

Recording SRBI Tiered Interventions to Multiple Students at Once Step-By-Step Guide

We are also available for questions at inform@mansfieldct.org

See the handout “Recording SRBI Tiered Interventions” for how interventions are typically added (one student at a time). However, if you are already comfortable with how to add an intervention for a single student, you might sometimes want to assign an intervention to many students at once.

- 1) Go to <http://mansfieldct.org/inform> and login.

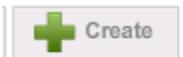


(It is the same as your school computer username & password.)

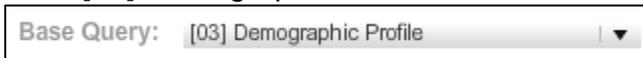
- 2) Click on the tab for “Reports”.



- 3) Click on the “Create” button.



- 4) Pick “[03] Demographic Profile” as the “Base Query”.



- 5) Pick “by Grade Level” as the “Display”.



- 6) **OPTIONAL:** If you only want to assign interventions to a particular demographic, then pick **one** of the following for the “Filter” (you don’t have to assign it to all of those students, but if you know you’re only working with student within a certain demographic):

- by CT_ELL (if you want to assign interventions to only ELL students)
- by CT_Spec_Ed (if you want to assign interventions to only special education students)
- by CT_TitleI_Stu (if you want to assign interventions to only Title I students)

In each of the above, when you pick it, it should display: = Y (which tells it to only pull those students).



7) Click on the “Create Report” button.



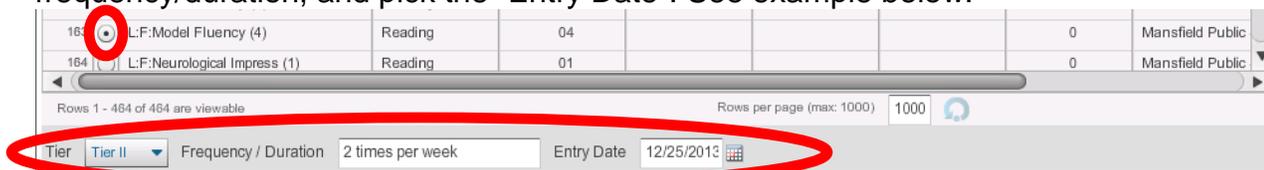
8) A bar graph will appear with a different color bar for each grade level. Left-click on the grade level that you want to work with and pick “Students in Grade Level: # (the grade level you picked)”.

9) Put a check in the box next to each student that you want to assign the intervention (the box is in the left most column). If you want to assign it to all, click on the check box at the top of the column.

10) Click on the pull down “Take Action on Selected” and pick “Assign Intervention Strategy”.



11) A window will pop-up. Scroll down to the intervention that you want. Click on the circle in the left most column to pick it. At the bottom of the screen, pick the “Tier” (I, III, or III), input the frequency/duration, and pick the “Entry Date”. See example below:



12) Click the “Save” button. You are now done. Remember to later edit the entry to indicate an exit date when the intervention is completed (see steps below).

Additional Notes / Options:

You can go back and edit / exit an intervention for a student at any time:

1. Click on the magnify glass to search for the student you are working with.



2. Click on the icon for AIP

3. In the “Group & Intervention History” box, click the purple-blue triangle that points to the right so it changes **from** this =====>



To **instead** this =====>



- Click the red X to delete an intervention if accidentally assigned (sometimes not possible so be thoughtful when adding).

- Click the  to edit an intervention. For example, to note when the intervention ended.

- Click the  to add a note about an intervention (such as a score, observation, etc.).

Remember to be “clinical” in your language; these are part of a child’s SRBI plan which might be viewed by parents, colleagues, etc.

- **IMPORTANT:** When a student exits an intervention, remember to go to the student and record the Exit Date (unless you already assigned an Exit date).

Group & Intervention History			
◀ 2 of 2 ▶ Intervention Activities			
		Activity	Freq/Duration
1	  	Great Leaps	2 times per week for 30 minutes
2	  	Behavior Chart / Point Sheet	Daily
3	  	Aleks	20 minutes 3x a week
4	  	Tier 1 Practices	
5	  	Academic Support Program	3x week 45 minutes

The list of available interventions is a District-wide list so you might see items on the list that you don’t recognize (such as something for older or younger students). Each intervention was added because it is seen as a SRBI valid intervention (measurable/observable, etc.). We can add to this list, but the process is through curriculum and administration groups. If you have an item you think should be considered for the list, contact your curriculum specialist or administrator.

One of the items on the pull down list of interventions is called “Tier 1 Practices”. If you pick this one, you’d want to make a note as explained at the top of this page with an explanation. Whereas Tier II & III items are listed specifically, Tier 1 items merely listed as “Tier 1 Practices” because they are too numerous and varied to include on the pull down list.

The list of interventions appears alphabetized as follows:

- The first letter is either: B (behavior), L (Literacy), or M (Math).
- The next letter is a sub-category. For example N is “numeracy”.
- Next is the name of the intervention.
- Finally is the current grade level of the student.

Example: *M:N:Aimswab (5)*

Two Alternate Methods...

If students are already in a Student Group in Inform:

- 1) Log into Inform. Click on “Current Context” in the upper left corner and change it to the District.
- 2) Click on the tab for “Strategy” and then pick “Student Groups”.
- 3) On the left side, click on the name of the existing group that you want to work with. You will see a list appear of the names of the students who are currently in that group.
- 4) Click the green + sign in upper right corner. Click on the intervention that you want to add.
- 5) Click on the pull down menu for “Assign to Select and option...”.

- If you want everyone currently in the group to receive the intervention, pick “only current”. It now assigns it to all of those students. Click on the diamond icon for that particular intervention (color key of the diamonds is on the right side of the screen) for each child to assign a start date, tier level, frequency, etc.
- If you only want to assign it to certain student in the group, pick “manually selected”. There is now a column for that particular intervention (color key of the diamonds is on the right side of the screen). Click the green + icon in that column to assign the intervention to that particular child and it will prompt you to assign a start date, tier level, frequency, etc.

13-14 Grade 5 Tier II Math

	Student...	Student Name	G.	Group Entry	Group Exit		
1	10110	[REDACTED]	5	09/02/2013	06/20/2014	[Icon]	[Diamond] +
2	5004	[REDACTED]	5	09/02/2013	06/20/2014	[Icon]	[Diamond] +
3	10863	[REDACTED]	5	09/02/2013	06/20/2014	[Icon]	[Diamond] +
4	10867	[REDACTED]	5	09/02/2013	06/20/2014	[Icon]	[Diamond] +

If students took an assessment together and it is recorded in Inform:

- 1) Log into Inform. Click on “Current Context” in the upper left corner and change it to a particular school.
- 2) Click on a blue number in the “Tested Students” column for an assessment that includes the students in the grade level you’re looking to assign. In the example below, the 12-13 Session 4 of the Read-Comp-05 Assessment includes current year (2013-14) Grade 6 students who last year took the Grade 5 Read Comp assessment.

CURRENT CONTEXT Mansfield Middle School

Test Results Reports Students Strategy Setup Mansfield Public SD

Test Results

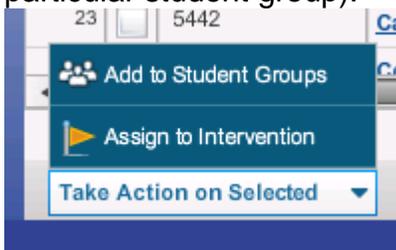
	Year	Session	Test	Test Date	Subject	Score Type	Below Standard	Above Standard	Tested Students
1	12-13	NC4	NC-Grade4	06/01/2013	Mathematics	% Correct	15.8	84.2	57
2	12-13	Session 4	ReadComp-05	06/01/2013	Reading	% Correct	18.3	81.7	131
3	12-13	Session 4	ReadComp-06	06/01/2013	Reading	% Correct	22.4	77.6	131

- 3) Now a list of all the students who took that assessment will appear. Put a check in the box next to the students who you want to add to the intervention. You can put a check next to as many or as few students as you want. (Click on any of the column headings if you want to sort by that column heading, for example sort by score – this would be helpful if you wanted to assign an intervention to all the students who were below a certain score.)

Test Results by Student: Test: [Session 4 12-13] Read ReadComp-05 | Pro

Test Results		Test Results by Student				
?		Selected Items: 2				
		Student Id	Student	Grade	School (Current)	[Session 4 12-13] Read ReadComp-05
		Search Student Id...	Search Students...		Unfiltered	% Correct
1	<input checked="" type="checkbox"/>	5020	[REDACTED]	6	Mansfield Middle School	89
2	<input type="checkbox"/>	5535	[REDACTED]	6	Mansfield Middle School	100
3	<input type="checkbox"/>	10281	[REDACTED]	6	Mansfield Middle School	89
4	<input checked="" type="checkbox"/>	5156	[REDACTED]	6	Mansfield Middle School	100
5	<input type="checkbox"/>	10041	[REDACTED]	6	Mansfield Middle School	96

- 4) In the bottom left corner of the screen, click on “Take Action on Selected” and then choose “Assign to Intervention” (notice that this is also a method for assigning these students to a particular student group):



- 5) Scroll down to the intervention that you want to assign. Click the circle next to the intervention to select it. At the bottom of the screen, choose the Tier, Frequency/Duration, and Entry Date.

	Intervention Name	Aligned Subject	Grade Level Range	Tag	Tier	Frequency / Duration	Students In Intervention	Native
120	L.C. Visualizing & Verbalizing (3)	Reading	03	Unfiltered	Unfiltered		0	Mansfield Public
121	L.C. Visualizing & Verbalizing (4)	Reading	04	Unfiltered	Unfiltered		4	Mansfield Public
122	L.C. Visualizing & Verbalizing (5)	Reading	05	Unfiltered	Unfiltered		20	Mansfield Public
123	L.C. Visualizing & Verbalizing (6)	Reading	06	Unfiltered	Unfiltered		0	Mansfield Public
124	L.C. Visualizing & Verbalizing (7)	Reading	07	Unfiltered	Unfiltered		0	Mansfield Public
125	L.C. Visualizing & Verbalizing (8)	Reading	08	Unfiltered	Unfiltered		0	Mansfield Public
126	L.D. Lexia (1)	Reading	01	Unfiltered	Unfiltered		0	Mansfield Public
127	L.D. Lexia (2)	Reading	02	Unfiltered	Unfiltered		0	Mansfield Public
128	L.E.L. Sweet (1)	Reading	01	Unfiltered	Unfiltered		0	Mansfield Public
129	L.E.L. Sweet (2)	Reading	02	Unfiltered	Unfiltered		0	Mansfield Public
130	L.E.L. Sweet (K)	Reading	K	Unfiltered	Unfiltered		0	Mansfield Public
131	L.P. Great Leaps (3)	Reading		Unfiltered	Unfiltered		0	Mansfield Public

Rows 1 - 152 of 452 rows visible. Rows per page (max: 1000) 1000

Tier: Tier II | Frequency / Duration: 2x per week | Entry Date: 11/23/2012

Cancel Save

- 6) Click the “Save” button. The intervention is now assigned to those students.