



MTSS Provider: Adding or Updating an Intervention Goal

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MTSS: ADDING OR UPDATING AN INTERVENTION GOAL

Step-by-Step Guide for Providers

This guide will take providers through the process of adding goals for both new interventions and previously created interventions.

Navigate to the MTSS Tool

1. After logging into Gradebook, click on the “MTSS” link on the left side menu or in your administrative menu, click on the “MTSS” module.



Select Student

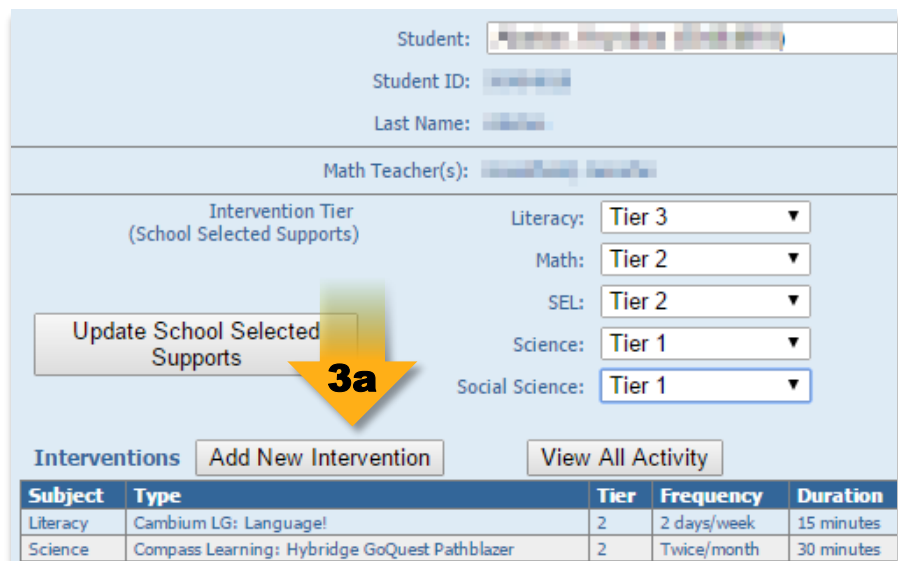
2. To add an intervention for a single student, select the student’s name from the **Student:** drop-down list.



Add Goal for New Intervention

- 3a. Once the student information has loaded, click **Add New Intervention** to assign an intervention to the selected student.

Note: To update a goal for an existing intervention, skip down to 3b.



4a. The “Add New Intervention” popup will appear. Populate all dropdowns.

Note: ‘Intervention Type’ and ‘Goal Category’ dropdown lists will be disabled until a ‘Subject’ selection has been made. Intervention Types and Goal Categories are subject-specific.

5a. In the Goal Description field, type in the desired goal for this Intervention.

6a. Click the [Need help?](#) link to receive guidance on suggested goal descriptions.

7a. Click [Save Intervention](#) to save and assign the interventions.

Note: All fields are required upon saving except Actual Start Date and Actual End Date.

The screenshot shows the 'Add New Intervention' form. Callout 4a points to the dropdown menus for Subject, Intervention Tier, and Intervention Type. Callout 5a points to the Goal Description field containing the text 'Student will successfully decode unknown'. Callout 6a points to the 'Need help?' link. Callout 7a points to the 'Save Intervention' button.

Update a Goal for an Existing Intervention

3b. Locate desired intervention and click [Open](#).

| Subject | Type | Tier | Frequency | Duration | Provider | Open | Delete | Add Note |
|----------|-----------------------------|------|-------------|------------|----------|------|--------|--------------|
| Literacy | Cambium LG: Language! | 2 | 2 days/week | 15 minutes | | Open | Delete | Add Note |
| Science | Compass Learning: Hybride | 2 | Twice/month | 30 minutes | | Open | Delete | Add Note (1) |
| Literacy | Scantron: Plato Reading | 2 | 1 day/week | 1.5 hours | | Open | Delete | Add Note (1) |
| SEL | Peace Circles | 2 | 2 days/week | 15 minutes | | Open | Delete | Add Note (1) |
| SS | Achieve 3000: SmartyAnts | 2 | One time | 15 minutes | | Open | Delete | Add Note (1) |
| Math | IXL Learning: IXL Math | 2 | 4 days/week | 2 hours | | Open | Delete | Add Note (4) |
| Literacy | Scholastic, Inc.: Read 180 | 2 | 2 days/week | 30 minutes | | Open | Delete | Add Note (1) |
| Literacy | CSC Learning - Reading Plus | 2 | 3 days/week | 15 minutes | | Open | Delete | Add Note (2) |

4b. Make desired edits in the Goal Description box.

5b. Click [Save Intervention](#).

The screenshot shows the 'Update Goal' form. Callout 4b points to the Goal Description field containing the text 'Student will write an effective topic sentence.'. Callout 5b points to the 'Save Intervention' button. Below the form is a 'Progress Notes' table.

| Date | Flagged | Note | Status |
|------------|---------|--|---------------------|
| 08/27/2016 | 0 | This child has met the goal | Resolved (Approved) |
| 08/23/2016 | 1 | This child has met the goal of receiving a B in Writing. I recommend Tier 1. | |