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

 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
	Transition Plan (2013-14-2)					
1	Advocate for self	\checkmark		\checkmark	\checkmark	
	OR					

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.

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



3. Complete the sequence until finished or Choose a Completed Layout V 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 screenis 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.

9	Check all Uncheck All	Trials	Trial Prefix	Marking Scale	
√ [Advocate for self	5	Т	Choose a Scale	N
✓	Have a realistic view of self	5	Т	Fifths (succeeding X out of 5 times)	`
✓	Describe what is important to self	5	Т	Fifths (succeeding X out of 5 times)	N
✓	Recognize situations that require self-advocacy	5	Т	Fifths (succeeding X out of 5 times)	~
✓	Be aware of legal and civil rights	5	Т	Fifths (succeeding X out of 5 times)	~
•	Advocate for self when appropriate	5	т	Fifths (succeeding X out of 5 times)	~
•	Evaluate situations and decide whether self advocating is worthwhile	5	т	Fifths (succeeding X out of 5 times)	~
✓	Make a plan for successfully advocating for self	5	т	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.

Annual Goal Data Short Far: Anders William	(013142)
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3. <u>*Optional</u> - Click on <u>More Options</u> 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	
		Scale Legend	
Advocate for self		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,	Ŷ
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	0
Describe what is im	portant 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 5 out of 5 times	$\hat{}$
Recognize situations advocacy	that require 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 5 out of 5 times	Ŷ
Be aware of legal a	nd 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	Ŷ
Advocate for self whe	en 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	$\hat{\mathbf{v}}$
Evaluate situations self advocating is w	and decide whether vorthwhile	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	$\hat{\mathbf{v}}$
Make a plan for suc self	ccessfully advocating for	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 5 out of 5 times	$\hat{\mathbf{v}}$
Directions:		determine the student's rating on the behaviors. Then use the results to determine if g adequate progress.	
Print Options:		oints	
		d with printing, even if it exceeds one page.	
	🗹 Check to put Page	Numbers on each page.	

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

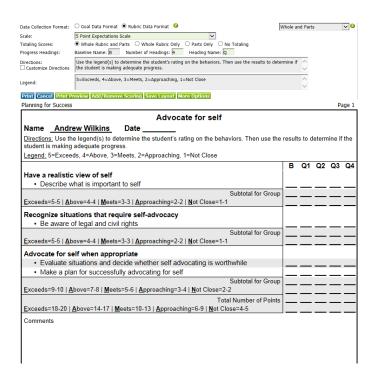
*Page and Objective Titles, Trials, Trial Prefixes, Progress Scale, Progress Headings and Legend, Scale Legends, Customized Directions, and Print Options are saved in the Layout. Enter the Print Layout Name and click Submit.

Save Print Layout	×
Enter a name for your Print Layout:	
Submit Cancel	

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. Choose a Scale...
 Choose a Completed Layout
- 2. *If you selected a <u>Completed Layout</u>, click Print Preview to view the print or Print to for the pdf.



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

a. Select a scale

Data Collection Format:	🔘 Goal Data Format 🔎 Rubric Data Format 🛛 🥹	
Scale:	6 Point Cueing 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: B Number of Headings: 4 Heading Name: Q	
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:	6=Independent/No assistance, 5=Independent/One or fewer cues, 4=Dependent/No assistance, 3=Dependent/One or fewer cues, 2=Dependent/Multiple cues, 1=does not succeed regardless	

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 I Uncheck All
Advocate for self
Be aware of legal and civil rights
Advocate for self divocating is worthwhile
I Evaluate situations and decide whether self advocating is worthwhile
I 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. <u>Optional</u>- 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.