LEARNING PLANS click-n-go

Settings

- Click Settings from navigation top bar to modify tabs: General, Current Services, Data Sources, Resources and Strategies. (*District logins only*)

Student Search

- Select Learning Plan Type
- Narrow student list with left menu; click Search

Top right icons:

- ▼ – Filter students by demographics, testing, plan status, etc.
- 📄 – Batch Operations; different for ALP/MTSS; includes adding/exporting Time Logs (ALP)
- 🖨 – Print documentation or export grid (lists) for one or more students

Search columns:

- Review column by Area of Focus; click for more details (color-coded based on notification dates in settings)
- ALP view includes Time Log column by Area of Focus; click for details
- MetStd column (MTSS) includes passed (Y/N) on most recent state tests; click for scores and history

Individual Student Icons:

- 📋 – click to edit active Learning plan
- 📝 – plan started (but has no data)
- ➕ – create a new student plan
- Restore 🔄, Delete ❌
- 🔍 – view full Student Portfolio

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dmac SOLUTIONS

Learning Plans
click-n-go

Creating Plans

GENERAL:

- Student Information shows at top of screen
- Use icons (top right) to access information or navigate to list of students

PLANS:

- ▶ Click to Begin Process
- Add Area of Focus
- **Introduction** – Complete date and teacher contact; ➕ add members; Save 💾
- ➕ **Add Period** *(shows when intro is complete)* enter start/end dates; Save Dates 💾
  - * **Interventions** - Add new ➕, edit ✏️ or delete ❌
    - » 📊 Click to include Chart
  - * **Progress Monitoring** – add new ➕ and save; View charts 📊 (top right)
  - * **Review** – Edit review date, members, select decision and enter comments (required); Save 💾
    - » Decision only available in Review if Intervention and Progress Monitoring data exist
- ➕ Add additional periods (optional)
- Utilize left menu to add: Services, Health Information, Notes, Files or Forms
- ⚠️ Hover over icon to see missing information

TIME LOG:

- ➕ Add and view individual time and details (ALP only)

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