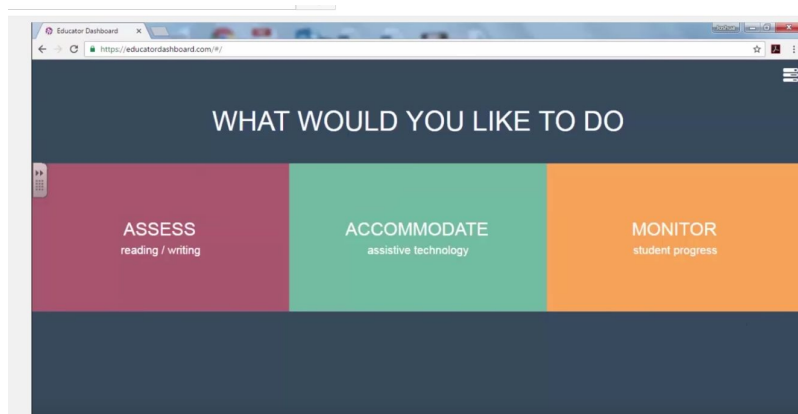
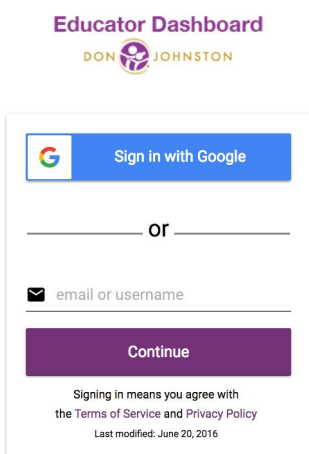


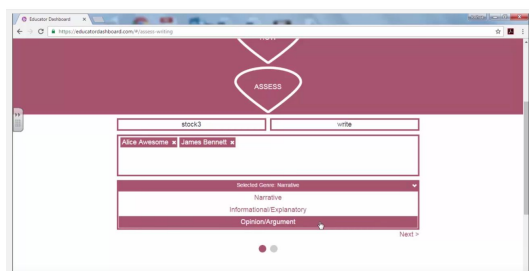
# Getting Started with Progress Monitoring



## How to Set-up Progress Monitoring for Your Students, Video 1 of 3

The steps to using an online writing assessment for progress monitoring are presented here. Teachers can gain information as to how well students write and how teaching and learning might be changed to support writing skills. First, teachers set up a teacher account in Educator Dashboard. Simply go to [educatordashboard.com](https://educatordashboard.com) and select Sign in with Google. Or, you may want to use your school email username and password. Select create an account and follow the instructions. You will need an access code from your district's administrator of Educator Dashboard accounts. Alternatively, your administrator may send you email permission to create an account (no access code required for this option). You will login each time with the same email and password that you used to create your account.

Now you are ready to begin inputting your students in your classes. Select ASSESS, PAW, then ASSESS to arrive at the screen to create your class. First, give your assessment a name and a password that students will type as they log in. The next task is to input student names, each followed by a comma. You have an option to export a class list into a comma delimited .csv file and copy/paste it into the text box.



Decide which genre your class will be writing from the drop-down menu. Select the Next button. Decide when you would like to test from the next screen, which day of the week, and when the testing window will end. Click or tap Create.

You have now created your class where students can log onto the [startpaw.com](http://startpaw.com) website to take the progress monitoring session.



## Protocol to add a student in the DIDS

(Diagnostics & Implementation Dashboard System) for short writes

Please note: PLEASE do not delete students from your class lists. A student may leave one school and transfer to a different one (or may re-enroll at your school during the academic year). However, when new students enter your classes, here are the steps needed to *add* a student:

1. Go to [educatordashboard.com](http://educatordashboard.com)
2. Log-in with your user account and password.
3. Go to PAW.
4. Scroll down to “Reassess and Manage”.
5. Find your name/class hour. Click on that.
6. You will see a box with all your student names. Scroll down to the last name in the box. Type in the name of the new student then enter either a comma or hit “enter”.
7. Hit “Next” arrow.
8. Hit “Modify”.
9. The computer has recorded the change when the student’s name appears with an x after it (i.e., *Pam Matulka x*).
10. Now, the newly added student should be able to take the next short write.
11. Arrow back to the list if you have other names to add or log-out if finished.

## Protocol for setting up class rosters in the Educator Dashboard: loading your student names

Video resources for this implementation checklist:

<https://YouTube.be/r4GFKhbxRy0>

<http://writingclassroom.ku.edu>

Follow these steps to get your classes set up:

- (1) Sign in to your Educator Dashboard account with Google or email from any device: desktop, laptop or iPad.
- (2) From the three choices given, select ASSESS, select PAW, and again select ASSESS to get to the screen to enter student names.
- (3) Provide the Assessment Name. [This is typically the teacher's name and class hour, i.e., Roberts2]
- (4) Create a simple password such as "write". [This Assessment Name/Password will be used each time the students complete a writing assessment.]
- (5) In the box provided, begin to type student names separated by a comma [no space after the comma]. Example: Alice Awesome,Claire Bywaters,Zach Darling,etc. [Another option for entering names is to export a class list into a comma delimited (.csv file) list and copy/paste it into the text box. Your grade book system may offer this format.]
- (6) Next, decide which genre of writing your class will be doing. Hit the drop down menu and select between Narrative, Informational/Explanatory or Opinion/Argument. Below the box, hit the Next button.
- (7) From the three choices given: Weekly, BiWeekly or Monthly, decide how often you plan to do progress monitoring. Select one of the choices. [Note: This can be changed at a later date through Reassess/Manage if you decide to do progress monitoring more/less frequently.]
- (8) Next, select the day of the week you designate for the day you will be giving the test.
- (9) In the box below the days of the week, determine a date for ending the progress monitoring sessions. Click on the calendar then select the date. It will automatically be entered into the box.
- (10) To the right, click on the Create arrow. If there are additional classes to enter, click on New Assessment at the bottom and follow the same procedure. Sign out when your class roster(s) is/are completed.