Prompts are added using the same process as described for columns; click Add when selections are complete. Filter Prompts will prompt users to enter a parameter each time a report is run.

70. Refining Filters

Both Filters and Filter Prompts allow for the addition of Filter Operators which can further define the data to be gathered from the report; some Filter Operators provide Option lists where selections are checked. Click Add when Option selection is complete.

71. Click Add
72. **Select Sort Elements**

Sorting elements are selected in the same way as **Columns**, **Filters**, and **Filter Prompts**, but the only options available are those that were originally selected as **Columns** for display.

73. **Select Sort Direction**

Once selection is complete, click **Add**. Once the sorting elements are added, select the sort **Direction** from the drop-down list.

The final step in report creation allows the creator to determine whether or not to share the report with other users and if so, with whom.

74. **Report Sharing**

If the report is to be shared, check the **Share this report** box and determine who will be able to view the report.

- Share with all Enrich® users or
- Share with specific people
75. **Add People**

When electing to share a report with specific users, click the **Add People** link and indicate if the report is to be shared with a specific group or individual users.

76. **Sharing with Groups**

Select as many user groups as desired, and click **Add**.

77. **Display Groups**

The groups selected will display on the **Custom Report** configuration screen; additional groups can be added by using the **Add People** link, and groups can be deleted using the ‘x’ icon.

78. **Add Individual Users**

If the user elects to share the report with specific individuals rather than groups, select the appropriate radio button and click **Next**.
79. **Add Search Criteria**

Individuals can be added by searching for **Last** and/or **First Names** or by **School**. Identify the names of those who will see the report by checking the appropriate box(es) and click **Add**.

80. **Display Individuals**

The individuals selected will display on the **Custom Report** configuration screen; additional users can be added by using the **Add People** link, and users can be deleted using the ‘x’ icon.

81. **Add Search Criteria**

Some search criteria result in multiple results. When that occurs, select all users who will have permission to view the **Custom Report** template; use the **All** box at the top of the column to select all results or use individual checkboxes to select specific names and click **Add**.

82. **Display Individuals**

The individuals selected display on the **Custom Report** configuration screen; additional users can be added by using the **Add People** link, and users can be deleted using the ‘x’ icon.
83. Security Options

The final step in creating a report is to indicate with whose security permissions the shared parties can view the report.

- Security of the report creator
- Security of the report viewer

If the report is one that will change based on the permissions of the person viewing it, always use Their security permissions. Shared reports from other users are found in the Received Reports list; reports in this list can be marked as Favorites as previously described.

84. Run Report

Once all the above steps have been completed, Run the report.

85. Enter Date Parameter

If Date or any other Filter Prompts were selected (see Figure 69) when adding criteria, enter data to match the operator previously selected – in the case of Date - Is, Is Not, After, On or After, Before, On or Before.
Custom Report Example

Edit Report Criteria

What would you like to name your report?
Meetings Report for Selected School Before a Specified Date

What Information would you like to display?

Display Fields
Select the columns that will be displayed on the tabular report.

<table>
<thead>
<tr>
<th>Move</th>
<th>Column</th>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meeting &gt; Name</td>
<td>Meeting &gt; Name</td>
</tr>
<tr>
<td></td>
<td>Meeting &gt; School</td>
<td>Meeting &gt; School</td>
</tr>
<tr>
<td></td>
<td>Student &gt; Name</td>
<td>Student &gt; Name</td>
</tr>
<tr>
<td></td>
<td>Meeting &gt; Start Date</td>
<td>Meeting &gt; Date</td>
</tr>
</tbody>
</table>

Filters
Filter Criteria: Select the filters that will restrict what information will be displayed as rows.

Filter Prompts: Select the filters whose values must be specified when the report is run.

Would you like to share this report?
- Share this report
- Everyone can view the report
- Only certain people can view the report
- RTI District Administrator Users
- Add People

Sort By
Select the elements that the report will be sorted by.

Report Criteria

Meeting > School: Geeks Nidee School
Meeting > Start Date Before: 2018/12/11

Run Report
The custom report criteria shown in Figure 86 returns the following data.

<table>
<thead>
<tr>
<th>Meeting / IEP Meeting</th>
<th>Meeting &gt; School</th>
<th>Student &gt; Name</th>
<th>Meeting &gt; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Meeting</td>
<td>Gesche Middle School</td>
<td>Hooper, Bruno</td>
<td>11/5/2010</td>
</tr>
<tr>
<td>Eligibility Meeting</td>
<td>Gesche Middle School</td>
<td>Lubbock, Ana</td>
<td>11/2/2010</td>
</tr>
<tr>
<td>Eligibility Meeting</td>
<td>Gesche Middle School</td>
<td>Metonicoff, Valerie</td>
<td>2/10/2011</td>
</tr>
<tr>
<td>Eligibility Meeting</td>
<td>Gesche Middle School</td>
<td>Colarusso, Rachael</td>
<td>12/6/2010</td>
</tr>
<tr>
<td>Eligibility Meeting</td>
<td>Gesche Middle School</td>
<td>Lally, Julie</td>
<td>12/30/2010</td>
</tr>
<tr>
<td>General Meeting</td>
<td>Gesche Middle School</td>
<td>Hooper, Bruno</td>
<td>11/2/2010</td>
</tr>
<tr>
<td>General Meeting</td>
<td>Gesche Middle School</td>
<td>Hooper, Bruno</td>
<td>10/6/2010</td>
</tr>
<tr>
<td>General Meeting</td>
<td>Gesche Middle School</td>
<td>Hooper, Bruno</td>
<td>11/3/2010</td>
</tr>
<tr>
<td>IEP Meeting</td>
<td>Gesche Middle School</td>
<td>Ayo, Katie</td>
<td>2/10/2010</td>
</tr>
<tr>
<td>Manifestation</td>
<td>Gesche Middle School</td>
<td>Lubbock, Ana</td>
<td>1/14/2011</td>
</tr>
<tr>
<td>Determination Meeting</td>
<td>Gesche Middle School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Meeting</td>
<td>Gesche Middle School</td>
<td>Lally, Julie</td>
<td>12/29/2010</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Tutal, Savier</td>
<td>2/15/2011</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Cheeneve, Joy</td>
<td>10/7/2010</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Colarusso, Rachael</td>
<td>10/15/2010</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Ducking, June</td>
<td>1/5/2011</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Trupp, Ashley</td>
<td>2/25/2011</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Metonicoff, Valerie</td>
<td>12/6/2010</td>
</tr>
<tr>
<td>Referral Meeting</td>
<td>Gesche Middle School</td>
<td>Pinchback, Salutorre</td>
<td>2/1/2011</td>
</tr>
</tbody>
</table>

86. Meetings Report for Specified School
87. Action Icons

After a report runs, action icons display at the top of the report screen allowing users to perform specific actions.

- **Edit Criteria** – change report name or any other criteria category(ies)
- **Save** – saves the report using the name on the report criteria screen
- **Save As...** – prompts user for a new name
- **Print** – prints hard copy of the report as it displays on the screen
- **Export** – export report data to csv file format for import into a MS Excel spreadsheet
- **Add to student group** – add selected students in the report to an existing student group or a new group created by the user
- **Create Interventions** – enables the user to develop an intervention for a batch of student at one time, a process previously described in this guide.

**NOTE**: Tool actions are available based on user permissions; some user groups may not see all seven options.

88. Manage Reports

View or manage all existing reports by clicking the **Manage Reports** link at the top of the **Reports** section on the dashboard.

89. Report List

A list of all saved reports including those shared by others displays on the screen.
Delete a Report
To permanently remove a report, check the box to the left of a report and click the Delete button at the bottom left corner of the reports list.

Users may only delete their own reports – those that show their names in the Owner column. Reports that are shared by someone else are displayed with that user’s name in the Owner column and can only be deleted by the original creator.

**NOTE:** Only those users with appropriate permissions can delete reports.
Review 8 – Summary and Custom Reports

1. Name two summary reports that can be run from the Admin Dashboard.

2. List four areas of configuration when creating a custom report.

3. What are the two options available when sharing reports with individual users?

4. What security is recommended when sharing a report that will change based on a user’s role?

5. How can a user designate a report as a favorite?

6. Explain the difference between a report template and a blank report.

7. Create and run a report that shows all meetings held at your campus since the beginning of this school year.

8. Create and run a report that lists RtI and ILP team leaders and their assigned students.
Appendix

Copying and Pasting from MS Word

Copying and pasting text from a Word document can be done in using the right mouse button or using keyboard shortcuts. The first step in using either process is to highlight the desired text by clicking at the beginning of the section to be copied with the left mouse button and while holding the button down, dragging through the text to the end of selection. When the mouse button is released, the area is highlighted.

- Right Mouse Button
  - Click the right mouse button anywhere in the highlighted section and select **Copy** from the menu list that appears.
  - The highlighted text has been copied to the Word clipboard.
  - Click the left mouse button where the new text should appear.
  - Click the right mouse button and select **Paste** from the menu list that appears.
  - All copied text is now in the new location and can be edited as desired.

- Keyboard Shortcuts
  - Once text is highlighted, hold down the **Control** key on the keyboard and press **C** (Ctrl+C); this transfers the selected text to the Word clipboard.
  - Click the left mouse button where the new text should appear.
  - Hold down the **Control** key on the keyboard and press **V** (Ctrl+V); this copies the selected text to the new location.
  - All copied text is now in the new location and can be edited as desired.