EXCEED Viewing Your Plans Help Guide

1. Viewing all Your Students assigned to you:
   - If you are attached as the staff member for the intervention: Go to educator tab. Upper left where it says My Classes, click downward triangle and select My Interventions.
     - All students assigned to you will appear
   
   - How to Create a Watchlist: Search for a student, click blue gear and select Add to My Watchlist
     - To view Watchlist, click downward triangle in upper left corner, select My Watchlist
     - To remove from Watchlist, click Blue Gear and Select Remove From My Watch List

2. Viewing all students with an intervention plan in your school
   - Coordinator Tab
     - Go to the Coordinator tab, on left side click search to expand your options
       - Select the school (may already be selected)
       - Towards the bottom it will read Interventions,
         - select Behavior, Literacy or Math
     - Click Search
     - This is a list of all the students receiving a behavior intervention at your school
     - Can also search My Grade and Teacher

Milwaukee Public Schools CAO September 2014