

Steps for creating a student profile and using the monthly checkpoints

Creating a student profile for student in your class – page 1 of “Progress Monitoring with ULS”

- Open the Dashboard, scroll down past monthly lessons to “Student & Assessment”. Click on <add student> symbol.
- Complete New Student Information or go to <Existing Students Available to Add>
 - If you find one of your students, you can add him/her.
 - Caution: Before you update this student’s profile, save and print any information. Once you update, any previous information will be lost.
- After completing Student Information, click <submit>
- Stop here for now or continue to complete profile. Refer to Document called “Progress Monitoring with ULS” for specific information about the importance of the Student Profile.

Monthly Checkpoints – page 2 of “Progress Monitoring with ULS”

- Print Unit Checkpoint instructions (or read them from an extra computer).
- From a student’s profile, click on “Checkpoints”.
- Select month from dropdown menu on left.
- Click on “Run test” and proceed to pre-test and post test on line.
 - Monthly checkpoints can be given manually by printing the manual. Scores will also have to be documented manually when using this method.

Note: