

# Student Progress Monitoring Tool for Data Collection and Graphing

This tool was developed by Dr. Devin Kearns at the University of Connecticut and the National Center on Intensive Intervention. When citing this tool or any of its content, please use the following citation:

Kearns, D. M., (August, 2016). *Student progress monitoring tool for data collection and graphing* [computer software] Washington, DC: U.S. Department of Education, Office of Special Education Programs, National Center on Intensive Intervention.

## **Purpose:**

This tool is designed to help educators collect academic progress monitoring data across multiple measures as a part of the data-based individualization (DBI) process. This tool allows educators to store data for multiple students (across multiple measures), graph student progress, and set individualized goals for a student on specific measures. Within the DBI process, this tool can be used in conjunction with student DBI planning forms available at:

<http://www.intensiveintervention.org/tools-support-intensive-intervention-data-meetings>

## **Terms Referenced in the Excel Template:**

1. **Benchmark** – A level of performance on an assessment that is predictive of proficiency.
2. **Rate of Improvement (ROI)** – Average growth per week (ROI) for a specified progress monitoring measure can be used to calculate a goal.
3. **Intra-individual Framework (IIF)** – IIF is often used to set individualized education program (IEP) goals or to set goals for students performing far below grade level. IIF allows for a student’s recent performance to be compared to his or her previous performance (not a national or local norm).

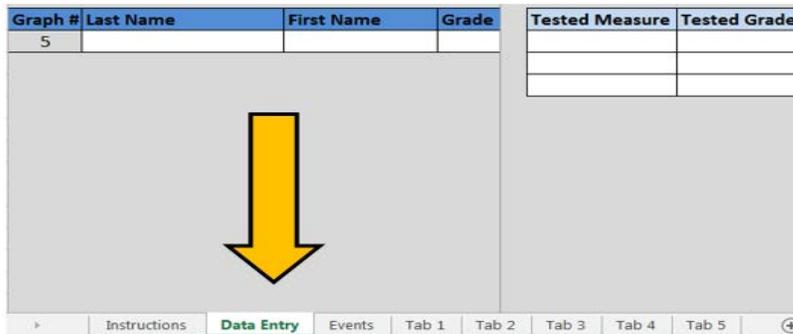
## **Additional Guidance on Setting Goals:**

For more information on setting goals based on benchmarks, rates of improvement, or with the intra-individual framework, please visit NCII’s module: [Using Academic Progress Monitoring for Individualized Instructional Planning](#).

For an overview of additional terms, please visit the National Center on Intensive Intervention’s [glossary](#).

## Overview

The spreadsheet is divided into sheets (see tabs at the bottom of the page):



Graph #	Last Name	First Name	Grade	Tested Measure	Tested Grade
5					

Instructions | **Data Entry** | Events | Tab 1 | Tab 2 | Tab 3 | Tab 4 | Tab 5 | +

- *Instructions* – A brief list of steps for using the tool.
- *Data Entry* – A spreadsheet to input data across different measures over an extended period of time.
- *Events* – A spreadsheet to document when adaptations (e.g., extra intervention time, intensification strategy) occur to a student’s DBI plan.
- *Tab #* – A spreadsheet for each student with data entered. Up to three progress monitoring measures can be displayed for a single student.

The remaining sheets are individual students’ graphs that correspond with the information entered in the “Data Entry” and “Events” sheets. When you download the file, there are sample data included as a model.

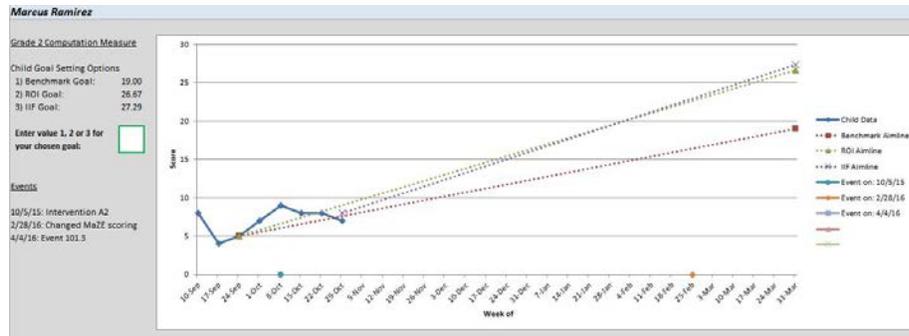
## Instructions

### 1. *Data entry*

- a. Enter the name and grade level of the student. Each student will have a separate graphing sheet created in the corresponding “Tab #” tab.
- b. Under “Tested Measure,” enter the information for the measures being used to monitor student progress. The corresponding graphing sheet for an individual student will include graphs for each tested measure.
- c. Input weekly progress monitoring data in each corresponding week’s column (column M onward).
  - i. Only input data for weeks where you have documented progress monitoring results – it is okay to leave a cell blank if progress monitoring data available re not available for a given week.

### 2. *Graph*

- a. Each graph will initially show three aim lines based on three different goal-setting options (i.e., benchmark, rate of improvement, or intra-individual framework).



- b. After reviewing the goal-setting options and determining the best option for an individual student, enter a value into the box on the left (1 for benchmark, 2 for ROI, and 3 for IIF) and press enter to select that option. The graph will adjust to only show the aim line for the selected value.

*Note: The IIF can only be calculated after eight points of data are collected.*

### 3. Events

- a. The events tracker allows you to indicate where changes occurred that might affect students' performance (e.g., change in scoring criteria, intensification strategy included to a student's plan, school breaks).
- b. The students' graph sheet will indicate (on the x-axis) where a notable event occurred.

We hope you find this progress monitoring tool helpful. Please email [ncii@air.org](mailto:ncii@air.org) with any questions or suggestions for improvement.