1. Log into Enrich (https://enrich.aps.k12.co.us) using your Windows Username and Password that you use to log into your computer in the morning (see above); please note that this address will allow you to access Enrich from home or work.

2. Select your school from the drop-down menu (see above).

3. Click on your “Homeroom” class under “My Classes” to display your class roster if you are an elementary teacher, or if you are a secondary teacher, click on your different classes to see your class rosters (see below).
4. The “purple flashlight” icon next to a student’s name (see below) indicates the student has a special program that you should be aware of (ILP or RtI).

5. Hover over the student’s name to display the “At-a-Glance Box” (see below), and look under “Special Programs” to see if they have an ILP or RtI plan.

6. Click on the student’s name to view the student’s record; this takes you to the student’s “Profile” tab and basic demographic information (see below).
7. Select the “Test Scores” tab to see assessment data (see below).

```
<table>
<thead>
<tr>
<th>Administration</th>
<th>Grade</th>
<th>Composite</th>
<th>English</th>
<th>Reading</th>
<th>Writing</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 May</td>
<td>11</td>
<td>17</td>
<td>14</td>
<td>16</td>
<td></td>
<td>17</td>
<td>30</td>
</tr>
</tbody>
</table>
```

8. Select any test administration year (blue hyperlink; see above) to display more information about that assessment (see below).

```
2009 CSAP
Grade: 10  School: Rangeview High  Date: 3/8/2009
```

```
Demographics
Score
In School Continuously Enrolled 1 Year: Yes
In District Continuously Enrolled 1 Year: Yes
```

```
Reading
Scale Score: 666
Performance Level: Proficient
Thinking Skills
Scale Score: 657
Performance Level: Proficient
```

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9. Select the student’s “Transcript” tab to see a history of enrollment in APS (see below).

10. Select the “Programs” tab to access an ILP (Individual Literacy Plan) or an RtI (Response to Intervention) Plan. Click on “View Details” to see details of either ongoing ILP or RtI plans, or click on “View History” to see historical ILP or RtI plans (see below).
11. How to Enter an RtI Intervention Plan:
Click on the “Programs” tab and then click on “Start Program” (see below).

12. From the “Program” drop-down menu, choose “Response to Intervention” and then choose your “Domain” and “Item” from those drop-down menus; click on “Next” (see below).
13. Now begin creating the intervention by choosing a “Subdomain,” starting and ending dates of the intervention for your “Schedule,” and by entering names of “Other Team Members” if applicable. (Team members are typically those staff members who know the student). **Be sure to enter your name in the “Interventionist” box (see below).** Enrich uses a “smart-search” process so start typing your/another teacher’s name in the box(es) and then choose the correct name from the choices that will appear; please note that a teacher must have logged into Enrich for their name to appear.

14. You must also choose options from the “Strategies” and “Goals” drop-down menus (see below). Please note that if you choose “Monitoring Notes” from the “Goals” menu, you will **not** be able to utilize the graphing capability of Enrich.
15. Next, you must decide how often you will do a “Fidelity Review” and a “Parent Contact” in the “Action Schedules” section. Also, make note of any additional information in the “Comment” box that you think would be helpful for the IST or subsequent teachers of the student (see below).

16. Remember to SAVE your work (see above).

17. Last, but not least, remember to go back into this intervention periodically to add the data/monitoring notes you have been collecting and to enter your fidelity reviews and parent contacts. You can do this by pulling up the student, clicking on the “Programs” tab, clicking on “View Details,” scrolling down to the “Action Schedules” box and clicking on the blue “Add” hyperlinks for “Fidelity Review” and “Parent Contact.” To progress monitor and add new data, click on the blue “Enter” hyperlink next to “Probe.” If you originally chose “Monitoring Notes” as a goal or if you wish to add more comments, click on “Add Comment” either at the top of the screen or under the “Comment Log” and a box will appear where you can enter progress monitoring data and notes.

If you need further assistance, please contact the RtI Coordinators:

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