



INSTRUCTOR GUIDE

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GETTING STARTED

WHO SHOULD USE THIS GUIDE

This guide is intended for Instructors who will train district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans. Pearson Inform provides quick access to clear, intuitive reports on student and school performance. Powerful graphs and charts, predefined or customized, make it easy for educators to target assistance, measure progress, and inform decisions.

MATRIX OF ROLES

User Account Type	Account-Level Rights
Administrator	<ul style="list-style-type: none"> • Maintain users and bars set for Self-testing • View testing results for subscription (school's assessment stats) • View testing results report for personal classes • Create tests and classes
Teacher	<ul style="list-style-type: none"> • Create tests and classes • View testing results reports for personal classes • Monitor personal classes' self-testing stats (trophies and points)
Student	<ul style="list-style-type: none"> • Take teacher-assigned tests • Take self-tests to practice assessments and gain trophies and points

ABOUT PEARSON

Pearson, the global leader in education and education technology, reaches and engages today's digital natives with effective and personalized learning, as well as dedicated professional development for their teachers. This commitment is demonstrated in our investment in innovative print and digital education materials for Pre-K through professional learning, student information systems and learning management systems, teacher development, career certification programs and testing and assessment products that set the standard for the industry.

Pearson's comprehensive offerings help inform targeted instruction and intervention so that success is within reach of every student at every level of education.

Pearson provides products and services to deliver mission-critical information to decision-makers at all levels in the education system:

- Students
- Parents
- Teachers
- Psychologists, speech pathologists and medical professionals
- School administrators
- Local, state and federal government agencies
- National influencers on education reform and accountability
- Employers and human resources professionals

Pearson's other primary businesses include the Financial Times Group and the Penguin Group.

OUR MISSION

Our mission is to improve teaching and promote life-long learning. We help students, families, educators and professionals use assessment, information, research and innovation to promote learning and personal development, advance academic achievement, improve instructional productivity, and transform educational communities.

TOPIC A: ABOUT THE MANUAL

PEARSON INSTRUCTOR LEAD TRAINING

The purpose of this manual is to make the instructor as successful as possible in delivery of an instructor led training class. While Pearson provides the content to help explain each topic in the class, the hands on activities on the product are the primary focus of the classes. Leading the students through the exercise associated to each lecture topic will allow the students to learn the skills and concepts effectively.

The core adult learning concept of setting the expectation, then teaching and then reviewing each topic in detail allows the greatest success rate of knowledge transfer.

PEARSON LEARNING FRAMEWORK



MANUAL COMPONENTS

The manual contains these major components:

TABLE OF CONTENTS

The table of contents lists all of the modules and topics with associated page locations.




INTRODUCTION

The introduction contains information about the Pearson training philosophy and the manual's components and features.

MODULES

Modules are the largest components of the class manuals. Each module begins with a title page that includes the objective, the estimated amount of time to complete the module, and a list of the topics included for each module.

ICON LEGEND

<i>Icon</i>	<i>Description</i>
<u><i>Red Italicized Underlined Text</i></u>	Indicates a link or button that can be clicked
Bold Text	Indicates an action that needs to be performed
	Instructor demonstration of concept
	Key point to stress to class
	Indicates emphasis

TOPIC B: CLASSROOM SETUP

COMPUTER REQUIREMENTS

MINIMUM TECHNICAL REQUIREMENTS

Please check that the computer has the following minimum system requirements before logging in, to ensure the system functions properly. Please note, these are the minimum requirements and a noticed degradation in performance may be experienced as the amount of data stored and accessed increases, especially when running reports or data queries.

Computer Requirements

PC	Macintosh
Windows® XP or later	OS 10.4 or later
233 MHz Pentium®	PPC/G3/G4 Processor
32 MB RAM	32 MB RAM
250 MB free hard drive space	250 MB free hard drive space

Internet Requirements

Windows OS Browsers	MAC Browsers
Internet Explorer® 8.0 or later	Safari®
FireFox® 3.5 or later	FireFox 3.5 or later

NETWORK REQUIREMENTS

Connectivity
DSL or cable modem
Dial-up connection <i>A dial-up connection can be used. However, some applications may not run properly.</i>

TECHNICAL SUPPORT

Hotline: 877-324-2401

Email: lmssupport@pearson.com

Web: <https://powersource.pearsonschoolsystems.com/home/case/main.action>



SETUP INSTRUCTIONS

As the instructor, 4 login accounts will be necessary to demonstrate all of the topics covered in this guide:

1. District Administrator
2. Teacher

The instructor requires a desktop or laptop computer, a data projector and a connection to the internet for demonstration of the product. If the attendees will have access to computer systems for hands on activities, the systems must meet the minimum hardware requirements, including internet access. It is recommended that testing or staging subscriptions and user accounts be utilized for the attendees.

MODULE 1 – INFORM INTRODUCTION

Unit Time: 5 minutes

Objectives:

- ✓ **Be familiar with the Inform software platform**
- ✓ **Be able to log on and log off to Inform**
- ✓ **Be familiar with the Inform interface**
- ✓ **Be able to easily navigate the Inform environment**



WHAT IS INFORM?

This application provides assistance and information for teachers, administrators, and parents. Pearson Inform 5.1 is a powerful, easy-to-use, web-based data analysis and reporting system perfect for Response to Intervention and Adequate Yearly Progress tracking.

Additionally, as a virtual student performance data library, the program brings all important assessment results together in one place and allows teachers, principals, district leaders, and parents to:

1. Measure progress against school, district, state, and federal standards
2. Make collaborative, informed decisions impacting teaching and learning
3. Target assistance for students, teachers, and schools
4. Inform provides comparative analysis of student achievement and classroom performance across a district or school, incorporating data from multiple sources, including:
 5. High-stakes test score data
 6. State performance standards
 7. District-specific proficiencies
 8. Multiple tests and test types, including state, district, school, and classroom tests
 9. Multiple standards profiles for norm-, criterion- and rubric-referenced tests

LOG-IN INFORMATION

Each customer has a unique URL for Inform and each end user must use his or her unique username and password to access (log in to) and exit (log out of) the system. The Customer District ID identifies the Inform database that will be accessed. Generally it's associated with the name of the school, district or facility. Only authorized users will be able to access the web portal page.

Log-in to Inform

1. To get to the proper login page, you will have to **Enter** the following:

https://www.pearsoninform.com/login/CUSTOMER_DISTRICT_ID

Example:

Assigned Subscription ID: *LSC*

On the Browser Address Line enter:

<HTTPS://WWW.PEARSONINFORM.COM/LOGIN/LSC>



The Assigned Subscription ID is unique to each district or school.

2. **Bookmark** this page to make it easier to find next time you log in.
3. Once the login page opens to your Subscription ID, each administrator, teacher, vendor or student will be prompted to **Enter** log-in information. There are two fields: *Username* and *Password*.
4. Click the [Login](#) button.

Registered User - Log In

Username:

Password:

Login

Email my password

Change my password

Figure 1 - Login

PEARSON INFORM HOME PAGE

The Pearson Inform 5.1 Home Page is your default view. It provides a Title bar, Toolbar, Dashboard Tabs, and Workspace. These components allow you to perform your tasks.

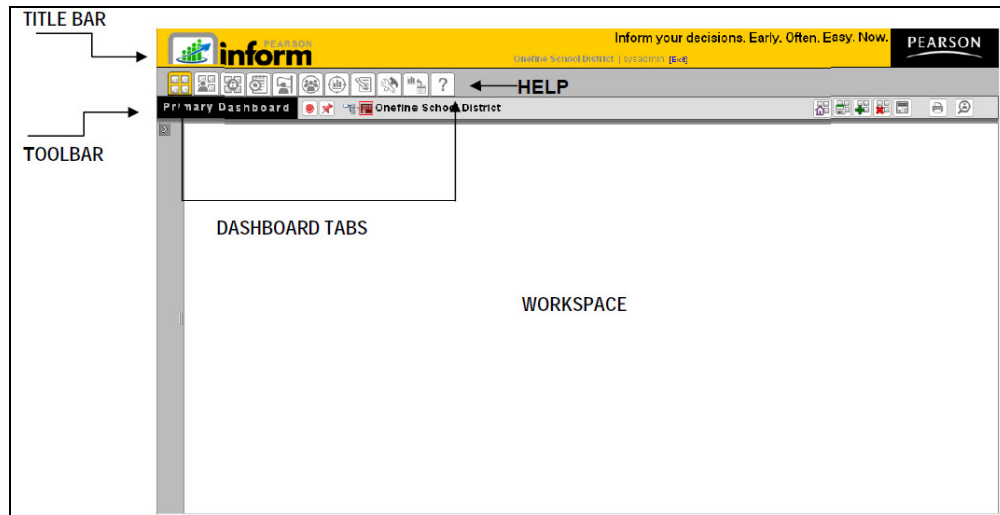


Figure 2 - Home Page

IMPORTANT TERMS

Term	Meaning
Primary Dashboard	The Primary Dashboard allows you to view multiple reports at the same time, including dynamic and static reports.
Student Dashboard	The Student Dashboard has its own set of tabs, and allows you to view student performance data, including student performance profiles, AIPs, grades and a composite view.
Dashboard Tabs	Each display has tabs in the upper-left corner that change the display.
Toolbar	Toolbars are available along the top of each display.
Workspace	The workspace is an open window that displays content based on your selections.
Title Bar	The Title bar displays your name, school district, logout link and the Pearson Inform 5.1 logo.



Thoroughly discuss the complete Inform Interface. Make sure to mention the cursor float text boxes for identification of icons.

LOG-OUT INFORMATION

TO LOG OUT OF THE SYSTEM:

Click the *Exit* link in the Title bar

The logout page displays the following message and a link to log in again:

You have successfully logged out.



For security reasons, end users are strongly encouraged to log out from Pearson Inform 5.1 when finished with the current session. Otherwise, unauthorized users can access the system under your name until your session times out.



The Pearson Inform application has an automatic “time-out” security feature that initiates a time-out of the software after 10 minutes of inactivity. When this happens, log in again.



INTRODUCTION DEMONSTRATION

Demonstrate the step-by-step process of logging in, changing a password, getting help and logging out.

Notes:

MODULE 2 – DASHBOARDS AND LIBRARIES

Unit Time: 10 minutes

Objectives:

- ✓ **Dashboards Overview**
- ✓ **Primary Dashboard and Student Dashboard**
- ✓ **Report Libraries**
- ✓ **Modifying Reports and Folders**

DASHBOARDS OVERVIEW

DASHBOARD TAB CONTROL

The Dashboard Tabs allow end users to quickly move around in the system and open different pages, where they can view and remove existing reports; create dashboards, queries, and reports; look up student information and scores; receive system messages; create AIPs; specify intervention groups; and look up proficiency profiles.

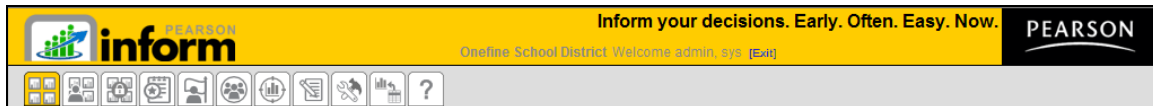


Figure 3 - Dashboard Tab Control



Primary Dashboard — The Primary Dashboard contains a list of dashboards, queries, and reports that have been saved by you or others in the district or school.



Student Dashboard — The Student Dashboard is a table that lists student information: Student ID, Student Name, and the current Grade. The list can include students in a teacher's class or students who are added from the Student Search.



Assessment Dashboard — This Assessment Dashboard tab allows you to view all available assessments (including fixed assessments) and set up your own. Assessments can be modified and deleted from this page.



Academic Improvement Plans — From this tab you can set up your Academic Improvement Plans.



Intervention Strategies — This tab allows you to design intervention activities for specific groups of students and then assign the activities to a student or a group of students.



Student Groups — This tab will help you monitor the performance of a particular group of students by creating target groups.



Proficiency Profiles — The Proficiency Profiles tab allows you to review the different rubrics that have been defined in your database.



Messages — From this tab you can view new messages. All messages are read-only and are automatically deleted after 14 days.



Setup & Maintenance— Set up and maintain different operations of Pearson Inform from this tab.



Data Transfer Interface — This tab allows you to transfer and load data into Pearson Inform.



Help — The Help tab is your resource for Pearson Inform information to get help on the system's functionality.



All icons appear grayed until selected, and once selected, are highlighted yellow.



DASHBOARD TOOLBAR

The Dashboard Toolbar is displayed at the top of the pane.

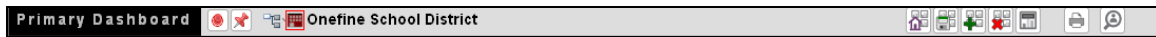


Figure 4 - Dashboard Toolbar



Pin context in all panes — Fix Context level for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)



Unpin context in all panes — Float Context for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)



Context Navigator — Navigate to the district, school, teacher, course, or section level of a report.



School District — Represents the district-level view for the Dashboard.



Reload Default Dashboard — Reset the Dashboard to the default view.



Save Dashboard to Library — Save the reports displayed in the Dashboard to your library.



Create New Report — Create a new report.



Clear Dashboard — Clear all data being viewed in the Dashboard (this does not delete the data, only clears them from your view).



Toggle Tiles in all Panes — Toggle the report control bars in and out of view.




Print / PDF — View your report as a PDF file and print.



Student Search — Perform a student search and view student performance profiles.



At various locations on tool bar, there may be indicators that multiple pages of data are available! 

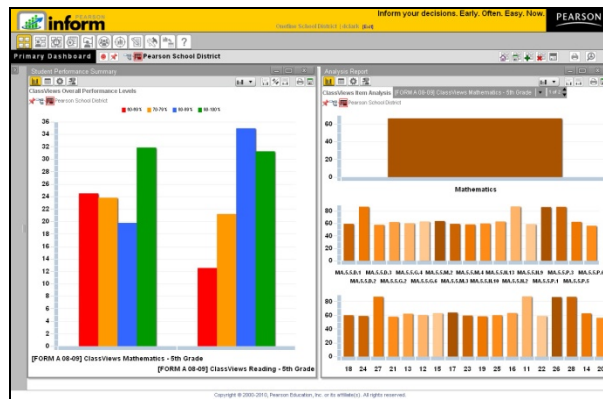


Figure 5 - Primary Dashboard

DEFAULT FAVORITE VIEW

At any time you can change the default view displayed for the Dashboard by deleting, editing or even adding a new view.



From the home page, click the  **Setup & Maintenance** tab and click on [Default Daily Views](#).




You can  edit,  remove or  add a daily view.



If the user chooses to  edit an existing view, you can modify any of the original setting.

The screenshot shows the 'Default Daily View Editor' window. The 'Description' field is filled with 'Learnia Dashboard'. The 'Type' is set to 'Role-based' (selected with a radio button). The 'User Role' is set to 'sysadmin' in a dropdown menu. The 'School' and 'Classification' are both set to '<NONE>' in dropdown menus. Below these, there are two radio buttons: 'Report Sandbox' (selected) and 'Assessment Sandbox'. A list of views is shown below, with 'ClassViews Overall Performance Levels' highlighted in yellow. Other views in the list include 'ClassViews Overall Performance Levels', 'Learnia Dashboard', 'Response to Intervention (RTI)', and 'Personal Library'. At the bottom right, there are green checkmark and red X icons.

Figure 6 - Default Daily View Editor on an Existing View

If the user chooses to  add a new daily view, the required information must be entered.

The screenshot shows the 'Default Daily View Editor' window for adding a new view. The 'Description' field is empty. The 'Type' is set to 'Role-based' (selected with a radio button). The 'User Role' is set to 'sysadmin' in a dropdown menu. The 'School' and 'Classification' are both set to '<NONE>' in dropdown menus. Below these, there are two radio buttons: 'Report Sandbox' (selected) and 'Assessment Sandbox'. A list of libraries is shown below, with 'Shared Library' and 'Personal Library' listed. At the bottom right, there are green checkmark and red X icons.

Figure 7 - Default Daily View Editor



Role-Based means it will display for a person based on their user role: system admin, school admin, district admin, teacher, etc.



Context-based means the Default Daily View applies to the context level: any user who logs in at the district level, the school level, or the classroom (teacher) level regardless of their role.



Personal means the Default Daily View will display only for the user who created it.



Report Sandbox: select this radio button if you want to choose your Default Daily View from an existing report or dashboard in the Report Library.



Assessment Sandbox: select this radio button if you want to choose your Default Daily View from the reports in the Assessment Sandbox.


DISPLAYING A REPORT IN THE PRIMARY DASHBOARD

You can use the workspace to view all dashboards, dynamic reports, and static reports that have previously been created and stored. To display a dashboard in the *Primary Dashboard* workspace,

 **Expand** the Report Library panel.



Figure 8 - Expanding the Report Library

Click  to expand the *Shared Library* and view saved dashboards and reports. To add reports or Dashboards to load into the Primary Dashboard workspace, simply click on a name to load the single item, left click and drag an item or hold down the Ctrl button while selecting multiple items.

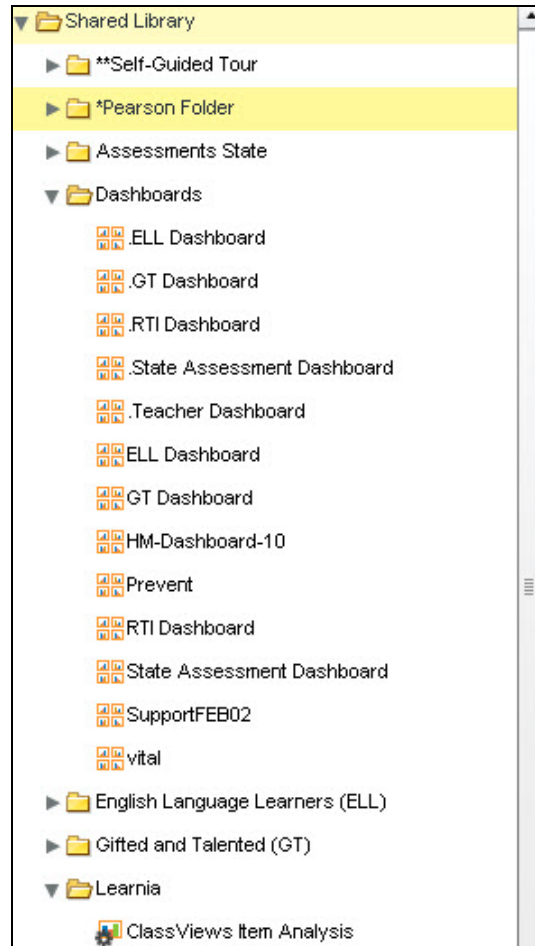




Figure 9 – Report Library List



 are dynamic reports and  are static reports.



Reports can be repositioned in the dashboard workspace by left clicking and dragging the report title bar.



Reports Libraries will be discussed in greater detail later in this module.

All report types will display in a separate window. Each window will have independent toolbars for modifying the report:



The Chart View Toolbar contains:



View Data as Chart



View Data as Table



Query Controls



View Drilldown Data



The Chart View Toolbar items will be discussed in greater detail in the next module.




DASHBOARD DEMONSTRATION

Modify the Default Primary Dashboard Display, expand and walk through report libraries, demonstrate adding reports and dashboards.

Notes:

STUDENT DASHBOARD

STUDENT DASHBOARD DEFAULT SCREEN

Click the  *Student Dashboard* icon on the toolbar and the Student Dashboard will display.

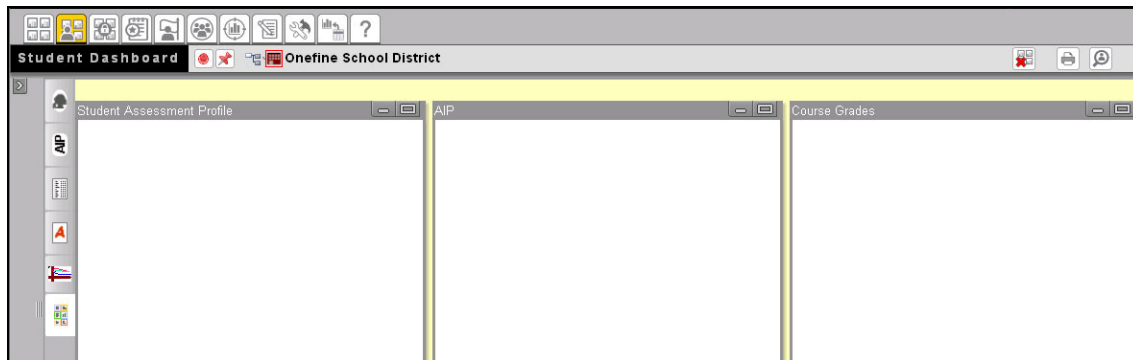



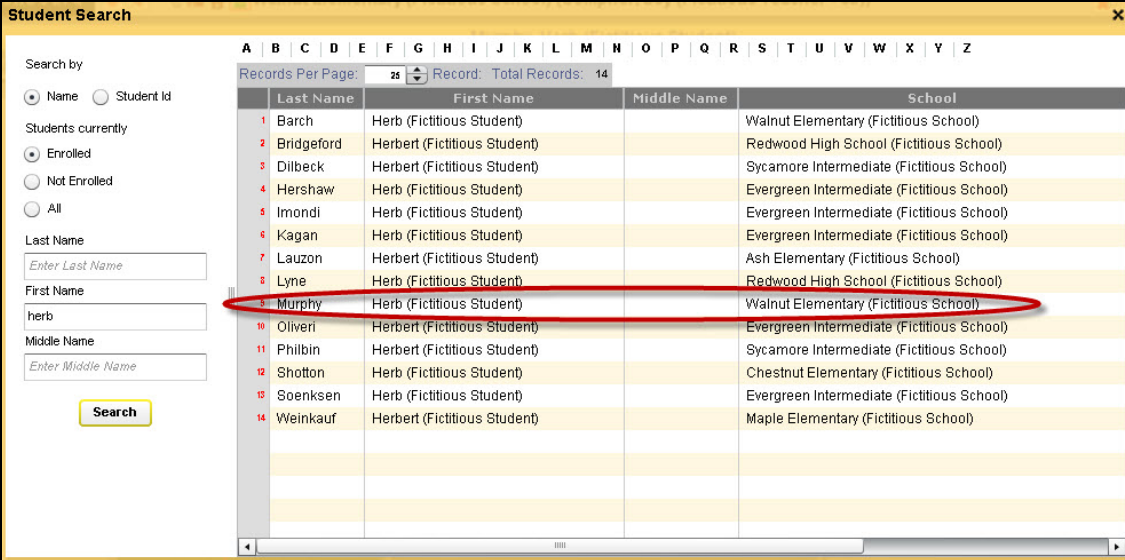
Figure 10 - Student Dashboard



The Workspace of the Student Dashboard is referred to as the Student Sandbox.

STUDENT SEARCH

Click the  *Student Search* icon on the toolbar to perform a student search. A student can be searched by selecting a character from the alphabet for a listing, by Last Name, First Name and/or Middle Name. A student can also be searched by Student Id and a filter for Enrolled, Not Enrolled or All students can be applied to modify the search results. Once the search is completed, simply click on the student's name to access their information.



	Last Name	First Name	Middle Name	School
1	Barch	Herb (Fictitious Student)		Walnut Elementary (Fictitious School)
2	Bridgeford	Herbert (Fictitious Student)		Redwood High School (Fictitious School)
3	Dilbeck	Herbert (Fictitious Student)		Sycamore Intermediate (Fictitious School)
4	Hershaw	Herb (Fictitious Student)		Evergreen Intermediate (Fictitious School)
5	Imondi	Herb (Fictitious Student)		Evergreen Intermediate (Fictitious School)
6	Kagan	Herb (Fictitious Student)		Evergreen Intermediate (Fictitious School)
7	Lauzon	Herbert (Fictitious Student)		Ash Elementary (Fictitious School)
8	Lyne	Herb (Fictitious Student)		Redwood High School (Fictitious School)
9	Murphy	Herb (Fictitious Student)		Walnut Elementary (Fictitious School)
10	Oliveri	Herbert (Fictitious Student)		Evergreen Intermediate (Fictitious School)
11	Philbin	Herbert (Fictitious Student)		Sycamore Intermediate (Fictitious School)
12	Shotton	Herb (Fictitious Student)		Chestnut Elementary (Fictitious School)
13	Soenksen	Herb (Fictitious Student)		Evergreen Intermediate (Fictitious School)
14	Weinkauf	Herbert (Fictitious Student)		Maple Elementary (Fictitious School)

Figure 11 - Student Search



If a user attempts to access a student that is not associated to them, an error will appear.

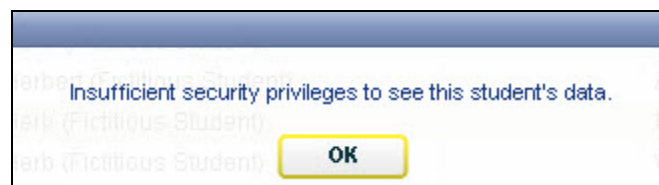


Figure 12 - Student Search Security Error

Once the student's name is selected, the Student Dashboard will be populated with the Student Composite View data, by default. The Student Composite View is made up of the Student Assessment Profile, the AIP (Academic Improvement Plan for the student) and the Course Grades.

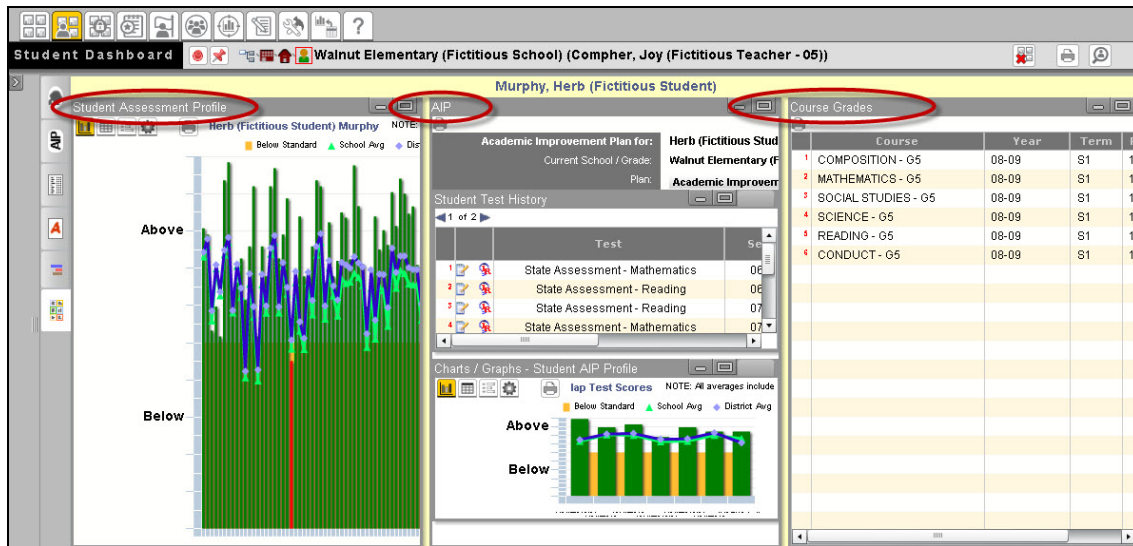


Figure 13 - Student Dashboard Default

STUDENT DASHBOARD TABS

There are five main tabs used in the Student Dashboard to view student data:



Student Assessment Profile View

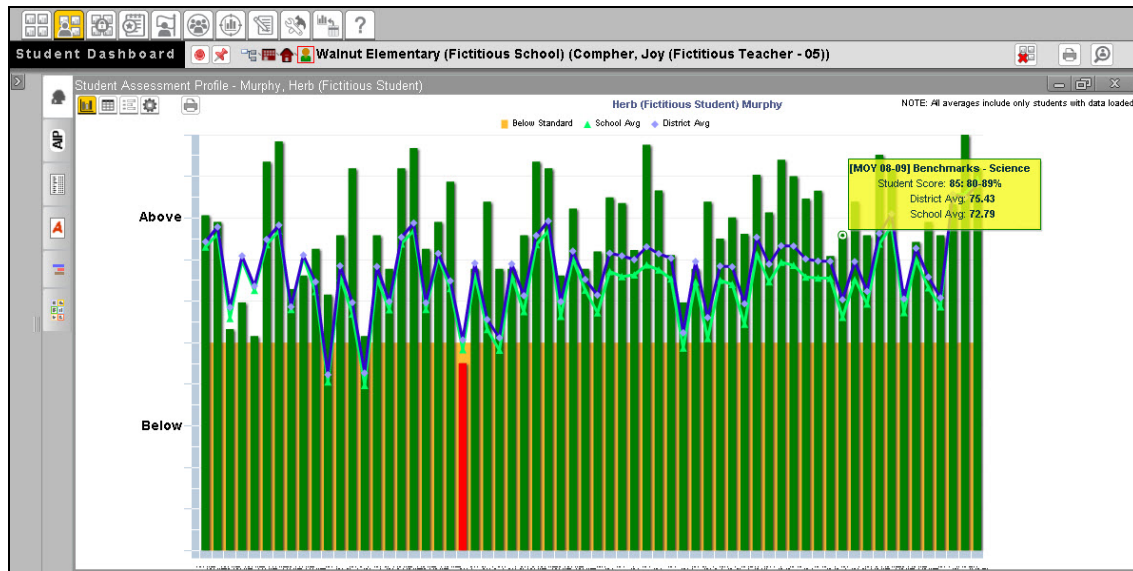


Figure 14 - Student Assessment Profile



AIP View

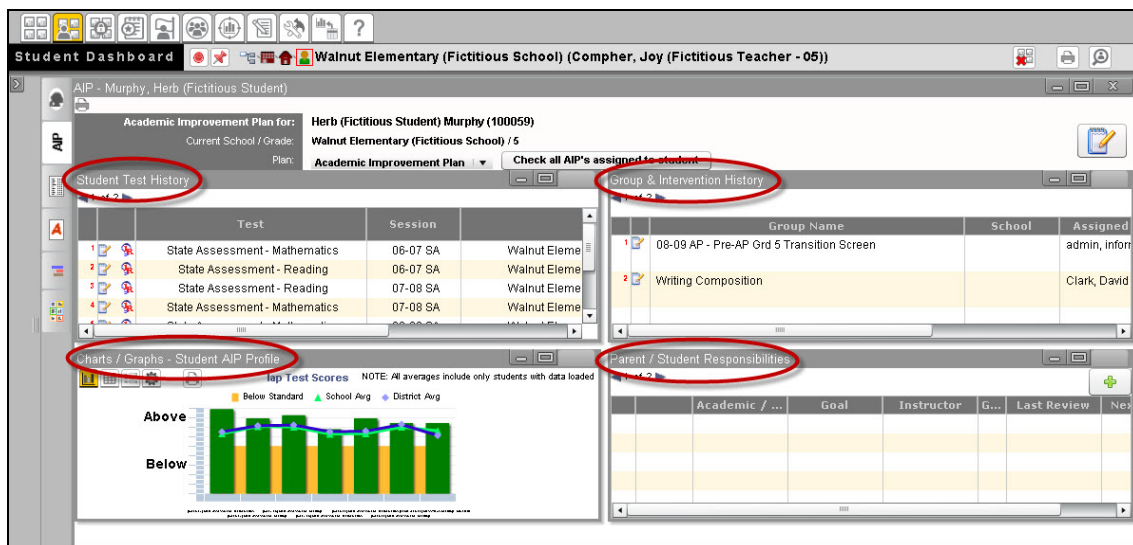


Figure 15 - AIP View



Give a brief description of each of the four different reports: Student Test History, Group & Intervention History, Charts/Graphs – Student AIP Profile and Parent/Student Responsibilities.



Select the applicable AIP from the drop-down menu. The contents of your screen will automatically update based on your selection.

NOTE: You can also click the *Refresh* icon to update the contents of the AIP pane. Clicking on the *Refresh* Icon will run a new query of the database to update the contents of the student's AIP.



Score Entry View

The screenshot shows the 'Student Dashboard' for 'Walnut Elementary (Fictitious School)' with user 'Compher, Joy (Fictitious Teacher - 05)'. The interface includes filters for Year (08-09), Grade Level (05: Fifth grade), and Test ([BOY] Aprenda 3 - Mathematics (%ile)). A 'Proficiency Profile' dropdown is set to 'Normal Curve (%ile)', and a legend shows standard deviation ranges from -2 to +2. The main table lists students with their scores and 'Clear Scores' status.

	First Name	Last Name	Stud...	Grade	Clear Scores	Test Date	Concept Score		Test Score
						MM/DD/YYYY	Problem Sol...	Procedures	Aprenda 3 - Mathematics (%ile)
1	Shaunte (Fictitious Student)	Axt	130796	5	✗	10/01/2008			
2	Maurita (Fictitious Student)	Bollinger	102497	5	✗	10/01/2008			
3	Della (Fictitious Student)	Bucknell	132313	5	✗	10/01/2008			
4	Saul (Fictitious Student)	Burkley	118784	5	✗	10/01/2008			
5	Tamiko (Fictitious Student)	Burrier	118783	5	✗	10/01/2008			
6	Stacy (Fictitious Student)	Ellenberg	140836	5	✗	10/01/2008			
7	Annis (Fictitious Student)	Goodley	147257	5	✗	10/01/2008			

Figure 16 - Score Entry View



In order to do manual score entry, assessments must be defined in advance using the assessment management tools.



If necessary, change your context to Teacher in order to access the Score Entry View.



Student Course Grade View

	Course	Year	Term	Reporting Period	Grade
1	COMPOSITION - G5	08-09	S1	1st Semester	A
2	MATHEMATICS - G5	08-09	S1	1st Semester	A
3	SOCIAL STUDIES - G5	08-09	S1	1st Semester	A
4	SCIENCE - G5	08-09	S1	1st Semester	A-
5	READING - G5	08-09	S1	1st Semester	B
6	CONDUCT - G5	08-09	S1	1st Semester	S

Figure 17 - Student Course Grade View



Student Composite View



This is the default view in the Student Dashboard which was discussed earlier.

ASSESSMENT DASHBOARD

The Assessment Dashboard is a workspace that allows the user to pick multiple criteria and query options from available the Report Libraries in the Primary Dashboard to perform the queries and display the report results.

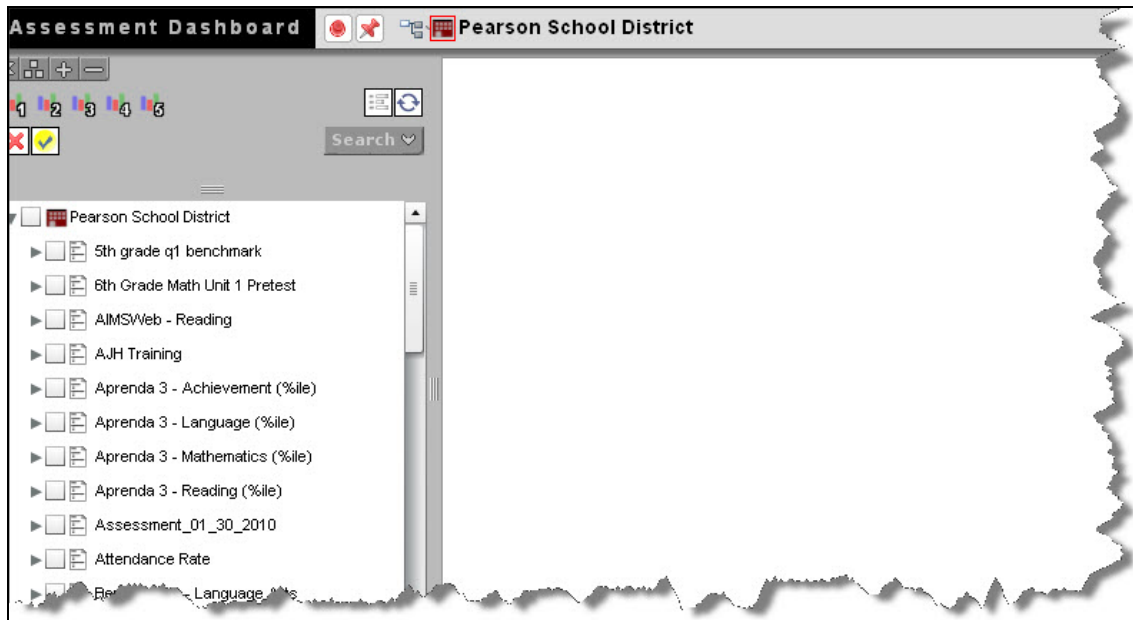


Figure 18 - Assessment Dashboard



STUDENT DASHBOARD DEMONSTRATION

Notes:

REPORT LIBRARIES

The report libraries are the storage location for reports and dashboards in Inform, which can be displayed in the workspace of the Primary Dashboard. There are system reports and dashboards already located in the report libraries, and additional user saved reports and dashboards can be stored for reuse. Expand the panel on the left side of the Primary Dashboard to display the Report Library.

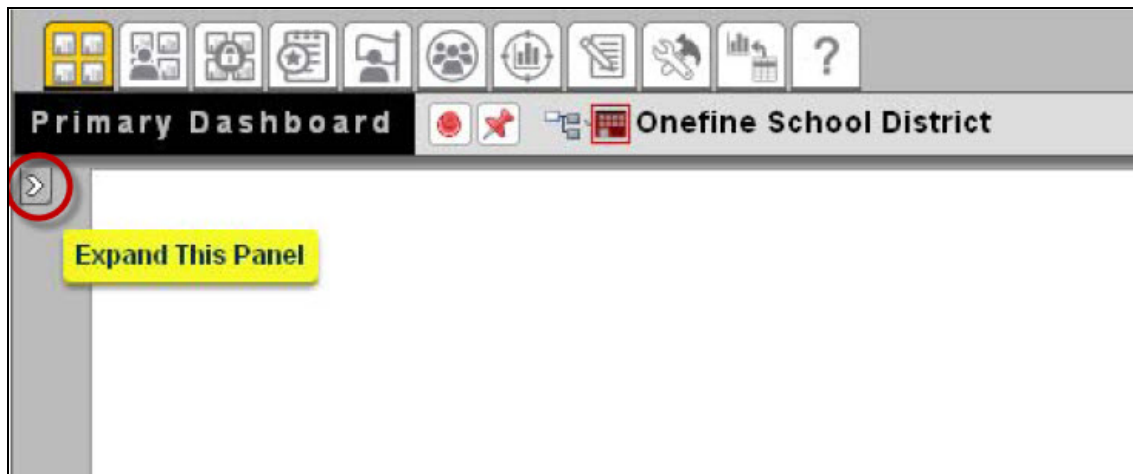


Figure 19 - Displaying the Report Library

Once expanded, a tool bar and two folders will display.



Figure 20 - Report Library

REPORT LIBRARY ICONS



SHARED LIBRARY

The Shared Library can contain selections of folders, dashboards, and reports saved and shared by users. Click on the dropdown arrow to view the list of Shared Library reports.

PERSONAL LIBRARY

The Personal Library contains selections of folders, dashboards, and reports created by the user that is logged in. The items stored in the Personal Library cannot be viewed by other Pearson Inform users.




Since this is a customizable area, your Shared and Personal Library may contain different information, but will be organized in the same fashion.



The user must have administrative rights to modify the Shared Library.

MODIFYING FOLDERS AND REPORTS

FOLDERS

When organizing the folders in the Report Library, you will need to enter into edit mode. Click on the  *Organize Report Library* icon to do so. The Report Library area will then turn yellow to indicate you are in edit mode.

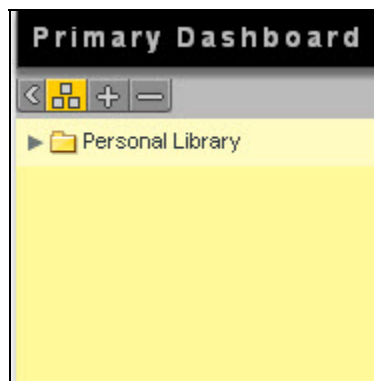


Figure 21 - Modifying the Report Library



The user must be in the edit mode to make any changes to a folder.

ADDING A FOLDER

Click anywhere inside the yellow area of the panel and the Add Folder option will display.

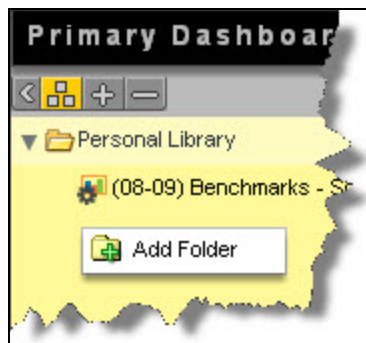


Figure 22 - Adding a Folder to the Report Library

The user then adds the options for the new folder and clicks the [Add](#) button.

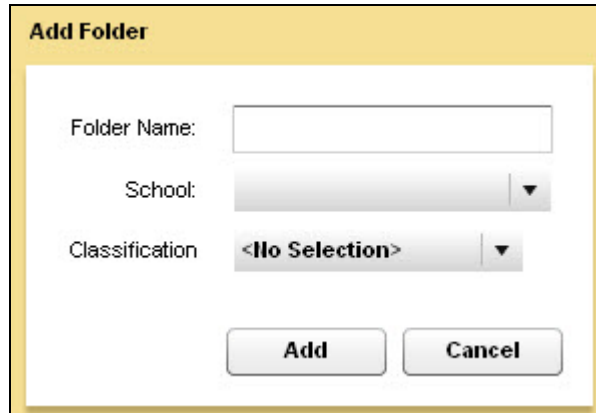
A dialog box titled "Add Folder" with a yellow header. It contains three input fields: "Folder Name:" with a text box, "School:" with a dropdown menu, and "Classification" with a dropdown menu showing "<No Selection>". At the bottom are two buttons: "Add" and "Cancel".

Figure 23 - Report Library New Folder Options

EDITING A FOLDER

Click on a folder name in the list. Select edit folder and make changes to the existing folder.

DELETING A FOLDER


Click on a folder name in the list. Select delete folder and to delete an existing folder.

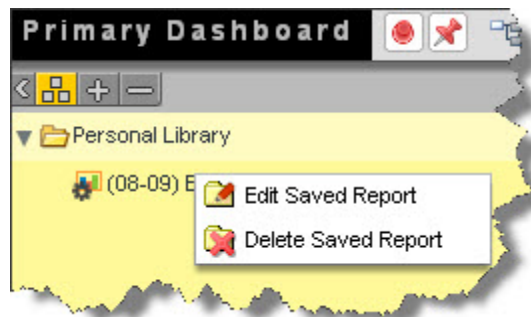



Deleting shared folders is a security-driven feature of Inform. You may only delete a shared folder if you were the creator. Personal folders, however, can be deleted at any time.

REPORTS

EDITING AND DELETING SAVED REPORTS

To Edit Saved Report and Delete Saved Report, activate the edit mode by clicking on the  *Organize Report Library* icon. Click on a current report and the options will appear. Make the appropriate changes or delete the report all together.



Click on the  *Organize Report Library* icon to exit the edit mode once all changes have been made.



REPORT LIBRARY DEMONSTRATION

Notes:

[illegible]

MODULE 3 – WORKING WITH REPORTS

Unit Time: 20 minutes

Objectives:

- ✓ **Chart View Toolbar**
- ✓ **Chart and Table Views**
- ✓ **Modifying Chart and Tables Displays**
- ✓ **Drilling Down into Data**
- ✓ **Saving and Sharing Reports**
- ✓ **Printing and Exporting Reports**

CHART VIEW TOOLBAR

The Chart View Toolbar is located at the top left of a report being displayed in the workspace.

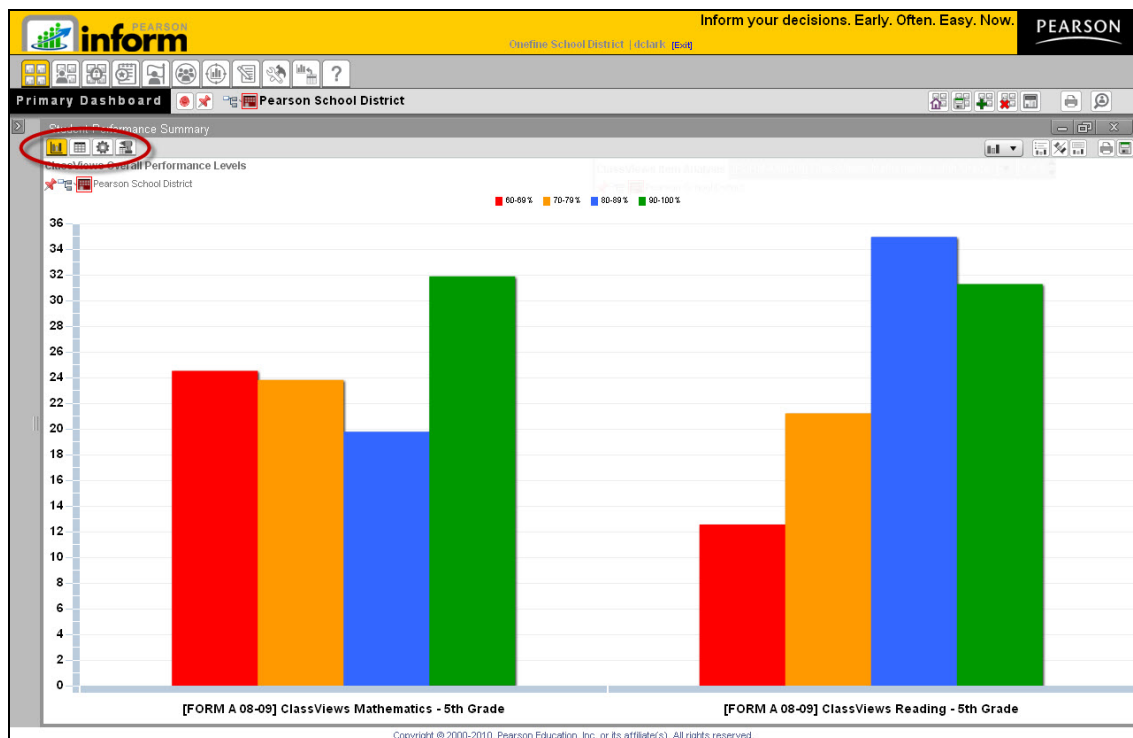


Figure 25 - Chart View Toolbar Location



The Chart View Toolbar contains:







-  View Data as Chart
-  View Data as Table
-  Query Controls
-  View Drilldown Data

CHART AND TABLE VIEWS

The data displayed in the workspace can be toggled between a chart and a table using the  View Data as Chart and  View Data as Table buttons.

View Data as Chart view

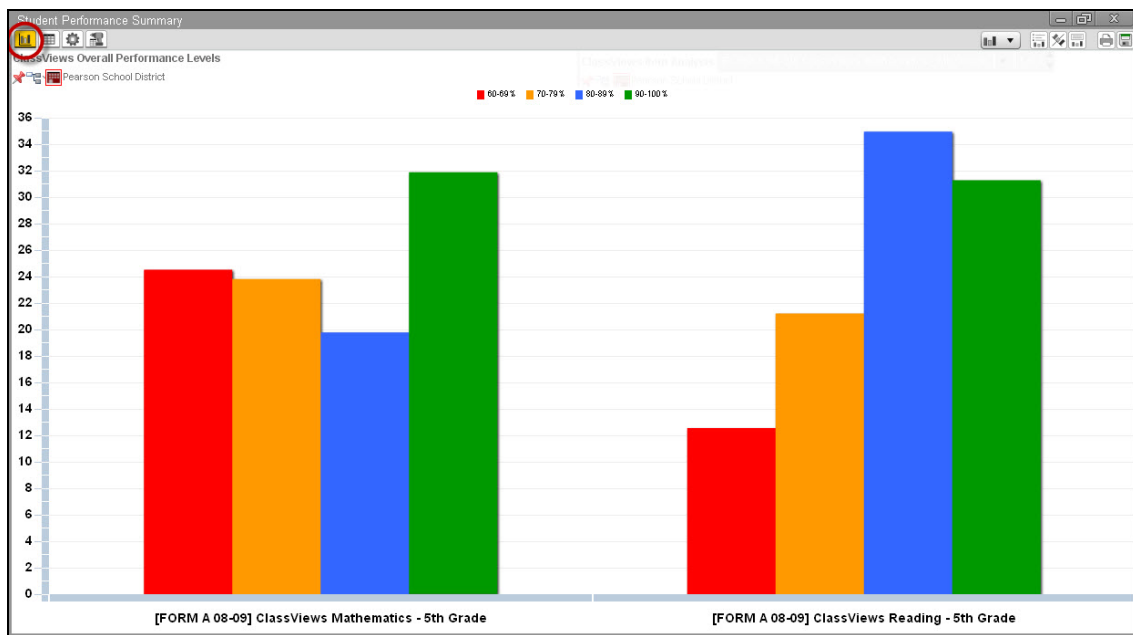


Figure 26 - Chart View

View Data as Table view

Student Performance Summary												
ClassViews Overall Performance Levels												
Pearson School District												
Show Full Standards Descriptions												
Assessment	Total		60-69%			70-79%			80-89%			
	#	Avg	#	%	Avg	#	%	Avg	#	%	Avg	
[FORM A 08-09] ClassViews Mathematics - 5th Grade	844	69.7	207	24.52	31.29	201	23.81	60.09	167	19.78	80.56	269
[FORM A 08-09] ClassViews Reading - 5th Grade	844	75.91	106	12.55	24.71	179	21.2	64.25	295	34.95	80.5	264
								</				

Figure 27 - Table View

MODIFYING CHART AND TABLES DISPLAYS

MODIFYING CHARTS

When data is displayed as a chart in the workspace, there are tools on the top right corner of the workspace to modify the chart data.



Figure 28 - Chart Modification Tools

The chart type dropdown list can be used to display the chart in one of five different types.



Figure 29 - Chart Type Dropdown List



Display a vertical bar chart comparing the values of the items in each category



Display a vertical stacked bar chart showing the percentages of each item to total 100% across categories



Display a horizontal stacked bar chart showing the percentages of each item to total 100% across categories



Display a horizontal stacked bar chart showing the percentages of each item to total 100% across categories



Display a horizontal trend line chart

Other options include:



Hide the legend or change from a horizontal to a vertical display



To swap chart variables



To toggle more chart information

MODIFYING TABLES

Use the *Cross Tab* drop-down to control the display of data in the selected table:

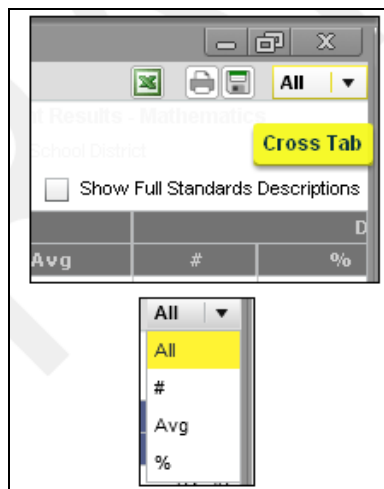
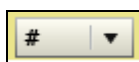


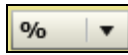
Figure 30 - Table Cross Tab Dropdown List



Narrow table data to the number of students tested and in each proficiency level




Narrow table data to the average score for the total number of students tested and the average for each test session



Narrow table data to display the percentage of students for scoring ranges

DRILLING DOWN INTO DATA

Users can drill down into data by moving the cursor over the data of interest and the icon will change  to indicate that the drill-down mode has been activated.

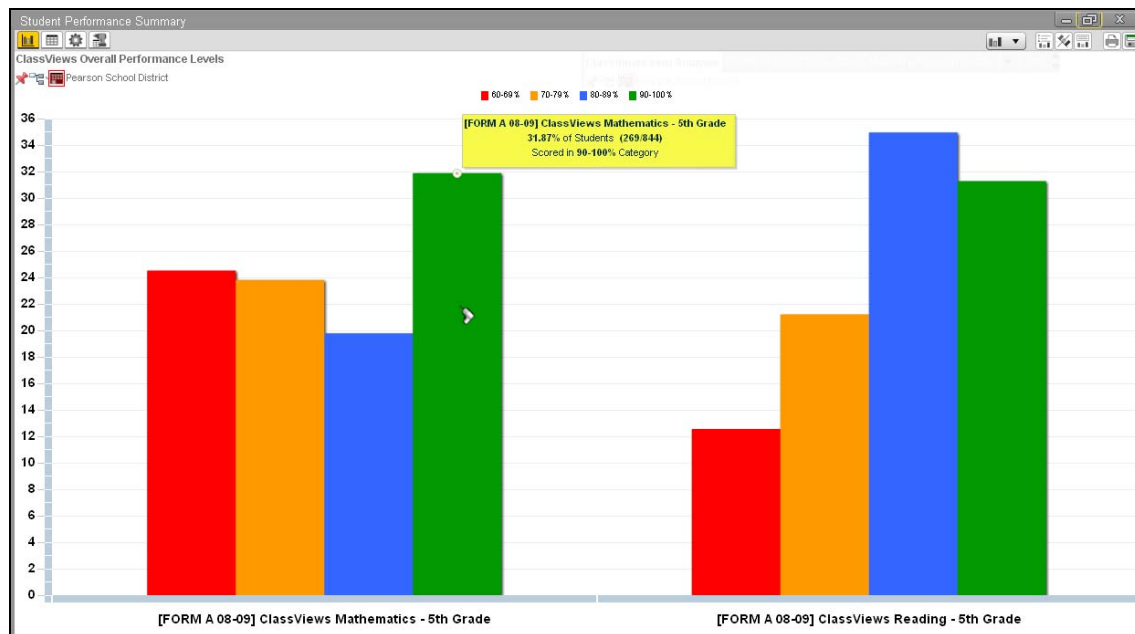



Figure 31 - Drilling Down into Data

DRILL DOWN CATEGORIES

When the user left clicks with the  Drill Down icon over an area of data, there are four areas of information to drill into:

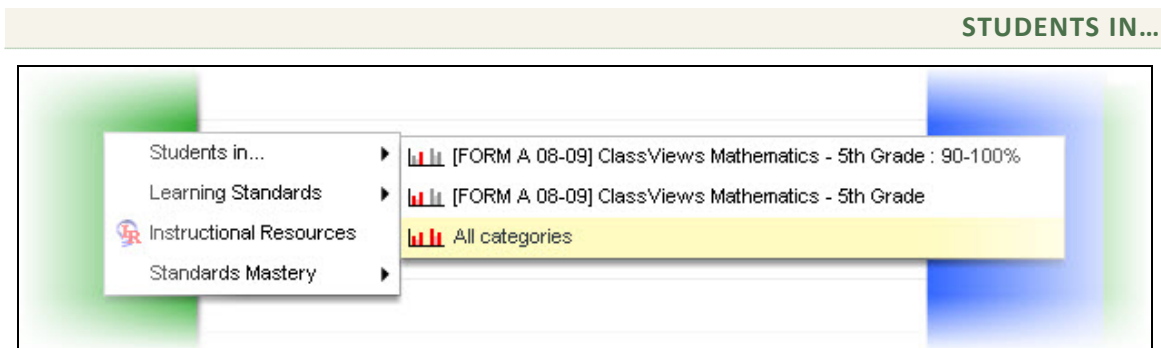


Figure 32 - Drill Down Category Students In



Once the data for a selected sub category is displayed, selecting a student opens that student's data in the Student Dashboard.

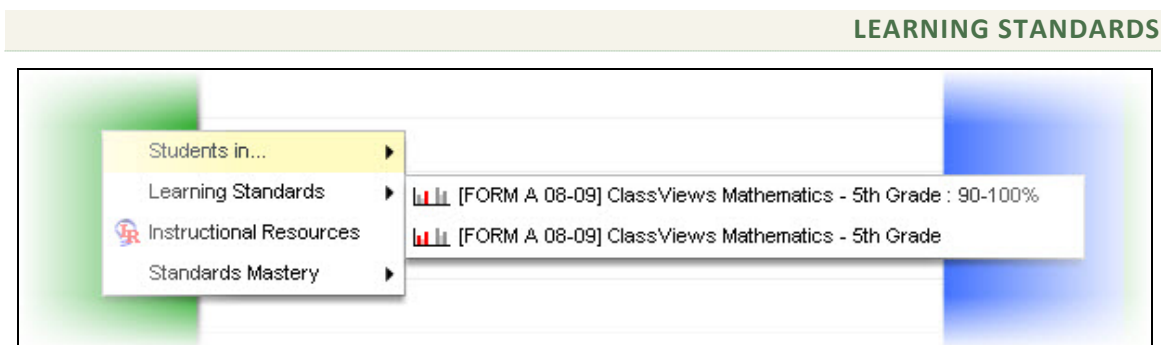


Figure 33 - Drill Down Category Learning Standards

INSTRUCTIONAL RESOURCES



Instructional Resource links must be created and maintained by District Administrators.

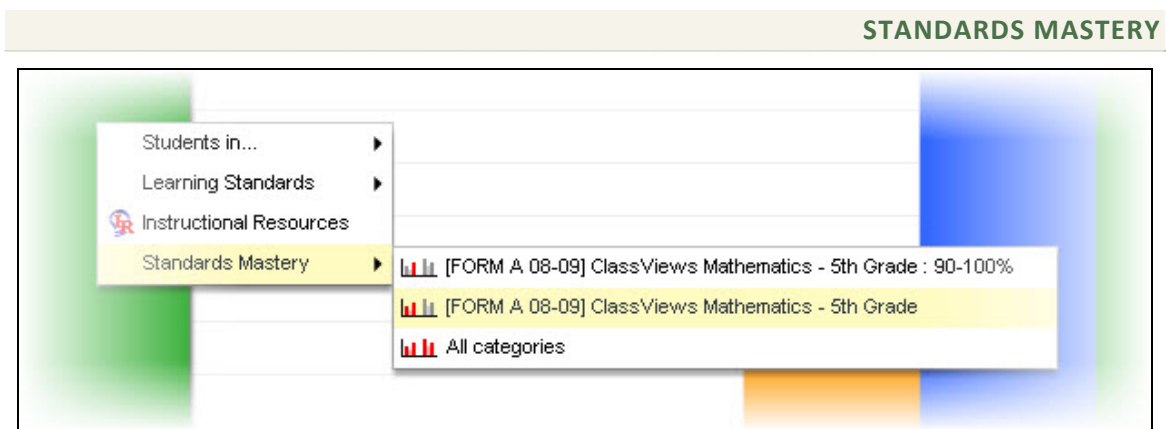


Figure 34 - Drill Down Category Standards Mastery

SAVING REPORTS

Once a report has been modified and displayed to the user's expectations, the report can be saved by selecting the save button on the top right hand side of the workspace.

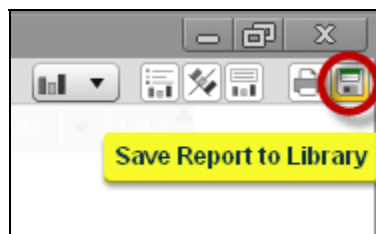
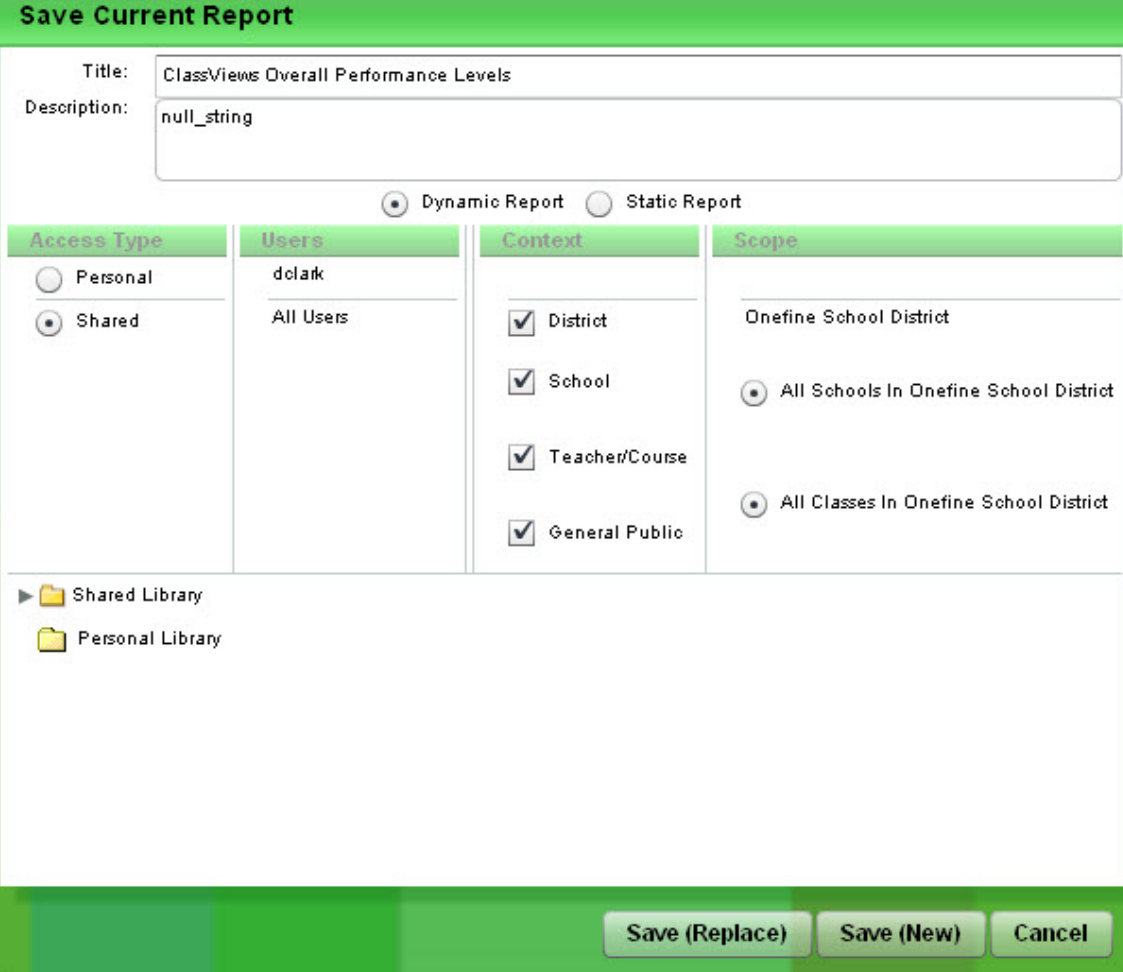


Figure 35 - Saving a Report

Once the save button has been clicked, the user will enter all of the options for saving the report, including the Title, the Description, Dynamic or Static, the Access Type, Users, Context, Scope and the Report Library location.




The "Save Current Report" dialog box is shown with the following configuration:

- Title:** ClassViews Overall Performance Levels
- Description:** null_string
- Report Type:** Dynamic Report (selected)
- Access Type:** Shared (selected)
- Users:** All Users
- Context:** District, School, Teacher/Course, General Public (all selected)
- Scope:** All Schools In Onefine School District (selected)
- Library Location:** Shared Library

Buttons at the bottom: Save (Replace), Save (New), Cancel.

Figure 36 - Saved Report Options

PRINTING REPORTS

Any report displayed in Inform can be printed separately or as a group of all reports displayed in a dashboard by selecting the  print button on the top right hand side of the workspace. The process creates a PDF with these options:

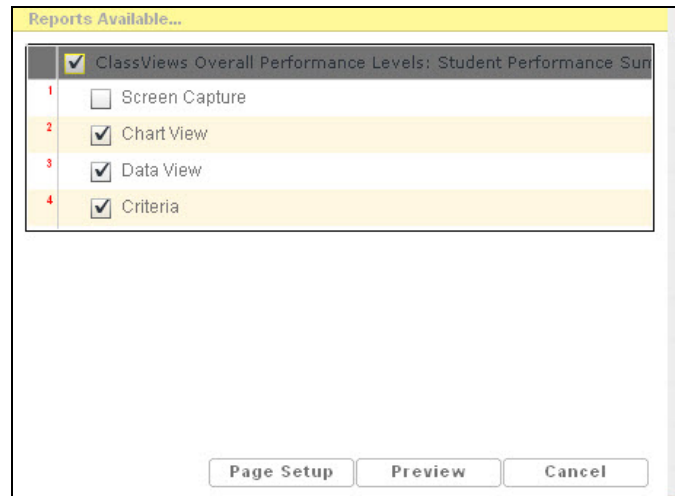


Figure 37 - Printing Reports Options



REPORTING DEMONSTRATION AND EXAMPLES

Demonstrate the step-by-step process of creating reports including chart and table views, sorting data, modifying displays, drilling down into data, saving, and printing.

Notes:

MODULE 4 – CONTEXT NAVIGATION (ADMINISTRATORS)

Unit Time: 5 minutes

Objectives:

- ✓ **Context in Inform**
- ✓ **Fixed and Floating Contexts**

CONTEXT IN INFORM

Your user role determines which *Context levels* display. The displayed data varies depending on your user role; depending on your permissions, you can see reports for the entire district, a selected school, a selected class or a selected teacher's classroom.

The Context Navigator  Context Navigator is on the Toolbar.





Figure 38 - Context Navigator


Once the Context Navigator has been opened, the user can expand the Context Navigator to show the complete hierarchical structure:




Figure 39 - Context Navigator Hierarchical Structure

 The **District** context provides an overall view of district-wide performance. At this context level, you can access the information aggregated across schools within your district.

 The **School** context enables you to determine how individual schools in your district are performing. In general, when school administrators log into Pearson Inform, they automatically go to their school sites.



 The **Courses** context enables teachers to analyze performance in an individual classroom at a particular school. When teachers log into Pearson Inform, they automatically go to their own Courses views where they can access the information for the classes they teach. School and district administrators can navigate to the Courses level.

 The **Teachers** context enables you to determine how individual teachers in your school are performing. You can analyze performance in a teacher's classroom at a particular school. School and district administrators can navigate to the Teachers level.



Users can access data only if they have been given the required permission. Permissions are determined by the district's System Administrator in the Maintenance area.

FIXED AND FLOATING CONTEXTS

All dashboard reports are viewed at a particular context level that can be changed from the Toolbar, according to your preference, at any time. In order to change the context in which you view a report, the context must be floating . A floating context can also be adjusted so that that the report remains fixed  at the selected level.



If a dashboard report is floating, the context level can be changed from the toolbar's *Context Navigator*.



A fixed report will remain at the selected context level when the toolbar's *Context Navigator* is toggled.



Regardless of the fixed/floating status, a report's context level can always be changed by using the push-pins located within the individual report.



CONTEXT DEMONSTRATION

Demonstrate expanding the Context Navigator and explain each level or the hierarchical structure. Walk through the step-by-step process of displaying reports and dashboards through different contexts, and show the difference between fixed and floating contexts.

Notes:

MODULE 5 – ACADEMIC IMPROVEMENT PLANS (AIPS) AND INTERVENTIONS (ADMINISTRATORS)

Unit Time: 10 minutes

Objectives:

- ✓ **Basic Navigation**
- ✓ **Academic Improvement Plans (AIPs)**
- ✓ **Intervention Strategies**
- ✓ **Student Groups**
- ✓ **The Student Dashboard and Academic Improvement Plans (AIPs)**

BASIC NAVIGATION

There are 3 tabs controls on the Dashboard Tab Control that will be used for the Academic Improvement Plans and Interventions discussed in this module.



Figure 40 - AIP Tabs



Academic Improvement Plans — From this tab you can set up your Academic Improvement Plans.



Intervention Strategies — This tab allows you to design intervention activities for specific groups of students and then assign the activities to a student or a group of students.



Student Groups — This tab will help you monitor the performance of a particular group of students by creating target groups.

ACADEMIC IMPROVEMENT PLANS (AIPs)



When the AIP tab is selected on the Dashboard Control Tab tool bar, the Academic Improvement Plan data is loaded into the workspace.

Once an individual AIP is selected (indicated by being highlighted in yellow), the list of the members (students) of that particular plan will be displayed.

Academic Improvement Plans		Pearson School District	
Academic Improvement Plan			
Records Per Page: 25		Record: 1-25 26-50 51-75 76-100 101-125	
Group Name	Student Name	G...	
1 Academic Improvement Plan	1 Dorsch, Bernetta (Fictitious Student)	7	Evergreen
2 Bexley AIP	2 Tebeau, Sofia (Fictitious Student)	8	Evergreen
3 Training AIP	3 Boccella, Sonny (Fictitious Student)	6	Sycamore
	4 Arave, Verdell (Fictitious Student)	7	Sycamore
	5 Ertl, Usha (Fictitious Student)	0	Walnut El

Figure 41 - AIP List



When a student's name is clicked in the listing, that student's data is launched into the Student Dashboard.



This button is used to edit an existing AIP.



This button is used to delete an existing AIP.



This button is used to add a new AIP template or plan with four tabs for information. The user is required to input data for all areas with the , all other areas are optional.

AIP GENERAL TAB:

Edit AIP Template Details

General | Test History | Signatures | Print

Name: *

Description:

Year: 09-10 ▼

Plan Session

General Comment

Subject: <ALL SUBJECTS> ▼

Student Selection: All students currently enrolled ▼

Figure 42 - AIP General Tab

AIP TEST HISTORY TAB:

Edit AIP Template Details

General | **Test History** | Signatures | Print

Years of Assessment History to Display: * 3 most recent years.

Proficiency Profile: <Primary Proficiency> ▼

Concept History Display: Show All Concepts ▼

Concept History Sort: Concept Name / Assessment by Year ▼

Assessment of Interest	
Selected Assessments	Available Assessment
	1 1st Quarter Math 6th Grade PreTest
	2 5th grade q1 benchmark
	3 6th Grade Math Unit 1 Pretest
	4 AIMSWeb - Reading
	5 AJH Training
	6 Aprenda 3 - Achievement (%ile)
	7 Aprenda 3 - Language (%ile)
	8 Aprenda 3 - Mathematics (%ile)
	9 Aprenda 3 - Reading (%ile)
	10 Assessment_01_30_2010
	11 Attendance Rate
	12 Automatic Test Score Calculation
	13 Benchmarks - Language Arts
	14 Benchmarks - Mathematics

Figure 43 - AIP Test History Tab

AIP SIGNATURES TAB:

Edit AIP Template Details

General Test History **Signatures** Print

To add a new Signature, enter a name in the text box below and click Add Signature.

Signature: **Add Signature**

Signatures	
	Signature

Figure 44 - AIP Signature Tab

AIP PRINT TAB:

Edit AIP Template Details

General Test History Signatures **Print**

Select the options to show in printed reports.

Report Template: **AIP basic** ▼

Select which items to print on selected report template:

Header:

- ☐ Print Year and Session
- ☐ Print Student ID
- ☐ Print School
- ☐ Print Grade Level
- ☐ Print Teacher
- ☐ Print General Comments
- ☐ Print Educator Comments
- ☐ Print Chart
- ☐ Print Tests
- ☐ Print Concepts
- ☐ Print History
- ☐ History Comments
- ☐ Print Activity
- ☐ Activity Comments
- ☐ Print Parent Activities
- ☐ Parent Comments
- ☐ Print Targets
- ☐ Target Comments
- ☐ Print Signatures

Figure 45 - AIP Print Tab

INTERVENTION STRATEGIES

When the Intervention Strategies tab is selected on the Dashboard Control Tab tool bar, the Intervention Strategies data is loaded into the workspace.

Once an individual Intervention Strategy is selected (indicated by being highlighted in yellow), the list of the members (students) of that particular strategy will be displayed.

Intervention Strategies		Pearson School District	
		✓ +	Reading Tutoring
	Intervention Stra...	Strategy	Student
1	GT Pull-Out Program		1 Aanerud, Jose (Fictitious Student)
2	Mathematics Tutoring		2 Abner, Augustine (Fictitious Student)
3	Pre-AP Counseling		3 Accornero, Regine (Fictitious Student)
4	Read 180		4 Ackers, Toney (Fictitious Student)
5	Reading Tutoring		5 Ackroyd, Neil (Fictitious Student)
6	RTI Monitoring		6 Acocella, Jody (Fictitious Student)
7	Successmaker Math		7 Aeling, Ernie (Fictitious Student)
8	Waterford Math & Scien		8 Aguiard, Rupert (Fictitious Student)
9	Waterford Reading		9 Ahlberg, Thanh (Fictitious Student)
			10 Aita, Gayle (Fictitious Student)
			11 Aites, Janeen (Fictitious Student)
			12 Akiyama, Darin (Fictitious Student)

Figure 46 - Intervention Strategies



When a student's name is clicked in the listing, that student's data is launched into the Student Dashboard.



This button is used to edit an existing Intervention Strategy.



This button is used to delete an existing Intervention Strategy.



This button is used to add a new Intervention Strategy template or plan. The user is required to input data for all areas with the *, all other areas are optional.

Add Intervention Strategy

Name: *

Description:

Begin Date:

End Date:

Frequency/Duration:

Save Cancel

Figure 47 - Adding an Intervention Strategy

STUDENT GROUPS



When the Student Groups tab is selected on the Dashboard Control Tab tool bar, the Student Groups data is loaded into the workspace.

Once an individual Student Groups is selected (indicated by being highlighted in yellow), the list of the members (students) of that particular group will be displayed.

Group Name		Stud...	Student Name	Assigned Intervention Strategies
1	08-09 AP - Pre-AP Grd 5 Transition Screen	153210	Aalbers, Caleb (Fictitious Student)	Pre-AP Co 753
2	08-09 ELL - ELL EOY Exiters	116660	Abdul, Woodrow (Fictitious Student)	
3	08-09 GT - Gifted and Talented t	132508	Aben, Vincent (Fictitious Student)	
4	08-09 M - Math Intervention Grou	121109	Abler, Roosevelt (Fictitious Student)	
5	08-09 R - Reading Intervention C	101369	Abrams, Harlan (Fictitious Student)	
6	08-09 RTI - BOY Screening	132503	Adney, Leon (Fictitious Student)	
7	08-09 RTI - MOY Screening	121101	Aguas, Ed (Fictitious Student)	
8	Attendance Failures	114429	Alameda, Chung (Fictitious Student)	
9	SIT Referrals	116656	Alberly, Danyelle (Fictitious Student)	
10	Writing Composition			

Figure 48 - Student Groups



When a student's name is clicked in the listing, that student's data is launched into the Student Dashboard.



This indicates that the selected group is targeted for intervention. This is used to refresh the student group list.



This is used to refresh the student group list.




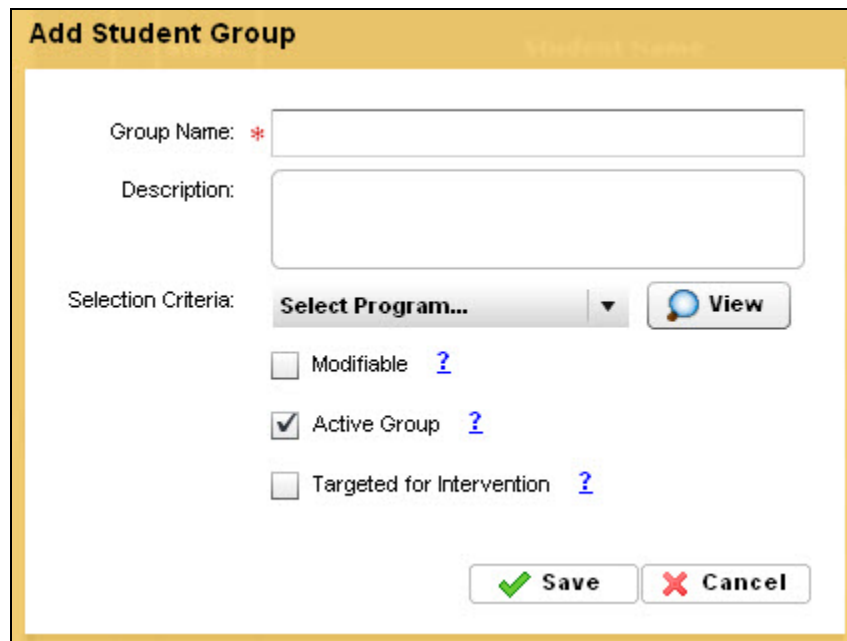
This button is used to edit an existing Intervention Strategy.



This button is used to delete an existing Intervention Strategy.





This button is used to add a new Student Group template or plan. The user is required to input data for all areas with the , all other areas are option.



Add Student Group [Student Groups](#)

Group Name: *

Description:

Selection Criteria: **Select Program...**  

☐ Modifiable [?](#)

☒ Active Group [?](#)

☐ Targeted for Intervention [?](#)



 

Figure 49 - Adding a Student Group

THE STUDENT DASHBOARD AND ACADEMIC IMPROVEMENT PLANS (AIPs)

The student's comprehensive Academic Improvement Plan data is displayed in the Student Dashboard in a composite view, including the Student Test History, the Group & Intervention History, the Chart/Graphs – Student AIP Profile and the Parent/Student Responsibilities areas.

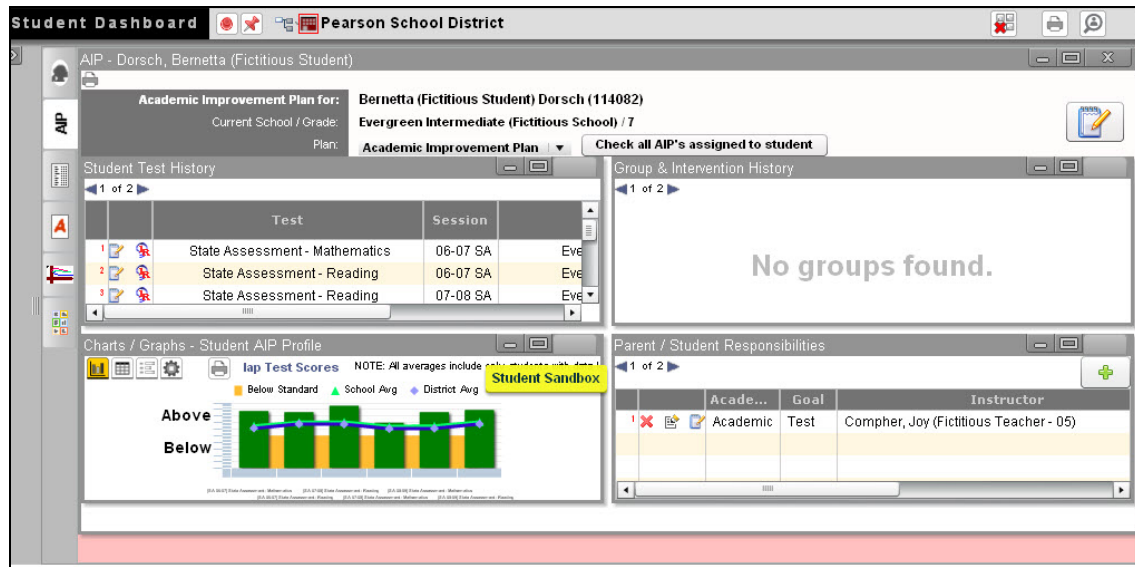


Figure 50 - AIP in the Student Dashboard



AIP AND INTERVENTIONS DEMONSTRATION

Demonstrate navigating the AIP and Intervention areas of Inform. Also demonstrate the step-by-step process of creating new Academic Improvement Plans (AIPs), Intervention Strategies and Student Groups, and how to manage these items for Interventions.

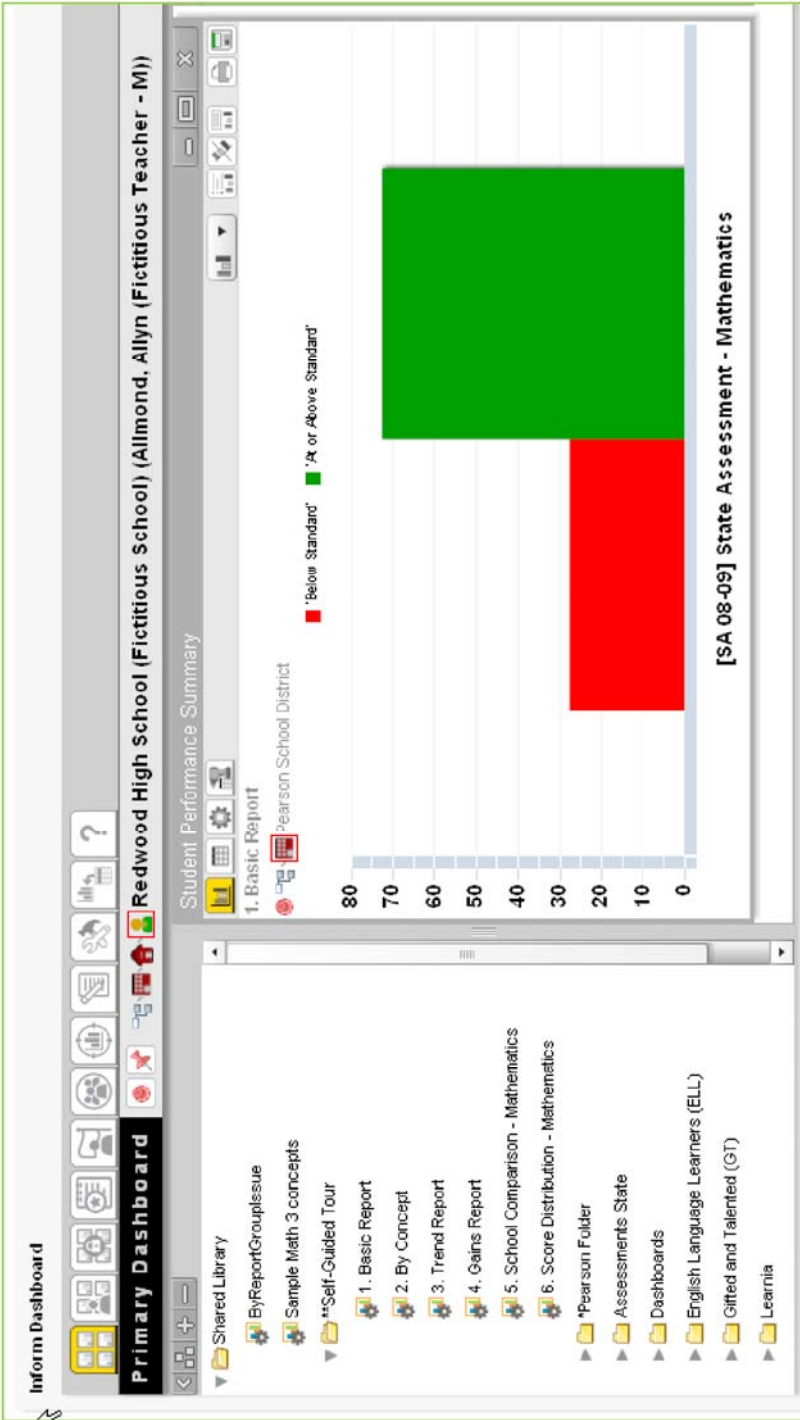
Also demonstrate and discuss the The Student Dashboard and Academic Improvement Plans (AIPs).

Notes:

SAMPLE REPORTS

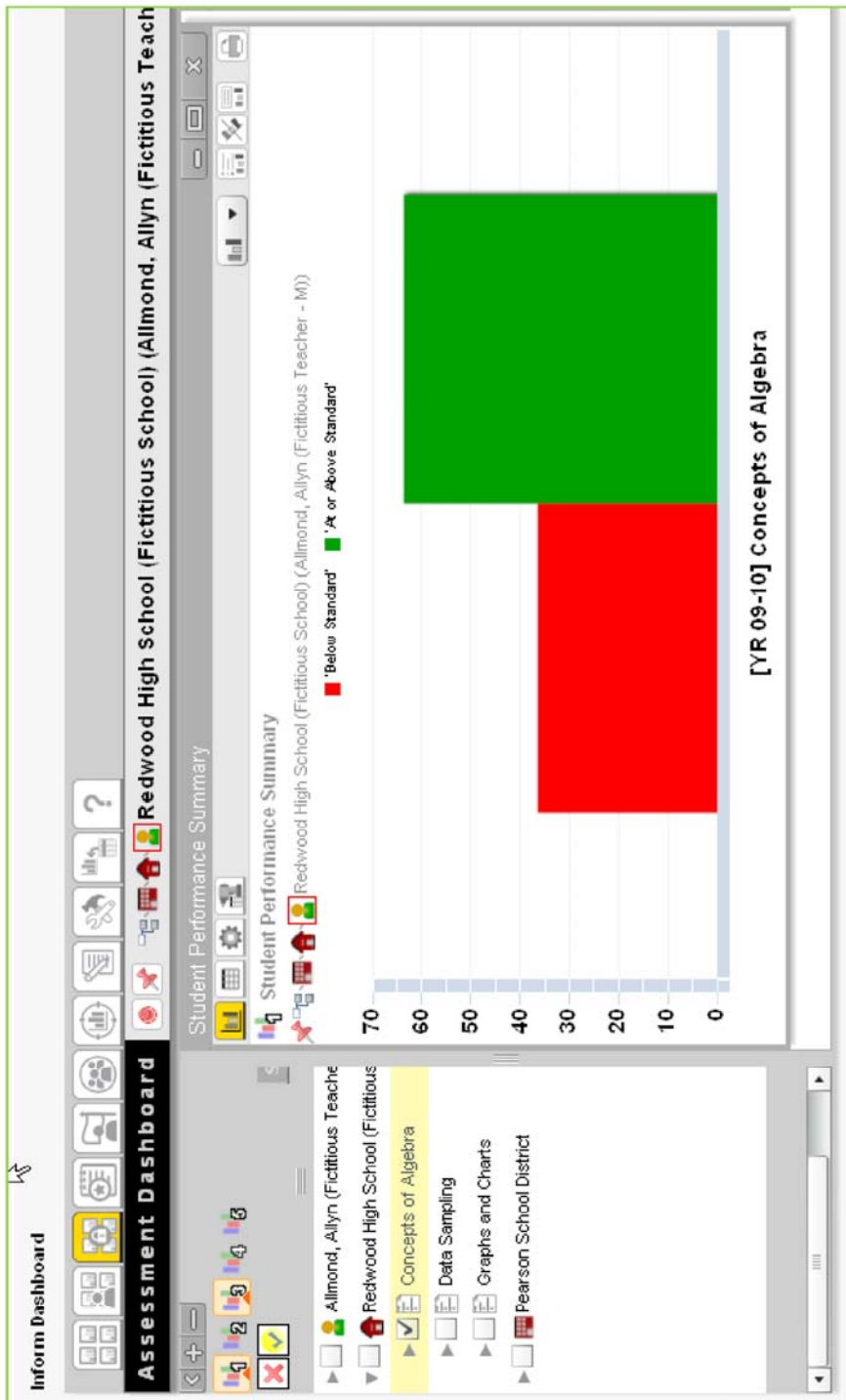
STUDENT PERFORMANCE SUMMARY

Reports are created and stored in a Shared Library that is easily configured to meet the district's reporting requirements. Report icons in this Library give teachers and administrators ONE-CLICK access to performance data, providing AT-A-GLANCE access. The Basic Report displayed below queries state assessment data for Mathematics for the 08-09 school year. Clicking on any bar drills down to student names. An additional click groups students for Intervention Groups. Graphical displays can also be quickly converted to tables. Any report can be printed to a PDF or exported and an Excel file.



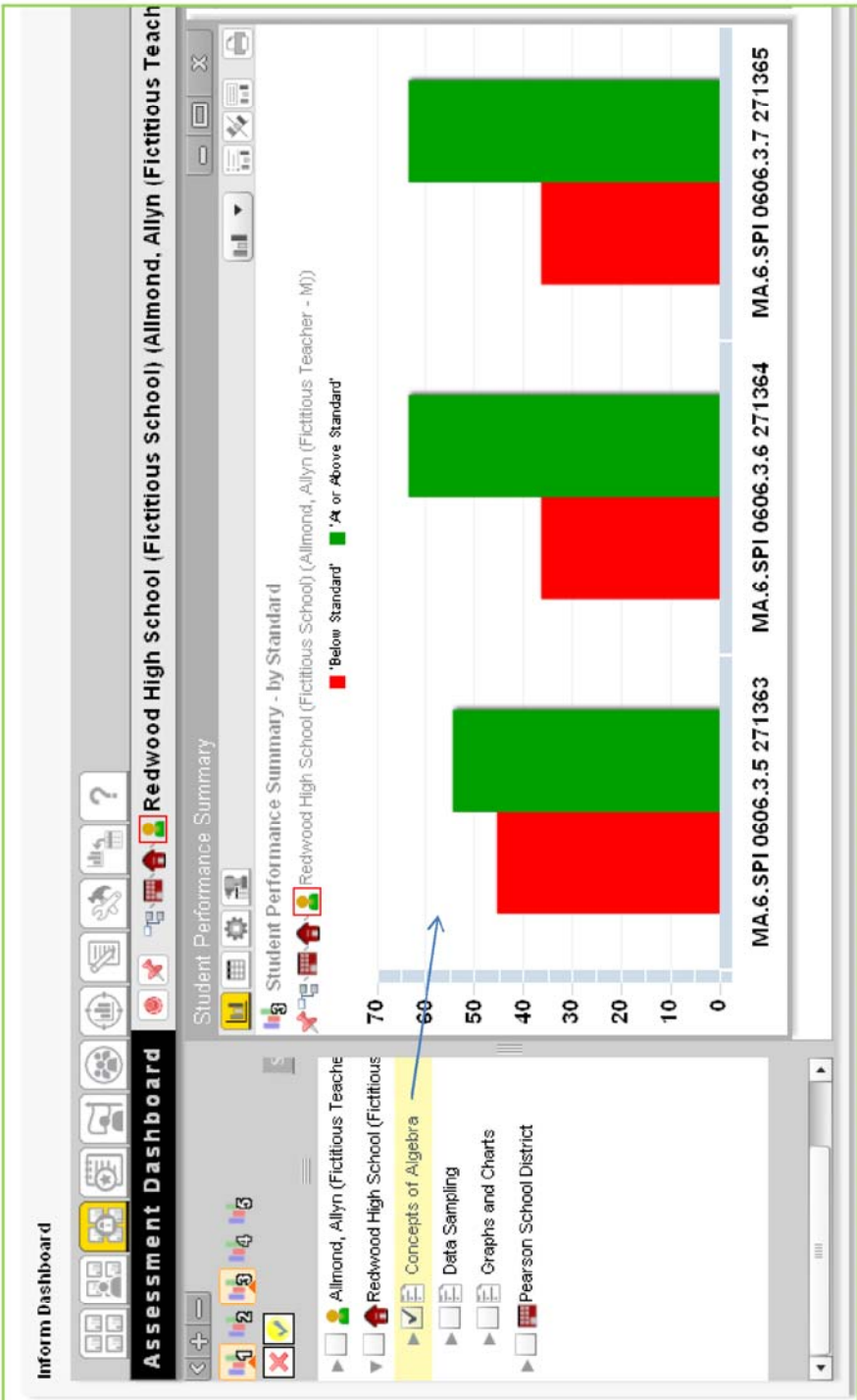
PERFORMANCE SUMMARY AS PASS/FAIL

This dynamic, interactive report gives a graphical view of how many students performed “At or Above Standard” or “Below Standard” on the test “Concepts of Algebra.” Clicking on either bar of the graph drills down to a tabular list of those students. With one additional click these students can be assigned to a specified Intervention Group and activities can be assigned to that group to fulfill RtI required documentation and monitoring.



STUDENT PERFORMANCE SUMMARY – BY INDICATOR (benchmark or objective)

This dynamic, interactive report gives a graphical view of how many students performed “At or Above Standard” or “Below Standard” on each of three performance indicators (benchmarks, objectives) that were tested on an assessment called “Concepts of Algebra.” Clicking on any bar drills down to a tabular list of those students. With one additional click these students can be assigned to a specified Intervention Group and activities can be assigned to that group to fulfill RtI required documentation and monitoring.



STUDENT PERFORMANCE SUMMARY – BY CONCEPT

This dynamic, interactive report gives a graphical view of how students performed on concepts (or subtests) within an assessment. In this example you see mathematics divided into 6 strands. This information can be granular down to the indicator (benchmark or objective) level if the testing data is delivered in that format. As with all reports, clicking on any bar drills down to a tabular list of students. With one additional click these students can be assigned to a specified Intervention Group and activities can be assigned to that group to fulfill RtI required documentation and monitoring.

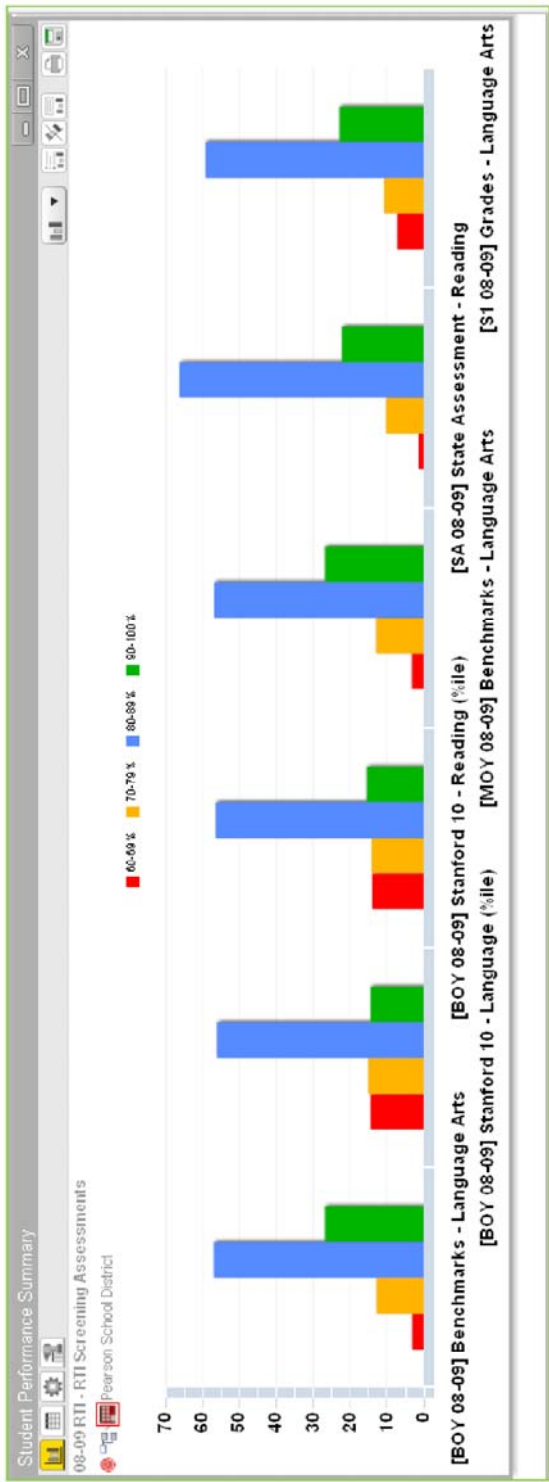


RESPONSE TO INTERVENTION – UNIVERSAL SCREENERS – PROGRESS MONITORING OVER TIME

An integral part of managing a comprehensive RtI program involves painstaking data analysis. With this system, not only can you document student status on beginning-of-year screener tests, but you can also bring in all scores for progress monitoring assessments. There is also a mechanism for storing all instructional interventions that are delivered between assessments. The result is a graphical gains report with a trend line and documentation of all intervention strategies used.

Below is an example of how MULTIPLE MEASURES have been used to screen students – using 6 different assessments – for baseline data.

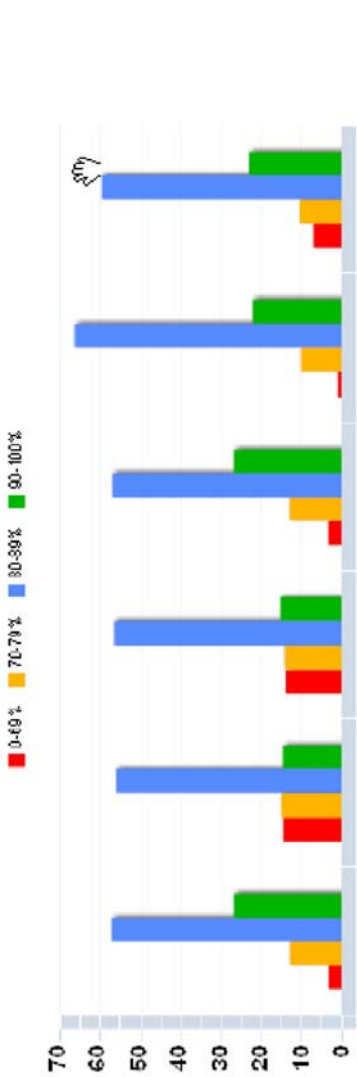
* See the next page for what this on-screen report looks like when output to a .pdf.



PDF VIEW OF A STUDENT PERFORMANCE SUMMARY

On-screen reports, when exported to a .pdf, provide an easy-to-read layout of the report. The user can choose which elements of the on-screen report they wish to populate this report.

08-09 RTI - RTI Screening Assessments: Student Performance Summary



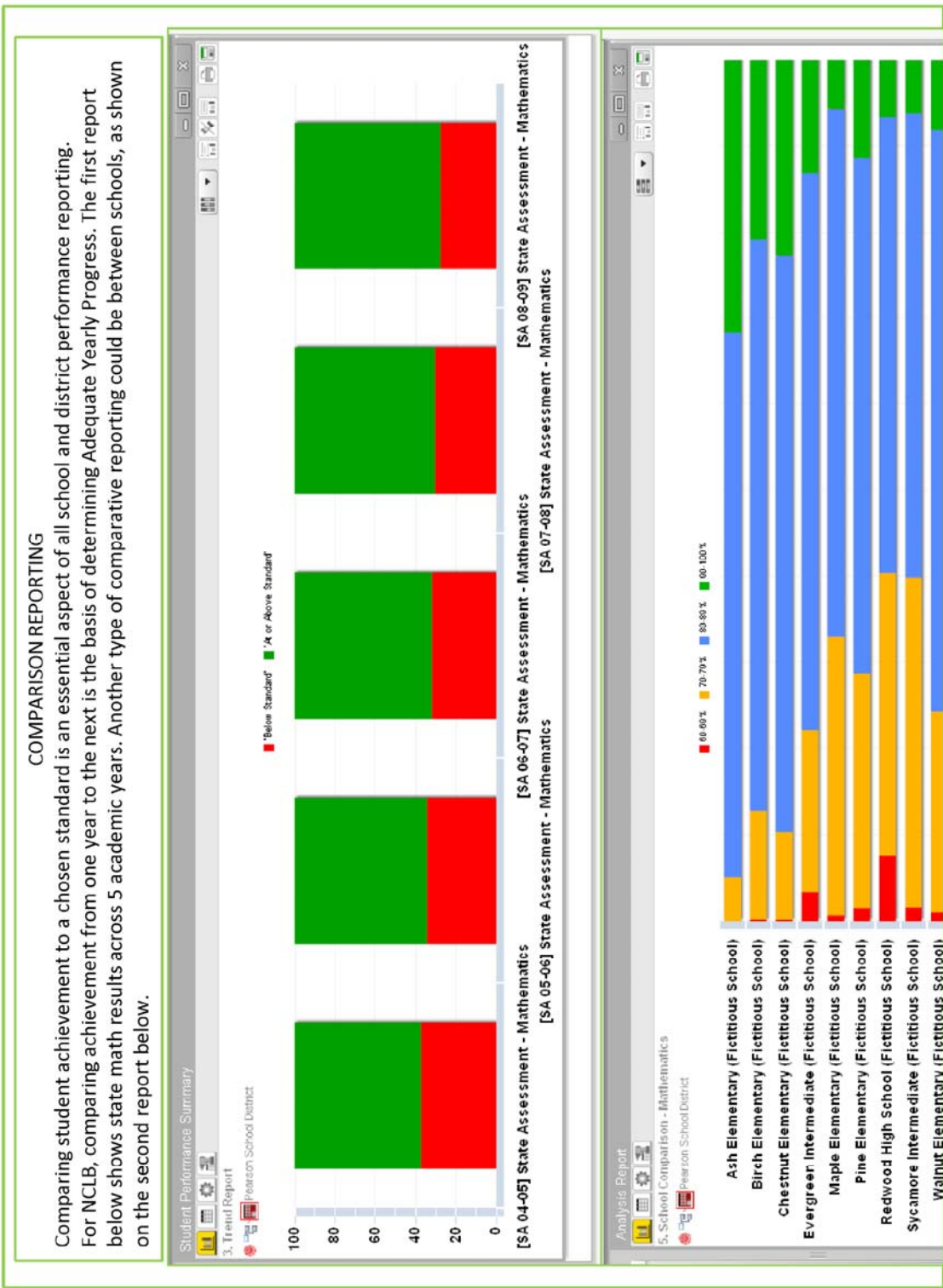
Assessment		Total		0-49%		50-79%		80-89%		90-100%	
		#	Avg	#	%	#	%	#	%	#	%
1	[BOY 08-09] Benchmark - Language Arts	9372	78.97	310	3.3	40.64	1208	12.9	61.09	5338	56.95
2	[BOY 08-09] Benchmark - Language Arts	8701	49.62	970	14.47	7.26	1008	16.01	22	3763	66
3	[BOY 08-09] Benchmark - Language Arts	7552	60.63	1058	13.98	8.88	1068	14.15	22.09	4261	56.42
4	[BOY 08-09] Benchmark - Language Arts	9372	78.97	310	3.3	40.64	1208	12.9	61.09	5338	56.95
5	[BOY 08-09] Benchmark - Language Arts	9372	78.97	310	3.3	40.64	1208	12.9	61.09	5338	56.95
6	[BOY 08-09] Benchmark - Language Arts	9000	82.33	952	7.19	102.88	906	10.06	72.12	6308	59.24

Criteria	Assessments	Filters
Subject: Language Arts	[BOY 08-09] Benchmark - Language Arts	
Cohort: Currently Enrolled Students	[BOY 08-09] Benchmark - Language Arts	
Year: 08-09	[BOY 08-09] Benchmark - Language Arts	
Prof. Profile: District Profile (4T)	[BOY 08-09] Benchmark - Language Arts	
Categorize by: <proficiency level>	[BOY 08-09] Benchmark - Language Arts	

GAINS REPORT –ESSENTIAL FOR RtI

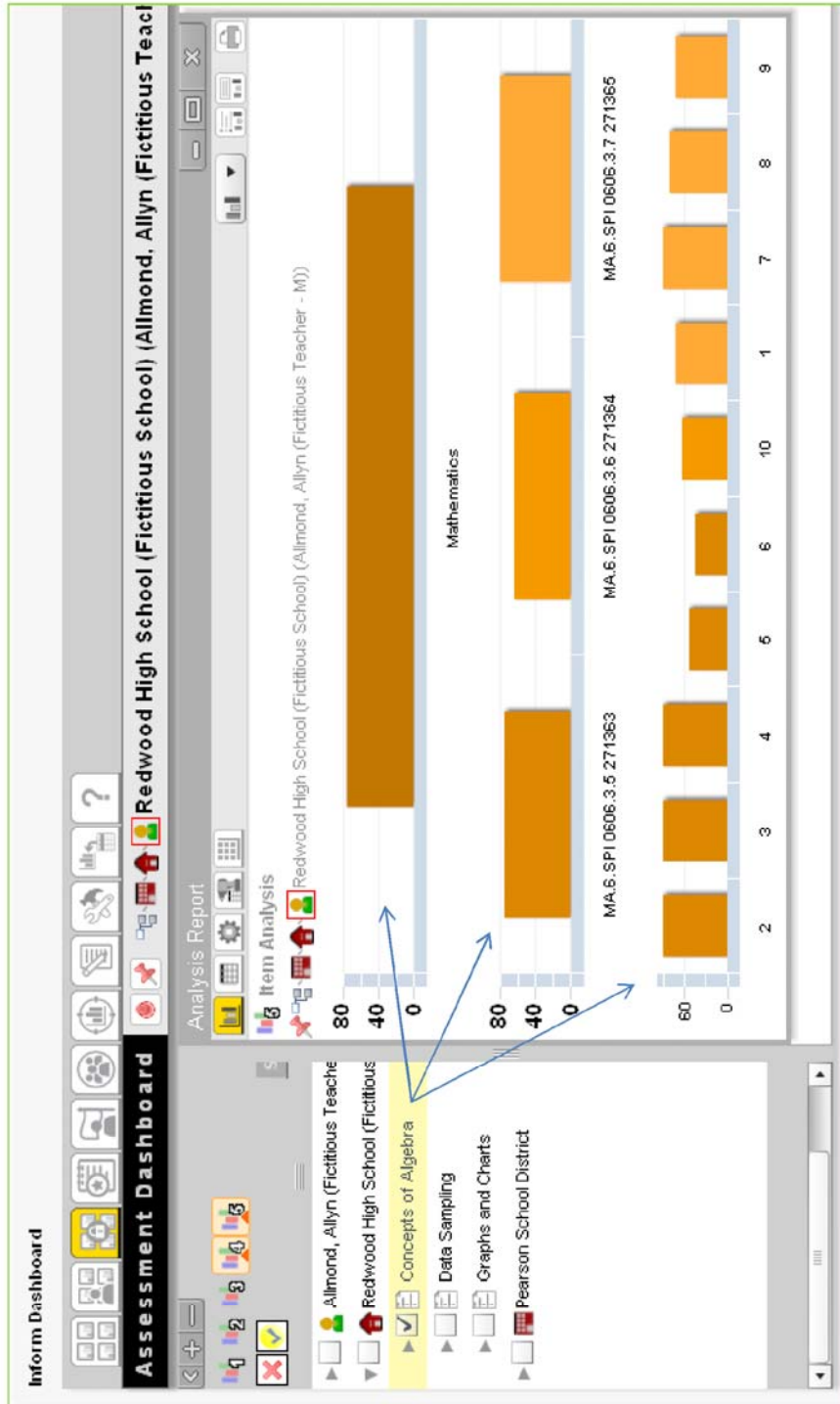
An integral part of any RtI process is being able to show student gains after instructional strategies have been put in place. The report below shows which students are “Improving” or “Not Improving” based on a tolerance level set by the district.





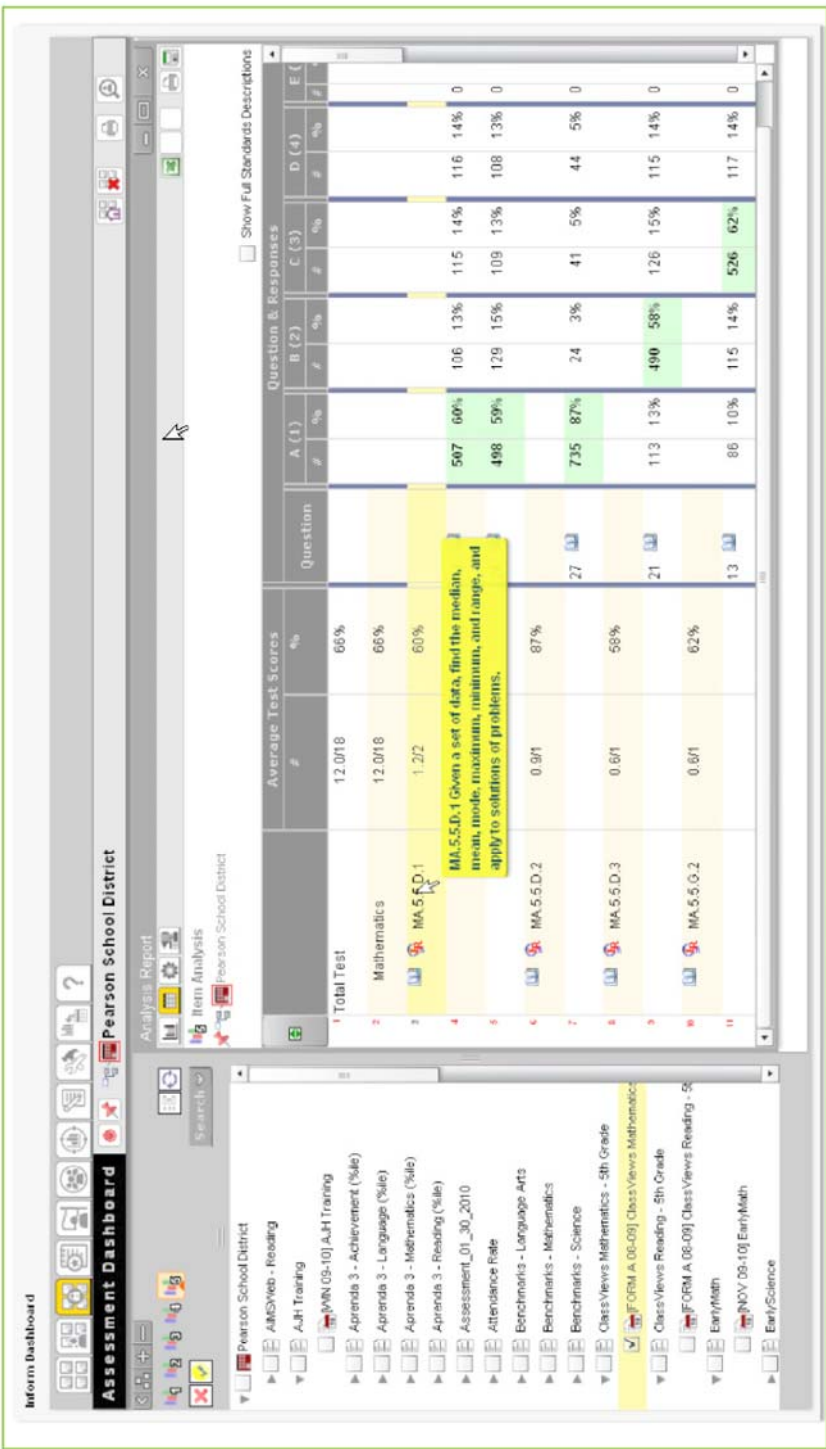
STUDENT PERFORMANCE SUMMARY – BY TOTAL / BY INDICATOR / BY ITEM

This dynamic, graphic display shows 3 levels of data. The top level displays the total performance of a student group on a test called "Concepts of Algebra." The second bar breaks the data out by Indicator (benchmark or objective). The third level of the report shows the number of students who successfully answered each question. Every bar within this report drills down to actual student names. Drilling down also displays which students correctly or incorrectly answered each question.

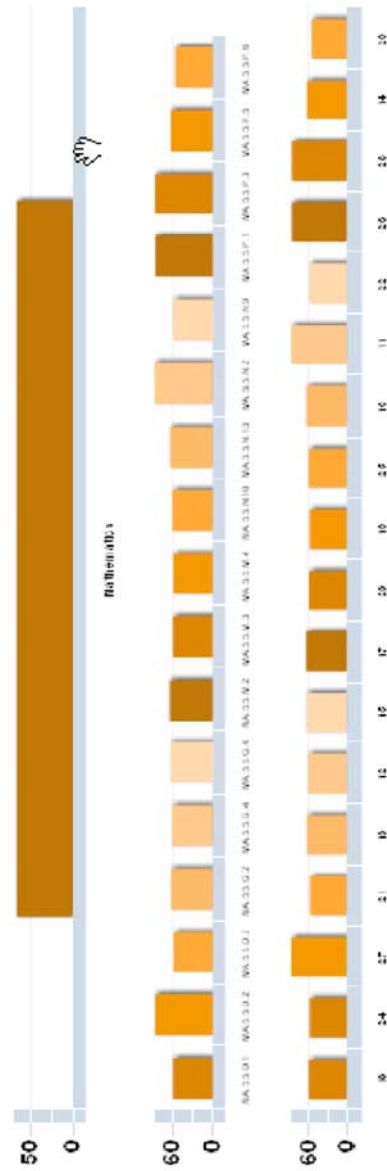


STUDENT PERFORMANCE SUMMARY – BY TOTAL / BY INDICATOR / BY ITEM

When you drill down into the Item Analysis Report you get an interactive, tabular view of student response information. As you can see below, hovering over the standards codes reveals a description of the standard. There is additional drill-down capability in the distractor totals, allowing you to view which students chose which answer. (see next page for .pdf view)



ClassViews Item Analysis: Test Item Analysis

[illegible]

STANDARDS MASTERY DATA

This columnar view of a standards mastery report gives the standard code, total students who tested on that standard, and average scores. The district can set a profile value that discriminates between who has demonstrated mastery of each standard and who has not demonstrated mastery.

Inform Dashboard

Assessment Dashboard

Pearson School District

AMSWeb - Reading

AJH Training

APrendis 3 - Achievement (%ile)

APrendis 3 - Language (%ile)

APrendis 3 - Mathematics (%ile)

APrendis 3 - Reading (%ile)

Assessment_01_30_2010

Attendance Rate

Benchmarks - Language Arts

Benchmarks - Mathematics

Benchmarks - Science

Class Views Mathematics - 5th Grade

☒ IFORM A 08-09 Class Views Mathematics

Class Views Reading - 5th Grade

IFORM A 08-09 Class Views Reading - 5th Grade

EarlyMath

NOV 08-10 EarlyMath

EarlyScience

Student Performance Summary

Student Performance Summary

Pearson School District

Assessment

MA.5.D.1

MA.5.D.2

MA.5.D.3

MA.5.G.2

MA.5.G.4

MA.5.G.6

MA.5.M.2

MA.5.M.3

MA.5.M.4

MA.5.N.10

MA.5.N.13

MA.5.N.2

MA.5.N.9

MA.5.P.1

MA.5.P.3

MA.5.P.5

MA.5.P.6

#

844

844

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844

844

Avg

59.54

87.08

58.06

62.31

60.43

63.27

84.09

59.59

58.52

60.06

63.38

87.44

59

86.48

86.97

62.79

56.4

#

231

109

354

318

334

310

303

341

350

337

309

106

346

114

110

314

368

Not Demonstrated

%

27.36

12.91

41.94

37.67

39.57

36.72

35.9

40.4

41.46

39.92

36.61

12.55

40.99

13.5

13.03

37.2

43.6

poor

%

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

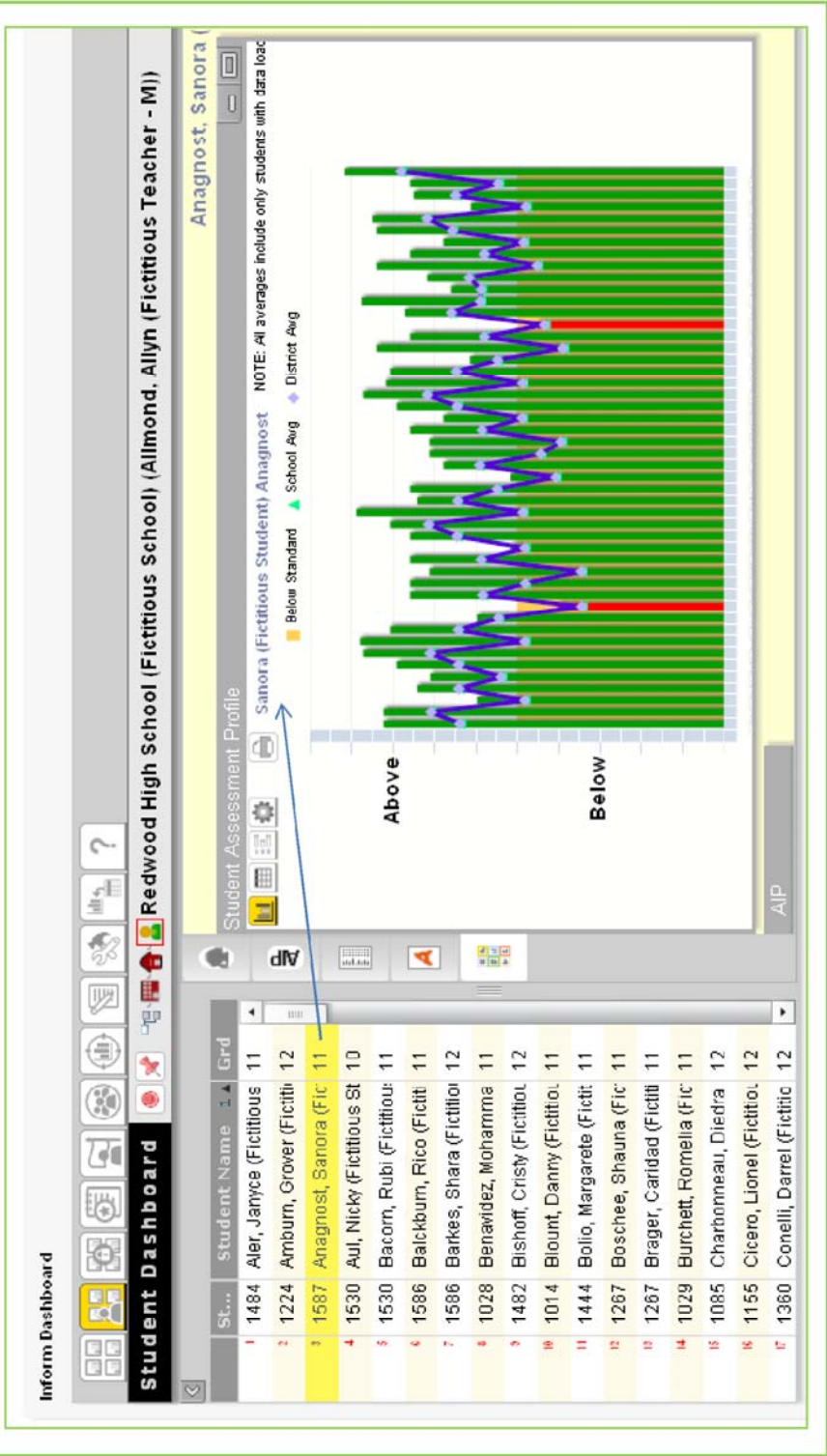
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Show Full Standards Descriptions

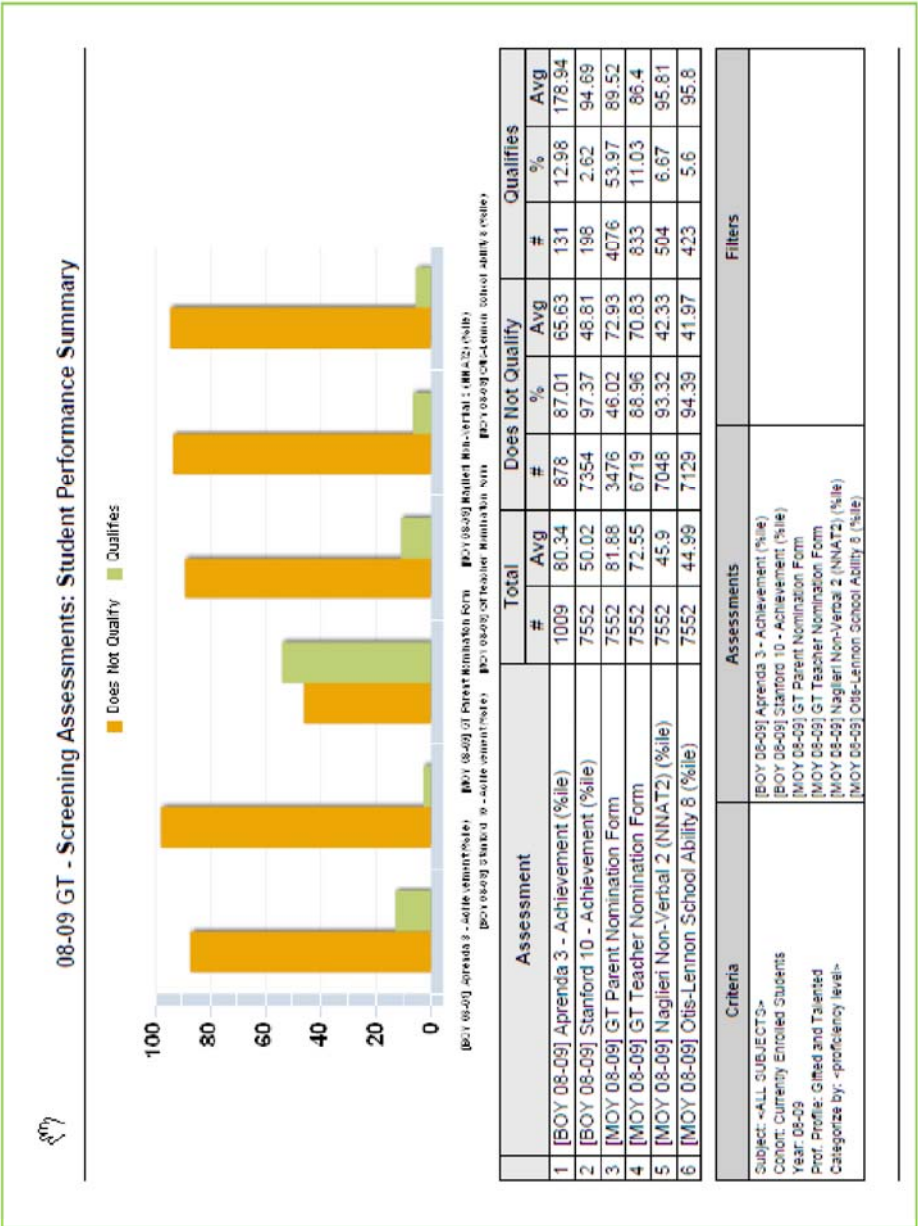
TEACHER ROSTER REPORT WITH DRILL-DOWN TO INDIVIDUAL STUDENT PROFILE

A teacher or administrator can, at a glance, view a longitudinal profile of all performance data for any student. Each bar represents a different assessment. Green bars represent performance "At or Above Standard" and red bars indicate "Below Standard." Lines across the bar graph indicate school, district and state averages as a comparison. This graph can be converted to a table and sorted by year, test, score and subject. Data can even be viewed at the concept level or filtered by subject.



PDF VIEW OF STUDENT PERFORMANCE SUMMARY

This example of a Student Performance Summary shows how one district chose to test for eligibility for Gifted and Talented using multiple measures. This view is of the .pdf export.



ACADEMIC IMPROVEMENT PLAN – REPORTING FOR TEACHER AND PARENT

The next three pages represent the Academic Improvement Plan created automatically for a student based on:

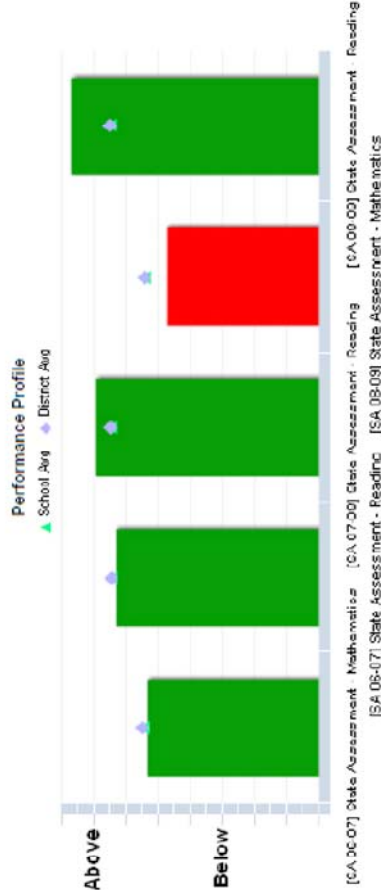
- 1- Tests administered – state, local, diagnostic, whatever the district wants to use are criteria
- 2- Scores reported out as total, concept, or by standard
- 3- Intervention Groups that the student has been assigned to
- 4- Activities that have been used with that Intervention Group
- 5- Goals, objectives and parent activities that have been assigned.

The AIP is an essential part of a District RtI Process.

AIP: Cruz (Fictitious Student) Jones

Redwood High School (Fictitious School)
Cruz, Fictitious Student Jones (100004)
Grade: 11
AIP: Academic Improvement Plan

2017



Performance Profile Data

Assessment	Session	Year	Student Score	School Average	District Average	Proficiency	Grade	School
[CA 3C-07] State Assessment - Mathematics [CA 07-00] State Assessment - Reading [CA 00-00] State Assessment - Reading	1		71	72	72	30-32%		Redwood High School (Fictitious School)
	2		77	77.01	77.01	30-32%		Redwood High School (Fictitious School)
	3		81	78.11	78.11	30-32%		Redwood High School (Fictitious School)
	4		07	71.83	71.83	70-72%		Redwood High School (Fictitious School)
	5		85	77.01	77.01	30-32%		Redwood High School (Fictitious School)

Go to next page for continuation of this AIP→

ACADEMIC IMPROVEMENT PLAN – REPORTING FOR TEACHER AND PARENT (continued)

This continuation of the AIP shows the student profile on the State Assessment displayed by an overall pass/fail and also broken down by Concepts tested. This report can be configured to show other kinds of testing done in the district, e.g., Interim Benchmarks, Diagnostics, Computer Adaptive, Gifted & Talented Screening, etc.

AIP: Cruz (Fictitious Student) Jones

Test Performance

	Test	Session	School	Scores		
				Student	Min Req'd	Mastered
1	State Assessment - Mathematics	06-07 SA	Redwood High School (Fictitious School)	71	69	✓
2	State Assessment - Reading	06-07 SA	Redwood High School (Fictitious School)	77	69	✓
3	State Assessment - Reading	07-08 SA	Redwood High School (Fictitious School)	81	69	✓
4	State Assessment - Mathematics	07-08 SA	Redwood High School (Fictitious School)	69	69	✗
5	State Assessment - Mathematics	08-09 SA	Redwood High School (Fictitious School)	67	69	✗
6	State Assessment - Reading	08-09 SA	Redwood High School (Fictitious School)	85	69	✓

Concept Performance

	Test	Session	Concept	Scores		
				Student	Min Req'd	Mastered
1	State Assessment - Mathematics	06-07 SA	Number Operations	71	69	✓
2	State Assessment - Mathematics	06-07 SA	Patterns	58	69	✗
3	State Assessment - Mathematics	06-07 SA	Geometry	66	69	✗
4	State Assessment - Mathematics	06-07 SA	Measurement	64	69	✗
5	State Assessment - Mathematics	06-07 SA	Probability & Statistics	69	69	✗
6	State Assessment - Mathematics	06-07 SA	Mathematical Processes	73	69	✓
7	State Assessment - Reading	06-07 SA	Basic Understanding	78	69	✓
8	State Assessment - Reading	06-07 SA	Literary Elements	81	69	✓
9	State Assessment - Reading	06-07 SA	Reading Strategies	74	69	✓
10	State Assessment - Reading	06-07 SA	Critical-Thinking Skills	73	69	✓
11	State Assessment - Reading	07-08 SA	Basic Understanding	83	69	✓
12	State Assessment - Reading	07-08 SA	Literary Elements	85	69	✓
13	State Assessment - Reading	07-08 SA	Reading Strategies	80	69	✓
14	State Assessment - Reading	07-08 SA	Critical-Thinking Skills	78	69	✓
15	State Assessment - Mathematics	07-08 SA	Number Operations	69	69	✗
16	State Assessment - Mathematics	07-08 SA	Patterns	60	69	✗
17	State Assessment - Mathematics	07-08 SA	Geometry	52	69	✗
18	State Assessment - Mathematics	07-08 SA	Measurement	60	69	✗

Go to next page
for continuation
of this AIP→

ACADEMIC IMPROVEMENT PLAN – REPORTING FOR TEACHER AND PARENT (continued)

Since the AIP is intended to track student involvement in Intervention Activities in addition to student progress on assessments, there is a listing of any Target Groups to which the student has been assigned, Intervention Activities that the student has participated in, and suggested Parent/Student Goals and activities.

Note: This AIP Document remains in place for the entire time a student is enrolled, therefore it becomes an historical document for continued update and reference.

AIP: Cruz (Fictitious Student) Jones

19	State Assessment - Mathematics	07-08 SA	Probability & Statistics	69	69		✗
20	State Assessment - Mathematics	07-08 SA	Mathematical Processes	70	69		✓
21	State Assessment - Mathematics	08-09 SA	Number Operations	67	69		✗
22	State Assessment - Mathematics	08-09 SA	Patterns	54	69		✗
23	State Assessment - Mathematics	08-09 SA	Geometry	53	69		✗
24	State Assessment - Mathematics	08-09 SA	Measurement	58	69		✗
25	State Assessment - Mathematics	08-09 SA	Probability & Statistics	67	69		✗
26	State Assessment - Mathematics	08-09 SA	Mathematical Processes	71	69		✓
27	State Assessment - Reading	08-09 SA	Basic Understanding	89	69		✓
28	State Assessment - Reading	08-09 SA	Literary Elements	89	69		✓
29	State Assessment - Reading	08-09 SA	Reading Strategies	85	69		✓
30	State Assessment - Reading	08-09 SA	Critical-Thinking Skills	82	69		✓

Target Groups

Group Name	School	Assigned By	Grd	Start	Stop
08-09 M - Math Intervention Group	Redwood High School (Fictitious School)	admin, inform	0	05/01/2009	

Intervention Activities

Activity	Freq/Duration	Instructor	Tier	Grd	Start	Stop
1 Mathematics Tutoring	45 Minutes/Week	admin, inform				
2 RTI Monitoring	Quarterly	Allmond, Allyn (Fictitious Teacher - M)	Tier 1		04/12/2010	

Parent / Student Goals

Academic / Behavioral	Goal	Instructor	Grd	Last Review	Next Review	Met
1 Academic	Raise Math by 2%	Allmond, Allyn (Fictitious Teacher - M)	11			No

Parent / Student Activities

Activity	Freq/Duration	Instructor	Student/Guardian
1 Review Homework	Nightly	Allmond, Allyn (Fictitious Teacher - M)	Guardian