

Goals

See attached graph

Major Milestones or Short Term Objectives/Dates Expected <small>(Required for students assessed against alternate achievement standards)</small>	Comments/Progress Notes/Dates Achieved

Goal #: 1 **Progress Report**

1 = This goal has been met.
 2 = Progress has been made towards the goal. It appears that the goal will be met by the time the IEP is reviewed.
 3 = Progress has been made towards the goal but the goal may not be met by the time the IEP is reviewed.
 4 = Progress is not sufficient to meet this goal by the time the IEP is reviewed. Instructional strategies will be changed.
 5 = Your child did not work on this goal during this reporting period (provide an explanation to the parents).

1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

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Sections

To begin the graph, click the “Graph Setup” button at the bottom of the Goal Page or the “Enter Graph/Progress Monitoring Data” button on Goals Overview.

The screenshot shows a 'Graph Setup' interface with the following elements:

- Title:** Graph Setup *Jump To Scores* ▾
- Buttons:** Save Only, Save and Graph >>
- Y Axis Label:** _____
- Minimum Y Score:** _____
- Maximum Y Score:** _____
- Interval:** 1 ▾
- Starting Date:** _____ [calendar icon]
- Ending Date:** _____ [calendar icon]
- Include Summer Months:**
- Link:** << hide options (circled in red)
- AIM LINE** ⓘ
- Goal Starting Point:** _____
- Goal Ending Point:** _____
- Color:** Black ▾
- Line Type:** Dash ▾
- DATASET "A"**
- Legend Text:** _____
- Data Line Color:** Black ▾
- Data Line Type:** Dash ▾
- Data Point Shape:** triangle ▾
- Trend Line Color:** Black ▾
- Trend Line Line Type:** ⓘ Dash ▾
- DATASET "B"**
- Legend Text:** _____
- Data Line Color:** Black ▾
- Data Line Type:** Dash ▾
- Data Point Shape:** triangle ▾
- Trend Line Color:** Black ▾
- Trend Line Line Type:** ⓘ Dash ▾

The Graph Set Up Screen contains data fields and other appearance choices which will determine the look of the graph. It also has “helper links” that give the definition of certain graph elements.

Some items are required while many, such as line colors, patterns, and data point shapes, are optional. These options may be hidden or displayed depending on the preference of the user. The preference is controlled by the “hide options” and “show options” links.

The following pages describe the items used most often.

Graph Setup Screen - Part 1

The screenshot shows the 'Graph Setup' interface. At the top, there is a title 'Graph Setup' with a 'Jump To Scores' dropdown and two buttons: 'Save Only' and 'Save and Graph >>'. Below this are several input fields: 'Y Axis Label' (1), 'Minimum Y Score' (2), 'Maximum Y Score' (2), and 'Interval' (2). There are also 'Starting Date' (3) and 'Ending Date' (3) fields with calendar icons, and an 'Include Summer Months' checkbox. A section for 'AIM LINE' includes 'Goal Starting Point' (4), 'Goal Ending Point' (4), 'Color' (4), and 'Line Type' (4) dropdowns. Below that are two sections for 'DATASET "A"' and 'DATASET "B"', each with a 'Legend Text' field (5 and 6) and dropdowns for 'Data Line Color', 'Data Line Type', 'Data Point Shape', 'Trend Line Color', and 'Trend Line Line Type'.

1. **Required: Y Axis (vertical) Label:** Describe the units of measurement (i.e., as Percent Correct, Words per Minute)
2. **Required: Y Axis Scores:** Top and bottom numbers for the vertical scale, and the interval between (i.e., Percent Correct would most likely be 1 to 100 with interval of 10). Keep in mind the scale must be broad enough to encompass the Aim Line starting and ending points described in Item 3.
3. **Required:** The **Starting Date** might be the IEP meeting date and **Ending Date** might be one year later.
4. **Required: Aim Line** starting and ending points: The Aim Line shows the expected rate of progress that a student needs to make in order to accomplish the goal. The starting point would most likely be the baseline score/percentage and the ending point would be the goal score/percentage.
5. **Required: Legend Text for Dataset A:** Describe what is being measured (i.e., Words per Minute, Comprehension Questions)
6. **Optional: Legend Text for Dataset B:** If you choose to graph two sets of data, describe what is being measured in the Data Set B Legend text field. The measurement methods for Dataset B must fall within the parameters for Dataset A.

Graph Setup Screen - Part 2

BASELINE/PHASELINE OPTIONS

Baseline Color: Baseline Line Type:

Phase Line Color: Phase Line Line Type:

PRINT OPTIONS

Graph Legend Location: Right Bottom

Printed Paper Size: Letter Legal

TREND OPTIONS

Number of Trend Line Points: Seven Nine Twelve

NORM DATA (25%)

Dist/bldg 25% Norm level of acceptable performance of goal area

None

One _____

Four _____

1st Norm 2nd Norm 3rd Norm End Norm

NORM DATA (50%)

Dist/bldg 50% Norm level of acceptable performance of goal area

None

One _____

Four _____

1st Norm 2nd Norm 3rd Norm End Norm

- 7. Required:** The **Legend** is an explanation of the various line colors, patterns and data point shapes, and what each one represents. Choose the paper size for the graph and where the legend should be placed on the printed page.
- 8. Required:** The **Trend Line** is automatically drawn over the first 7, 9, or 12 data points (that are not more than 30 days apart or interrupted by a phase line or base line), depending on the choice made here. The line shows the trend, or direction, of growth.
- 9. Optional: District/Building Norms** give a graphic representation of the target range in relation to peers. This feature may only be used when norms have been established.

Graph Setup Screen - Part 3

Goal Results (optional) [Jump to Top of Page](#)

Goal Results
 Goal Area: (none selected) Progress: (none selected) Status: (none selected)

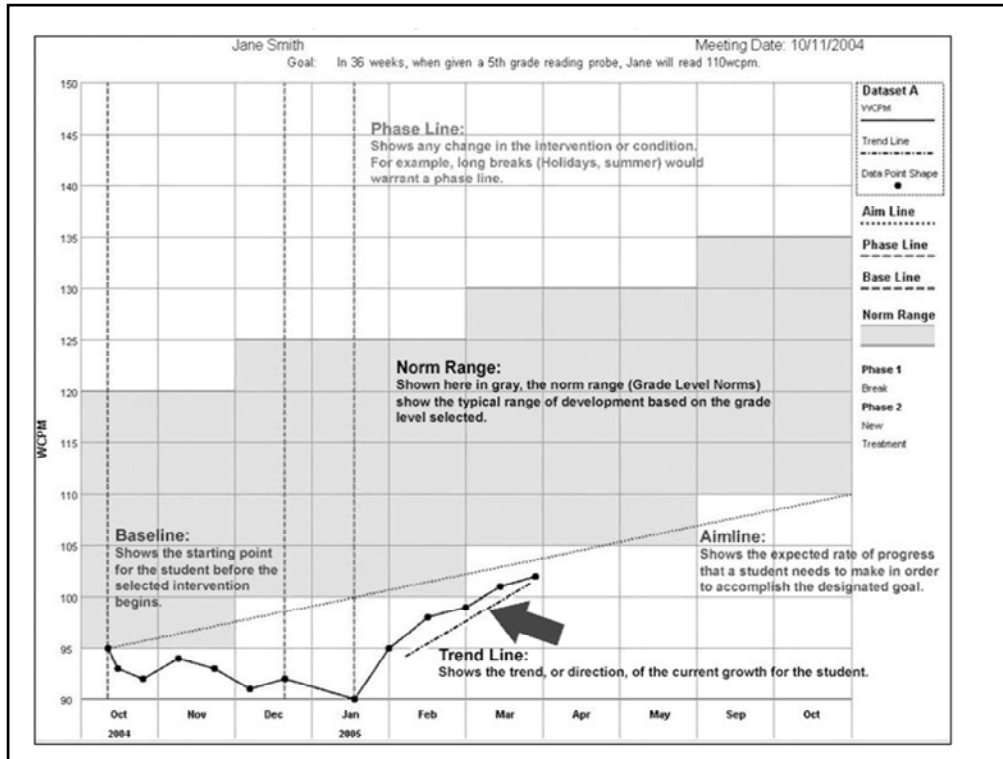
Graph Score Data [Jump to Top of Page](#)

Save Only Save and Graph >>

Date	A	B	Comment	Base Line	Phase Line	Phase Line Description
				<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	
4				<input type="checkbox"/>	<input type="checkbox"/>	
5				<input type="checkbox"/>	<input type="checkbox"/>	

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- 10. Goal Results (Optional):** This section will not be completed until the end of the goal period (if required by your district).
- 11. Optional:** If you are entering multiple scores at one time, you may choose a number of blank lines to be created as a time-saving measure.
- 12. Required: Dates and Scores for Dataset A.** You MUST NOT leave any blanks between dates and there MUST be a score for each date.
- 13. Optional: Dates and Scores for Dataset B.** If you choose to graph two sets of data, measurement methods for Dataset B must fall within the parameters set for Dataset A.
- 14. Required:** The **Baseline** shows the starting point for the student before the selected intervention began. Click the checkbox at the date of the baseline measurement.
- 15. Optional:** The **Phase Line** indicates an instructional change or interruption. Click the checkbox and type in a brief description of the change.
- 16.** Click the “Save and Graph” button to save and create the graph.



Voila! The completed graph!