**Exceed Guide - Viewing Old Plans and Data**

1) How to view old Plans in Exceed (from previous years or early this school year)

- Search for student, click on name
- In middle gray column select RtI
  - Current plan appears if they have a current plan
- Upper right corner click “Currently Active” and change to the school year that you want to see all the ended plans for that student

2) How to view data of old Plans

- Search for student, click on name
- In middle gray column select Monitoring
  - Current plan appears if they have a current plan
- In upper right select ALL (Current is select now)
- Select drop down to view data from all old plans

---

**Milwaukee Public Schools CAO September 2014**