

RtI in Infinite Campus Cheat Sheet—Tier 3 and SLD Referrals

Starting an intervention plan for students during their FIRST SRBI:

- 1) Search for Student
 - a. Go to Campus Tools
 - b. Search tab (upper left)
- 2) Go to RtI Section
 - a. Campus Tools
 - b. Index tab (upper left): *Student Information, Response to Intervention*, click **General**
- 3) Start a Plan
 - a. Select **Documents** (tab on right side of screen)
- 4) Create a Plan
 - a. Click **New Plan**
 - b. Select Plan Type from list—click Create Document
 - c. Use template guide (available on mConnect “RtI in Infinite Campus Guide”)
 - d. Click Save
- 5) Add Team Members
 - a. Click **Team Members**
 - b. Click **Find & Link New Team Members** (role is *Intervention Provider*)
 - c. Ensure that Team Member End Date is June 30 of current school year
 - d. Add all teachers, support staff, etc., who will need access to enter data
- 6) Locking a Plan
 - a. All plans **MUST BE LOCKED** before you are allowed to enter data
 - b. Click on **Documents**
 - c. Click on Plan you want to lock
 - d. Click on **Lock/Unlock**
 - e. Plan will now have a yellow lock on it
- 7) Entering Scores
 - a. Go to Campus Tools
 - b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
 - c. Find Student and click on **Show Actions** on far right
 - d. Pop-up appears—select **Intervention Delivery**
 - e. Pop-up window appears. Complete the following:
 - i. Date of score
 - ii. Start time of intervention
 - iii. End time of intervention
 - iv. Score for date
 - v. Double-check information and click **Save**
 - vi. Repeat for all scores by clicking Add Another Record
- 8) Viewing Scores/Graphs
 - a. Select **Graph/Historical Detail** from this screen
 - b. Search for Student and go to Index
 - c. *Student Information: Response to Intervention: General*
 - d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)

Reading Tier 3 (Content Area: Reading, Intervention Tier 3)

Items in **BOLD** the user selects. Items in *italics and underline* are typed by the user.

Plan Type	Reading Tier 3 (IC has to say Reading even if it is not a Reading SLD referral—that is just an IC default setting)
Start Date	Date Student began intervention
End Date	End of Semester or more frequent if your school has a schedule
Universal Screener Name	Leave blank
Universal Screener Score	Leave blank
Plan Description	SLD Referral—Reading Complete the following: Which of the 8 SLD areas: Specific Skill Identified for Intervention: SRBI used: DIBELS Next Tool Used and Level (if applicable)
Base Score	Enter their Median Baseline Score from DIBELS or Alternative CBM
Base Score Comments	Enter all three baseline scores from DIBELS or Alternative CBM
Goal Name	Type one of the following: <u><i>Basic Reading Skills</i></u> <u><i>Reading Fluency</i></u> <u><i>Oral Expression</i></u> <u><i>Listening Comprehension</i></u> <u><i>Written Expression</i></u>
Goal Type	<u><i>SLD Referral</i></u>
Goal Score	<u><i>100</i></u> (goal is irrelevant for SLD referral, so we are just putting in 100 for all students)
Goal Score Comments	If using an Alternative CBM to progress monitor or using a Technically Adequate intervention (and not an SRBI), leave additional information here about the Alternative CBM or Technically Adequate intervention
Evaluation Method/Tool	Select the DIBELS you are using or Alternative CBM if not using DIBELS
Intervention	SRBI 1, SRBI 2, Technically Adequate 1, or Technically Adequate 2
Intervention Provider	Leave blank
Intervention Position	Select role of staff member providing intervention
Location	Leave blank
Direct	Enter length of intervention time (e.g., 20 or 30)
# Sessions per	<u><i>1</i></u>
Service Frequency	Day

Teacher will create a plan during the first SRBI, then that plan will be “ended” or “closed” and a second intervention plan will be created. Be sure to select SRBI 1 or SRBI 2 correctly when creating the plan.

Starting an intervention plan for students during their SECOND SRBI:

- 1) Search for Student
 - a. Go to Campus Tools
 - b. Search tab (upper left)
- 2) Go to Rtl Section
 - a. Campus Tools
 - b. Index tab (upper left): *Student Information, Response to Intervention*, click **General**
- 3) “End” or “Close” first SRBI Intervention Plan
 - a. Go back into plan by clicking Documents (tab on far right of screen)
 - b. Click Open (goes back into plan)
 - c. Change end date to be the date the last data point was entered
 - d. Click Save
- 4) Start a NEW Plan
 - a. Select **Documents** (tab on right side of screen)
- 5) Create a Plan
 - a. Click **New Plan**
 - b. Select Plan Type from list—click Create Document
 - c. Use template guide (available on mConnect “Rtl in Infinite Campus Guide”)
 - d. Will Select SRBI 2 or Technically Adequate 2 as the Intervention**
 - e. Click Save
- 6) Locking a Plan
 - a. All plans MUST BE LOCKED before you are allowed to enter data
 - b. Click on **Documents**
 - c. Click on Plan you want to lock
 - d. Click on **Lock/Unlock**
 - e. Plan will now have a yellow lock on it
- 7) Entering Scores
 - a. Go to Campus Tools
 - b. Go Index Tab—Student Information—Response to Intervention—**Caseload**
 - c. Find Student and click on **Show Actions** on far right
 - d. Pop-up appears—select **Intervention Delivery**
 - e. Pop-up window appears. Complete the following:
 - i. Date of score
 - ii. Start time of intervention
 - iii. End time of intervention
 - iv. Score for date
 - v. Double-check information and click **Save**
 - vi. Repeat for all scores by clicking Add Another Record
- 8) Viewing Scores/Graphs
 - a. Select **Graph/Historical Detail** from this screen
 - b. Search for Student and go to Index
 - c. *Student Information: Response to Intervention: General*
 - d. Highlight Plan and click **Print** (you will get a PDF with plan and data details)