

Creating a Weekly Attendance Intervention Plan in EXCEED for Progress Monitoring

Creating a Weekly Attendance Intervention Plan

- Click on Blue Gear- ADD A PLAN
- Plan Details Tab:
 - Click on Behavior (upper left)
 - Click on CICO- Attendance (lower left)
 - **Click Create Plan from Template**
 - Assign a staff (smiley face assigns you, blue pencil you can search for any staff)
 - TO CHANGE THE START DATE- go back to Plan Details and change Start Date (Save plan in lower right, click Yes on popup)
- Select Goals Tab:
 - You are using a template with a goal pre-selected, so you **do nothing on this tab**
- Plan Goals Tab
 - Measure is set for the specific template you selected- DO NOT CHANGE
 - In bottom left you must enter the Baseline and Target again
 - If you are entering the student's DPR scores on a daily basis for their progress monitoring, enter 40 as the baseline and 80 as the target
 - If you are entering the students WEEKLY ATTENDANCE rate on Exceed weekly, you should enter their last 3 weeks weekly attendance rate average as their baseline, and determine what your goal attendance rate is
 - Click Save Goal in lower right corner
- Interventions Tab
 - Click CICO Attendance (upper right)-
 - Start Date/ End Date should be the same as under Plan Details
 - **If incorrect**- change Schedule Intervention to No and then back to Yes (dates will reset to what is under Plan Details tab)
 - Insert Start Time (what time does your school day begin)
 - Minutes should be 1 (this is how long they meet: for CICO it is 1 minute)
 - Frequency should be Weekly
 - **Log Intervention: No**
- Plan is complete, click educator tab to exit out.

Entering Scores (by single student)

- Search for student again
- Click Blue Gear- Add Scores/ Progress
- Right Hand Side of pop-window
- Click on Attendance
- Change date (select the Friday of the week)
- *#DPS Points* (red box) is their attendance percentage for the week
 - *Students are getting one score per week for this template*
- Use *Not Tested* if student absent or you do not have data for the week for some reason
- Use *Ignored* to enter a score but not have score affect growth calculations
- Narrative box allows users to enter a note on a score (student was suspended, sick, etc)
- Repeat for all weeks