**Progress Monitoring Tool Step-By-Step Activity**



Follow along with the Progress Monitoring Tool Video on how to use this spreadsheet. This will be helpful to reference when your team begins using this spreadsheet to monitor CICO data.

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| **Progress Monitoring Tool Step-By-Step** |
| Question | Answer |
| Main Menu Page |
| 1. When opening the spreadsheet, always click:
 |  |
| 1. How many students can be included on one spreadsheet?
 |  |
| 1. Button on Main Menu to enter in a student’s name:
 |  |
| Student Information Page |
| 1. Always look for drop down menus first when entering student information:
 | True or False |
| 1. It is ok to skip categories that aren’t relevant to the data your team collects:
 | True or False |
| 1. Asking if the student has been taught the expectations and has received recognitions shows that the student is still a part of which Tier?
 |  |
| 1. Where can the team find the problem behavior?
 |  |
| 1. What is the goal?
 |  |
| 1. What do you click on to get back to the main menu?
 |  |
| Main Menu Page |
| 1. The student we entered together is now listed as student number:
 |  |
| 1. What do you click on to get to each student’s DPR data?
 |  |
| Specific Student Data Page |
| 1. Always start by entering what date?
 |  |
| 1. What needs to be entered?
 |  |
| 1. The spreadsheet automatically calculates what?
 |  |
| 1. The red line showing the student’s goal is called the:
 |  |
| 1. The black line which helps the team determine if the student is responding positively or poorly to the intervention is called the:
 |  |
| 1. Each time there is a change in the intervention (e.g., goal is changed, reinforcement is changed) then this dotted line needs to be placed on that date in the graph:
 |  |
| 1. Click this button to get back to the main page:
 |  |

**Progress Monitoring Tool Step-By-Step Activity: Answer Key**

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| **Progress Monitoring Tool Step-By-Step Answer Key** |
| Question | Answer |
| Main Menu Page |
| 1. When opening the spreadsheet, always click:
 | Enable Macros |
| 1. How many students can be included on one spreadsheet?
 | 100 students |
| 1. Button on Main Menu to enter in a student’s name:
 | Student Information |
| Student Information Page |
| 1. Always look for drop down menus first when entering student information:
 | True or False |
| 1. It is ok to skip categories that aren’t relevant to the data your team collects:
 | True or False |
| 1. Asking if the student has been taught the expectations and has received recognitions shows that the student is still a part of which Tier?
 | Tier I  |
| 1. Where can the team find the problem behavior?
 | Teacher nomination form or data source |
| 1. What is the goal?
 | The percentage of points the students is hoping to earn on the DPR |
| 1. What do you click on to get back to the main menu?
 | Back to the Main Menu |
| Main Menu Page |
| 1. The student we entered together is now listed as student number:
 | 5 |
| 1. What do you click on to get to each student’s DPR data?
 | Their number above their name |
| Specific Student Data Page |
| 1. Always start by entering what date?
 | The Monday of the first week of CICO |
| 1. What needs to be entered?
 | Daily Points Possible and Daily Points |
| 1. The spreadsheet automatically calculates what?
 | Daily Percent and Weekly Average |
| 1. The red line showing the student’s goal is called the:
 | Goal line |
| 1. The black line which helps the team determine if the student is responding positively or poorly to the intervention is called the:
 | Trend line |
| 1. Each time there is a change in the intervention (e.g., goal is changed, reinforcement is changed) then this dotted line needs to be placed on that date in the graph:
 | Phase line |
| 1. Click this button to get back to the main page:
 | Main Menu |

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