

# Steps to how to set up and print out Data Collection sheets

1. After the Annual Goal Process has been completed in the Goal Manager, either click on the green button under Data Collection **OR** the green Collection Form button at the top of the Goal IEP Content printing page.

#	Goal Name	Edit Rubrics	Define Goal Behavior	Annual Goal	Goal IEP Content	Data Collection
<b>Transition Plan (2013-14-2)</b>						
<a href="#">1</a>	<a href="#">Advocate for self</a>					

**OR**

Goal Rubric
Goal Behaviors
Annual Goal
Goal IEP Content
Collection Form

Close

Print Content

2. Choose if you would like to print a goal data format or rubric data format by clicking in the radio button.

**\*Goal Format** is the measurement of goals, objectives, and/or measurement details with criteria and trials.

**\*Rubric Data Format** is the measurement of goals/objectives and/or measurement details using the rubric format of scoring options.

Goal Rubric
Goal Behaviors
Annual Goal
Goal IEP Content
Collection Form

Cancel
Close

Data Collection Format:  Goal Data Format  Rubric Data Format

**Advocate for self**

Have a realistic view of self

Describe what is important to self

Recognize situations that require self-advocacy

Be aware of legal and civil rights

Advocate for self when appropriate

Evaluate situations and decide whether self advocating is worthwhile

Make a plan for successfully advocating for self

3. Complete the sequence until finished or Choose a Completed Layout then click Print Preview to view the print or Print to for the pdf version.

# Goal Data Format

- \*All of the behaviors chosen as goal, objectives/benchmarks, and measurements come in selected. To deselect behaviors, uncheck the box to the left of the behavior.

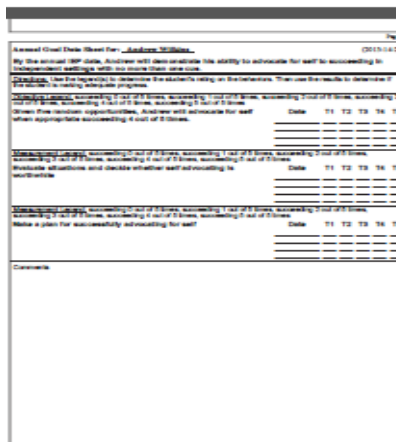
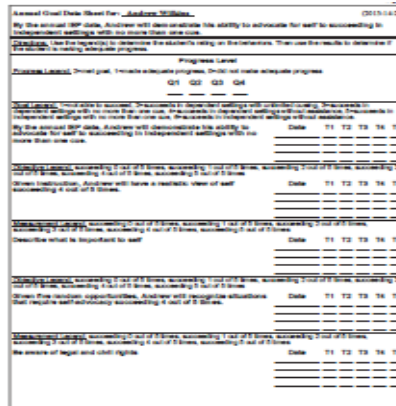
\*The default Trials and Trial Prefix are set to 5 and T. To change these, click in the box corresponding box and type your changes.

\*The scale selected on the "Annual Goal" generation screen is the scale that will come in by default. If a scale was not selected for one or more behaviors or if you would like to change your scale selection, use the dropdown to the right of the scale.

Check the lines which should be included for marking. Uncheck the ones you do not want to mark.

<a href="#">Check all</a>   <a href="#">Uncheck All</a>	Trials	Trial Prefix	Marking Scale
<input checked="" type="checkbox"/> Advocate for self	5	T	Choose a Scale...
<input checked="" type="checkbox"/> Have a realistic view of self	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Describe what is important to self	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Recognize situations that require self-advocacy	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Be aware of legal and civil rights	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Advocate for self when appropriate	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Evaluate situations and decide whether self-advocating is worthwhile	5	T	Fifths (succeeding X out of 5 times)
<input checked="" type="checkbox"/> Make a plan for successfully advocating for self	5	T	Fifths (succeeding X out of 5 times)

- Click on **Print Preview** to view how the data collection sheet will look when printed. \* Every time a change is made click **Print Preview** to view the "new" print.



3. **\*Optional** - Click on **More Options** to change the progress scale, headings, and legend, scale legend, customize the directions, font size, and/or delete page numbers.

\*To change the progress scale, use the dropdown.

\* To edit the progress headings, legend, or scale legends, click in the green rectangles and type your changes.

\* To edit the directions, check the customize directions box and then type your changes click in the gray rectangle.

Progress Scale:	Progress
Progress Headings:	Number of Periods: 4    Heading Name: Q
Progress Legend:	2=met goal, 1=made adequate progress, 0=did not make adequate progress
<b>Scale Legend</b>	
<b>Advocate for self</b>	1=not able to succeed, 2=succeeds in dependent settings with unlimited cueing, 3=succeeds in dependent settings with no more than one cue, 4=succeeds in dependent settings without assistance,
Have a realistic view of self	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Describe what is important to self	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Recognize situations that require self-advocacy	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Be aware of legal and civil rights	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Advocate for self when appropriate	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Evaluate situations and decide whether self-advocating is worthwhile	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Make a plan for successfully advocating for self	succeeding 0 out of 5 times, succeeding 1 out of 5 times, succeeding 2 out of 5 times, succeeding 3 out of 5 times, succeeding 4 out of 5 times, succeeding 5 out of 5 times
Directions:	Use the legend(s) to determine the student's rating on the behaviors. Then use the results to determine if the student is making adequate progress.
Print Options:	<input type="radio"/> 9 Points <input type="radio"/> 10 Points <input checked="" type="radio"/> 11 Points <input type="radio"/> 12 Points <input type="checkbox"/> Uncheck to proceed with printing, even if it exceeds one page. <input checked="" type="checkbox"/> Check to put Page Numbers on each page.

4. **Optional**- Click on **Save Layout** to save this layout to your completed Goal Data Format Layouts to use in the future.

\*Page and Objective Titles, Trials, Trial Prefixes, Progress Scale, Progress Headings and Legend, Scale Legends, Customized Directions, and Print Options are saved in the Layout.

Enter the Print Layout Name and click **Submit**.

**Save Print Layout** ✕

Enter a name for your Print Layout:

5. Click **Print Preview** to view the print, **Print** to print a pdf of the rubric. Click **Cancel** to leave the screen without saving.

# Goal Data Format

1.  or

2. \*If you selected a **Completed Layout**, click **Print Preview** to view the print or **Print** to for the pdf.

Data Collection Format:  Goal Data Format  Rubric Data Format Whole and Parts

Scale:

Totaling Scores:  Whole Rubric and Parts  Whole Rubric Only  Parts Only  No Totaling

Progress Headings: Baseline Name:  Number of Headings:  Heading Name:

Directions:  Customize Directions Use the legend(s) to determine the student's rating on the behaviors. Then use the results to determine if the student is making adequate progress.

Legend: 5=Exceeds, 4=Above, 3=Meets, 2=Approaching, 1=Not Close

[Print](#) [Cancel](#) [Print Preview](#) [Add/Remove Scoring](#) [Save Layout](#) [More Options](#)

Planning for Success Page 1

Advocate for self					
Name	Andrew Wilkins		Date		
<b>Directions:</b> Use the legend(s) to determine the student's rating on the behaviors. Then use the results to determine if the student is making adequate progress.					
<b>Legend:</b> 5=Exceeds, 4=Above, 3=Meets, 2=Approaching, 1=Not Close					
<b>Have a realistic view of self</b>	<b>B</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
• Describe what is important to self	_____	_____	_____	_____	_____
Subtotal for Group	_____	_____	_____	_____	_____
Exceeds=5-5   Above=4-4   Meets=3-3   Approaching=2-2   Not Close=1-1					
<b>Recognize situations that require self-advocacy</b>					
• Be aware of legal and civil rights	_____	_____	_____	_____	_____
Subtotal for Group	_____	_____	_____	_____	_____
Exceeds=5-5   Above=4-4   Meets=3-3   Approaching=2-2   Not Close=1-1					
<b>Advocate for self when appropriate</b>					
• Evaluate situations and decide whether self advocating is worthwhile	_____	_____	_____	_____	_____
• Make a plan for successfully advocating for self	_____	_____	_____	_____	_____
Subtotal for Group	_____	_____	_____	_____	_____
Exceeds=9-10   Above=7-8   Meets=5-6   Approaching=3-4   Not Close=2-2					
Total Number of Points	_____	_____	_____	_____	_____
Exceeds=18-20   Above=14-17   Meets=10-13   Approaching=6-9   Not Close=4-5					
Comments					

\* If you **selected a Scale**, complete the sequence (below), then click **Print Preview** to view the print or **Print** to for the pdf .

a. Select a scale

Data Collection Format:  Goal Data Format  Rubric Data Format 2

Scale:

b. Choose a totaling option

Totaling Scores:  Whole Rubric and Parts  Whole Rubric Only  Parts Only  No Totaling

c. If desired, Customize Progress Headings, Directions, and/or Legend by clicking into the appropriate boxes and typing your changes.

Progress Headings: Baseline Name:  Number of Headings:  Heading Name:

Directions:  Customize Directions Use the legend(s) to determine the student's rating on the behaviors. Then use the results to determine if the student is making adequate progress.

Legend:

d. If desired , Add/Remove Scoring lines by clicking the **Add/Remove Scoring** button and checking/unchecking the boxes in front of the behaviors.

Check the lines which should be included in the marking column. Uncheck the ones you do not want included.

[Check all](#) | [Uncheck All](#)

**Advocate for self**

- Have a realistic view of self
- Describe what is important to self
- Recognize situations that require self-advocacy
- Be aware of legal and civil rights
- Advocate for self when appropriate
- Evaluate situations and decide whether self advocating is worthwhile
- Make a plan for successfully advocating for self

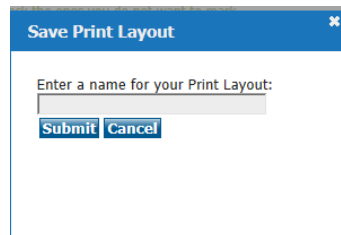
e. Edit Print Options by clicking on **More Options** to choose Print Options.

- Print Options:
- 9 Points
  - 10 Points
  - 11 Points
  - 12 Points
  - Uncheck to proceed with printing, even if it exceeds one page.
  - Check to put Page Numbers on each page.

f. **Optional-** Click on **Save Layout** to save this layout to your completed Rubric Data Format Layouts to use in the future.

\*Scale, Totaling Option, Progress Headings, Customized Directions, Legend, and Print Options are saved in the Layout.

Enter the Print Layout Name and click **Submit**.



g. Click **Print Preview** to view the print, **Print** to print a pdf of the rubric. Click **Cancel** to leave the screen without saving.