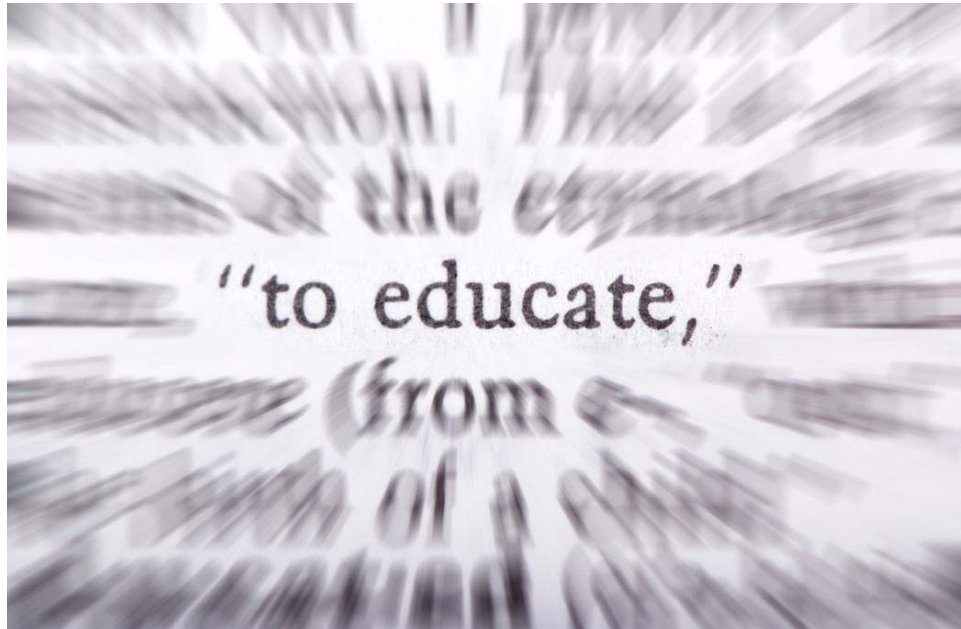


# Personalized Learning for Administrators



April 2010



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## Introduction

This document covers the Personalized Learning module in iCue Administration. See screen shot of the menu below.

Home	Tools	Tests & Assessments	Personalized Learning	Data Warehouse
<b>Tests and Assessments</b>		School Profile		
		Summary Profile		
<b>What's New</b>		Plan Status		
Go to the <a href="#">home</a> page to see What's New		My Bank	+	e.
		School Bank	+	
<b>One-Click Reports</b>		Publishing Rights		
		All Plans - Updates		
School: Washington Senior High		Roster as of date: Tuesday, March 23, 2010 for school year 2009-10 <a href="#">Change Roster as of date</a>		

Note: all display options are open for this user in this school. Your school and/or district may not allow the full access to users. Please consult with your security administrators in your school/district for questions.



## School Profile

Administrators have the School Profile option that will allow a user to see students for a whole school building and may filter by one of the following:

1. Teacher and Class
2. Student Group
3. House
4. Counselor

In addition, you may filter by one or more of the following:

Ethnicity, LEP, Gifted/Talented, Special Ed, in district/ school on Oct. 1, Title 1, Gender and Grade.

Once you select your filters, you need to click on the “Generate Results” button to see your requested data.

The screenshot shows the 'School Profile' page for Washington Senior High - 0121. The 'Roster as of date' is Tuesday, March 23, 2010 for school year 2009-10. A callout box notes that changing the roster date only affects the students seen based on the enrolled date and school year selected. The interface includes filters for Teacher and Class (Mauer, Joe; AP Calculus A), Group, House, and Counselor. Below these are filters for Ethnicity, Gifted/Talented, Oct 1st District, Title 1, Grade, LEP, Special ed, Oct 1st School, and Gender. A 'Generate Results' button is highlighted with a red circle.

Your data will look like this:

View by Domain:

This page is [printer-friendly](#)

Students of teacher Mauer, Joe in AP Calculus A

Student	Overall	Attendance	Behavior	Grades	Tests	Graduation on Track
^Balk, George  Student ID: 7030 Grd: 12	!	●	▲	◆	!	!
Bell, Kristy R  Student ID: 630487 Grd: 12	!	●	◆	●	!	◆
Biggert, Janet M  Student ID: 630411 Grd: 12	!	●	◆	◆	!	◆
Bosley, Sydney J  Student ID: 693164 Grd: 12	▲	◆	◆	◆	▲	◆
Bradley, Dennis Q  Student ID: 628709 Grd: 12	●	●	◆	●	●	◆



### Filter by Domain/Flag:

If you want to see your roster of students by domain and all measures defined for the school, choose the select domain dropdown box and click on "View by Domain"



Your results will look like this:

Select Viewing Options

Tests Change View Options

- filter by flag color -

Note: Once you have filtered by domain, you may filter by the overall domain flag color and/or change Domain view - just choose the desired options and click the "Change View Options" button

Students of teacher Mauer, Joe in AP Calculus A

Student	Tests	Most recent MCA-II math achievement level	Most recent MCA-II reading achievement level	Most recent MCA-II science achievement level	Most recent MTELL achievement level	Most Recent MAP Mathematics Overall RIT Score	Most Recent MAP Reading Overall RIT Score	Most Recent EPAS (ACT/PLAN/EXPLORE) English Scale
All columns are sortable - just click me!								
Most recent MCA-II reading achievement level								
^Balk, George   Student ID: 7030 Grd: 12		2	4	4		233	238	22
Bell, Kristy R   Student ID: 630487 Grd: 12		4	3	2				22
Biggett, Janet M   Student ID: 630411 Grd: 12		4	4	3				16
Bosley, Sydney J   Student ID: 693164 Grd: 12		2	4	3				29
Bradley, Dennis Q   Student ID: 628709 Grd: 12		4	4					29
Butler, Liz T   Student ID: 629891 Grd: 12		4	4	2				10
Farley, Kiefer O   Student ID: 632140 Grd: 12		4	4					24
Gates, Matt O   Student ID: 689381 Grd: 12		3	4	3				25

You will also have a summary of the data below:

Note: Data current as of 3/22/2010 6:08:01 PM for school year 2009-10

Tests	# of Students	% of Students
Exceeds targets/standards	0	0.00%
Meets targets/standards	5	20.00%
Below targets/standards	1	4.00%
Well below targets/standards	19	76.00%
No data available	0	0.00%

The Data current date will show you when the Profile was last generated

These numbers are based on the data above the summary

[View prior school year](#)

Click here to see students prior school year profile data



## Summary Profile

Administrators have the Summary Profile option that will allow a user to see summary student data for the whole school building and may filter by one of the following:

1. Teacher and Class
2. Student Group
3. House
4. Counselor

In addition, you may filter by one or more of the following:

Ethnicity, LEP, Gifted/Talented, Special Ed, in district/ school on Oct. 1, Title 1, Gender and Grade.

Note: This works identically to the School Profile option, but only shows summary data instead of student names.

Once you select your filters, you need to click on the “Generate Results” button to see your requested data.

**Summary Profile**

School: Washington Senior High - 0121  
 Roster as of date: Tuesday, March 23, 2010 for school year 2009-10 [Change Roster as of date](#)

You may filter by ONE of the following:

Teacher and Class:  Group:  House:  Counselor:

[Get Teacher's Classes](#)

Select any of the following to filter students by:

Ethnicity:  Gifted/Talented:  Oct 1st District:  Title 1:  Grade:

LEP:  Special ed:  Oct 1st School:  Gender:

[Generate Results](#)

This page is [printer-friendly](#)

All available students who are in GRADE 10

Overall	Attendance	Behavior	Grades	Tests	Graduation on Track
◆ 38 students (6.64%)	◆ 457 students (79.90%)	◆ 571 students (99.83%)	◆ 8 students (1.40%)	◆ 45 students (7.87%)	◆ 500 students (87.41%)
● 148 students (25.87%)	● 86 students (15.03%)	● 1 student (0.17%)	● 29 students (5.07%)	● 156 students (27.27%)	● 0 students (0.00%)
▲ 200 students (34.97%)	▲ 0 students (0.00%)	▲ 0 students (0.00%)	▲ 21 students (3.67%)	▲ 216 students (37.76%)	▲ 0 students (0.00%)
! 186 students (32.52%)	! 29 students (5.07%)	! 0 students (0.00%)	! 2 students (0.35%)	! 150 students (26.22%)	! 47 students (8.22%)
0 students (0.00%)	0 students (0.00%)	0 students (0.00%)	512 students (89.51%)	5 students (0.87%)	25 students (4.37%)

Note: Data current as of 3/22/2010 6:08:01 PM for school year 2009-10

Clicking on any icon for any domain above will bring you to the Domain Profile and you will see student names:

Overall	Attendance	Behavior	Grades	Tests	Graduation on Track
◆ 38 students (6.64%)	◆ 457 students (79.90%)	◆ 571 students (99.83%)	◆ 8 students (1.40%)	◆ 45 students (7.87%)	◆ 500 students (87.41%)
● 148 students (25.87%)	● 86 students (15.03%)	● 1 student (0.17%)	● 29 students (5.07%)	● 156 students (27.27%)	● 0 students (0.00%)
▲ 200 students (34.97%)	▲ 0 students (0.00%)	▲ 0 students (0.00%)	▲ 21 students (3.67%)	▲ 216 students (37.76%)	▲ 0 students (0.00%)
! 186 students (32.52%)	! 29 students (5.07%)	! 0 students (0.00%)	! 2 students (0.35%)	! 150 students (26.22%)	! 47 students (8.22%)
0 students (0.00%)	0 students (0.00%)	0 students (0.00%)	512 students (89.51%)	5 students (0.87%)	25 students (4.37%)



## Personalized Learning for Administrators

You will see the following:

**Select Viewing Options**

Attendance Change View Options

Red

This page is [printer-friendly](#)

**All available students who are in GRADE 10**

Student	Attendance	Year-to-date percent attendance	Number of absences in most recent 30 days	Year-to-date percent tardy	Number of tardies in most recent 30 days
Ambler, Bill Y   Student ID: 49 Grd: 10		86.184%	0	0%	0
Byner, Andrew Y   Student ID: 687651 Grd: 10		86.184%	0	0%	0
Casella, Nick A   Student ID: 1591 Grd: 10		86.184%	0	0%	0
Clooney, Rosemary Y   Student ID: 684171 Grd: 10		86.184%	0	0%	0
Danza, Darryl B   Student ID: 683638 Grd: 10		86.184%	0	0%	0
Denson, Shirley C   Student ID: 1881 Grd: 10		86.184%	0	0%	0
Gains, Danny X   Student ID: 1396 Grd: 10		86.184%	0	0%	0
Grammer, Jimmy X   Student ID: 1800 Grd: 10		86.184%	0	0%	0
Hamilton, Sylvester D   Student ID: 631268 Grd: 10		86.184%	0	0%	0
Henning, Dave C   Student ID: 666 Grd: 10		86.184%	0	0%	0
Justice, Woody N   Student ID: 695526 Grd: 10		86.184%	0	0%	0
Lavoir, Andrew R   Student ID: 581 Grd: 10		86.184%	0	0%	0
Lipnicki, Ray W   Student ID: 871 Grd: 10		86.184%	0	0%	0
Mccarthy, Dawn E   Student ID: 699485 Grd: 10		86.184%	0	0%	0



## Plan Status

Administrators have the Plan Status option that will allow a user to see students for a whole school building and may filter by one of the following:

1. Teacher and Class
2. Student Group
3. House
4. Counselor

In addition, you may filter by one or more of the following:

Ethnicity, LEP, Gifted/Talented, Special Ed, in district/ school on Oct. 1, Title 1, Gender and Grade.

Once you select your filters, you need to click on the “Generate Results” button to see your requested data.

This report will show the following information:

1. Student Name
2. Overall Profile icon
3. Number of goals assigned
4. Number of Activities assigned
5. Number of Measurement Plans assigned
6. Plan Manager assigned (if any)

**Plan Status** Close Window

School: Washington Senior High

Roster as of date:  for school year

Note: changing the Roster as of Date will ONLY affect the students you are seeing based on the enrolled date and school year selected. This will not affect any other drop down menu.

You may filter by ONE of the following:

Teacher and Class:  Group:  House:  Counselor:

Select any of the following to filter students by:

Ethnicity:  Gifted/Talented:  Oct 1st District:  Title 1:  Grade:

LEP:  Special Ed:  Oct 1st School:  Gender:

You can see a students Personalized Learning Profile from the prior school year (if available)

All available students who are in GRADE 10

Students of teacher Mauer, Joe in Period 1 - AP Calculus A (5255) - Section 1

<input type="checkbox"/> Student	Overall	Goals	Activities	Measurement Plans	Plan Manager
<input type="checkbox"/> Balk, George Student ID: 7030 Grd: 12	!	6	7	2	Dave Campen
<input type="checkbox"/> Bell, Kristy R Student ID: 630487 Grd: 12	!	2	<ul style="list-style-type: none"> <li>◆ Kristy will complete the Success curriculum.</li> <li>◆ Kristy's GRAD math status is: Passed. Kristy's goal is to complete this GRAD math requirement.</li> </ul>		
<input type="checkbox"/> Biggert, Janet M Student ID: 630411 Grd: 12	!				
<input type="checkbox"/> Bosley, Sydney J Student ID: 693164 Grd: 12	▲				
<input checked="" type="checkbox"/> Bradley, Dennis Q Student ID: 628709 Grd: 12	●				

hover over a number to see details!



### Generate a PDF report for a student

To generate a PDF report for a student, you need to select each student that you wish to have a printout.

Students of teacher Mauer, Joe in Period 1 - AP Calculus A (5255) - Section 1


<input type="checkbox"/> Student	Overall	Goals	Activities	Measurement Plans	Plan Manager
<input type="checkbox"/> *Balk, George Student ID: 7030 Grd: 12	!	6	7	2	Dave Campen
<input checked="" type="checkbox"/> Bell, Kristy R Student ID: 630487 Grd: 12	!	2	1		High School Principal
<input type="checkbox"/> Biggert, Janet M Student ID: 630411 Grd: 12	!				Rachel Bell
<input type="checkbox"/> Bosley, Sydney J Student ID: 693164 Grd: 12	▲				Rachel Bell
<input type="checkbox"/> Bradley, Dennis Q Student ID: 628709 Grd: 12	●				Ben Silbergitt
<input type="checkbox"/> Butler, Liz T Student ID: 629891 Grd: 12	!				Rachel Bell
<input type="checkbox"/> Farley, Kiefer O Student ID: 632140 Grd: 12	●				Ben Silbergitt
<input type="checkbox"/> Gates, Matt O Student ID: 689381 Grd: 12	●				Ben Silbergitt
<input type="checkbox"/> Griffin, Lauralee K Student ID: 630237 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Henning, Jerry A Student ID: 630436 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Karros, Tom U Student ID: 694936 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Knight, Lynn Student ID: 630380 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Lee, Howard G Student ID: 630509 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Parsons, Dave H Student ID: 630328 Grd: 12	!				Joe Mauer

Data current as of 3/22/2010 6:08:01 PM for school year 2009-2010  
Key: N/A - Profile is not available in the selected year.

Assign Selected Students To Goals: Silbergitt, Ben - (A) Assign Selected Students To Plan Manager

**Generate PDF Summary Report For Selected Students**

Your output will look like the following:



Ties Personalized Learning Plan  
Bell, Kristy R 630487  
Year: 2010 Grade: 12  
Washington Senior High  
Anytown ISD

#### 1.1. Goal

Goal	Goal Areas	Created	Modified	Creator	User Type	Status	Comments
Kristy will complete the Success curriculum.	Behavior	9/4/2009			Administrator	In Progress	

#### 1.1.1. Activities

Activity	Occuring	Time	Location	Participants	Created	Modified	Creator	User Type	Completion	Comments
Read Naturally	Daily	20 minutes	Classroom	Student, Reading Teacher	9/4/2009			Administrator	12/9/2009	

#### 1.2. Goal

Goal	Goal Areas	Created	Modified	Creator	User Type	Status	Comments
Kristy's GRAD math status is: Passed. Kristy's goal is to complete this GRAD math requirement.	Attendance	9/4/2009			Administrator	In Progress	



## Mass Assign Goals/Activities/Measurement Plans to students

If you select one or more students via the student checkboxes, you can assign the same goals, activities and measurement plans to selected students.

Students of teacher Mauer, Joe in Period 1 - AP Calculus A (5255) - Section 1

<input type="checkbox"/> Student	Overall	Goals	Activities	Measurement Plans	Plan Manager
<input type="checkbox"/> ^Balk, George Student ID: 7030 Grd: 12	!	3	7	2	Dave Campen
<input checked="" type="checkbox"/> Bell, Kristy R Student ID: 630487 Grd: 12	!	2	1		High School Principal
<input checked="" type="checkbox"/> Biggert, Janet M Student ID: 630411 Grd: 12	!				Rachel Bell
<input checked="" type="checkbox"/> Bosley, Sydney J Student ID: 693164 Grd: 12	▲				Rachel Bell
<input type="checkbox"/> Bradley, Dennis Q Student ID: 628709 Grd: 12	●	1	2		
<input type="checkbox"/> Butler, Liz T Student ID: 629891 Grd: 12	!	1	2		Rachel Bell
<input type="checkbox"/> Farley, Kiefer O Student ID: 632140 Grd: 12	●				Joe Mauer
<input type="checkbox"/> Gates, Matt O Student ID: 689381 Grd: 12	●				Joe Mauer
<input type="checkbox"/> Griffin, Lauralee K Student ID: 630237 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Henning, Jerry A Student ID: 630436 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Karros, Tom U Student ID: 694936 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Knight, Lynn Student ID: 630380 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Lee, Howard G Student ID: 630509 Grd: 12	!				Joe Mauer
<input type="checkbox"/> Parsons, Dave H Student ID: 630328 Grd: 12	!				Joe Mauer

Data current as of 3/24/2010 6:29:26 PM for school year 2009-2010  
Key: N/A - Profile is not available in the selected year.

Assign Selected Students To Goals --Select One-- Assign Selected Students To Plan Manager

Generate PDF Summary Report For Selected Students

You may select ONE goal, and optionally one or more activities and/or measurement plans that should be attached to the selected goal, then click next:

Mass Assign A Goal To The (3) Selected Student(s) Current Filter: activity

**writing**  
**reading**  
**math**

[filter] Select Goal

- Grad Math status
- Grad reading status
- Grad writing

[filter] Select Activities

- math resource room
- math homework check-ins
- 9th Grade GRAD writing Seminars

[filter] Select Measurement Plans

- reading practice tests
- reading MAZE tests
- writing Seminar Attendance

Close (or press ESC or click the overlay) Next >>

**You may filter here by goal, activity, and measurement plan tags (if defined)**

click the filter link to see all tags assigned to each type. Then click on the tag to filter your list down!



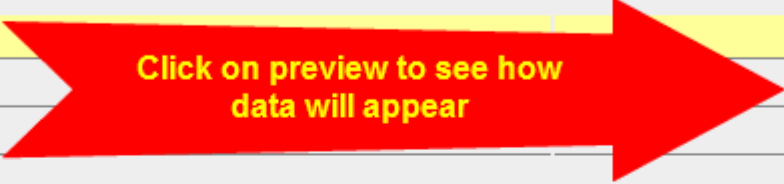
If any errors appear, you will see them listed in this screen. You also have an opportunity to preview your goals as selected. When ready to assign, click Finish:

**Mass Assign A Goal To The (3) Selected Student(s)** x

Congratulations! These students have no duplicates!

Please click the preview link to preview the mass assignments for any student. Students you've already previewed will be highlighted in yellow. You can uncheck a student that you do not wish to include in the mass assignment. Satisfied? Click the finish button to do the mass assign.

<input checked="" type="checkbox"/>	Bell, Kristy R	<a href="#">[preview]</a>
<input checked="" type="checkbox"/>	Biggert, Janet M	<a href="#">[preview]</a>
<input checked="" type="checkbox"/>	Bosley, Sydney J	<a href="#">[preview]</a>



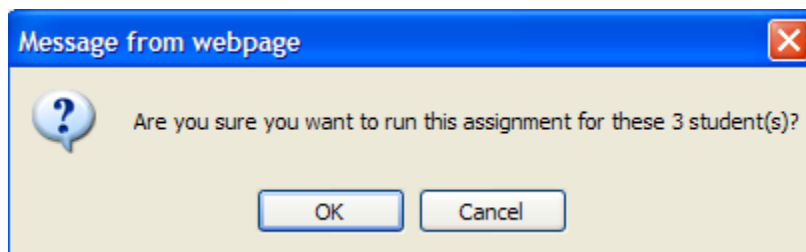
Goal	Goal Areas	Status	Comments
Student will meet proficiency on the 9th grade GRAD writing test on his/her first attempt.	Attendance	In Progress	

Activity	When Occur	Amount of Time	Location	Participants
9th Grade GRAD Writing Seminars	After school, every other Tuesday	60 minutes	Room 204	

Plan	Measures	Staff	Frequency	Measurable Goal
Writing Seminar Attendance	Regular attendance at writing seminars			undefined

<< Previous
Finish

You will get a confirmation message before adding goals, etc.



When complete you will see the following message:

X

**Mass Assign A Goal To The (3) Selected Student(s)**

## Congratulations! You've completed this mass assignment.

Assignment Details: 3 goal(s), 3 activities, and 3 plan(s) have been assigned as needed to 3 students!

Click "Done" when you get the "Congratulations!" message, and you will be returned to the Plan Status report page.

Close Window

### Plan Status

School: Washington Senior High

Roster as of date:  for school year

**Please filter on at least one item!**

You may filter by ONE of the following:

Teacher and Class:	Group:	House:	Counselor:
<input type="text" value="Mauer, Joe"/> <input type="button" value="v"/>	<input type="text" value="--Select One--"/> <input type="button" value="v"/>	<input type="text" value="--Select One--"/> <input type="button" value="v"/>	<input type="text" value="--Select One--"/> <input type="button" value="v"/>
<input type="text" value="Period 1 - AP Calculus A (5255) - Section 1"/> <input type="button" value="v"/>			

Select any of the following to filter students by:

Ethnicity: <input type="text" value="All"/> <input type="button" value="v"/>	Gifted/Talented: <input type="text" value="All"/> <input type="button" value="v"/>	Oct 1st District: <input type="text" value="All"/> <input type="button" value="v"/>	Title 1: <input type="text" value="All"/> <input type="button" value="v"/>	Grade: <input type="text" value="--Select One--"/> <input type="button" value="v"/>
LEP: <input type="text" value="All"/> <input type="button" value="v"/>	Special Ed: <input type="text" value="All"/> <input type="button" value="v"/>	Oct 1st School: <input type="text" value="All"/> <input type="button" value="v"/>	Gender: <input type="text" value="All"/> <input type="button" value="v"/>	

Students of teacher Mauer, Joe in Period 1 - AP Calculus A (5255) - Section 1

<input type="checkbox"/> Student	Objectives	Activities	Measurement Plans	Plan Manager	
<input type="checkbox"/> ^Balk, George Student ID: 7030 Grd: 12	!	3	7	2	Dave Campen
<input type="checkbox"/> Bell, Kristy R Student ID: 630487 Grd: 12	!	3	2	1	High School Principal
<input type="checkbox"/> Biggert, Janet M Student ID: 630411 Grd: 12	!	1	1	1	Rachel Bell
<input type="checkbox"/> Bosley, Sydney J Student ID: 693164 Grd: 12	▲	1	1	1	Rachel Bell
<input type="checkbox"/> Bradley, Dennis Q Student ID: 628709 Grd: 12	●	1	2		
<input type="checkbox"/> Butler, Liz T Student ID: 629891 Grd: 12	!	1	2		Rachel Bell
<input type="checkbox"/> Farley, Kiefer O Student ID: 632140 Grd: 12	●				Joe Mauer

click here to drill in

notice that these numbers have changed after your assignments!



## Personalized Learning for Administrators

After clicking on the goals, you will be brought to the Student's Personalized Learning Personal Plan page:

Attendance	Grades	Schedule	Transcript	Discipline	Test History	Personalized Learning	Health	Contact Info	Close Window
------------	--------	----------	------------	------------	--------------	-----------------------	--------	--------------	--------------

**Personalized Learning (BETA)** [What is a 'beta'?](#)

Student: Bosley, Sydney J Grade: 12 School: 0121

Personalized Learning provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.

[Edit This Text](#)

E-mail me about changes to this child's plan or comments

[Personal Profile](#)
[Personal Plan](#)
[Comment Log](#)

### Personal Plan

The personal plan details the goals, activities, and measurement plans for the student. Click on each goal for more information. [Edit This Text](#)

View Inactive goals from  to  [Redisplay](#)

Goal	Goal Areas	Created	Last Modified	Created By	User Type	Status	Active
<a href="#">Sydney will meet growth required to maintain college readiness in mathematics.</a>	Tests	4/9/2010		Dave Campen	Administrator	In Progress	✓
<a href="#">Student will meet proficiency on the 9th grade GRAD writing test on his/her first attempt.</a>	Graduation	3/25/2010	4/12/2010	Dave Campen	Administrator	In Progress	✓

[Add New Goal](#)

This student plan and comments are assigned to Rachel Bell

By clicking on a goal, you will be brought to the goal page where you can view the activities and measurement plans that are associated with the particular goal:

Attendance	Grades	Schedule	Transcript	Discipline	Test History	Personalized Learning	Health	Contact Info	Close Window
------------	--------	----------	------------	------------	--------------	-----------------------	--------	--------------	--------------

**Personalized Learning (BETA)** [What is a 'beta'?](#)

Student: Bosley, Sydney J Grade: 12 School: 0121

Personalized Learning provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.

[Edit This Text](#)

### Student Goal Summary

[Edit This Text](#)

Select a different goal:

Goal	Goal Areas	Created	Last Modified	Created By	User Type	Status	Comments	Active
<a href="#">Student will meet proficiency on the 9th grade GRAD writing test on his/her first attempt.</a>	Graduation	3/25/2010	4/12/2010	Dave Campen	Administrator	In Progress		✓

**Activities (click to expand/collapse)**

Activity	When Occur	Amount of Time	Location	Participants	Created	Last Modified	Created By	User Type	Completion Date	Comments
<a href="#">9th Grade GRAD Writing Seminars</a>	After school, every other Tuesday	60 minutes	Room 204		3/25/2010		Dave Campen	Administrator	3/25/2010	

**Measurement Plans (click to expand/collapse)**

Measurement Plan	Measures	Staff	Frequency	Measurable Goal	Created	Last Modified	Created By	User Type	Status	Benchmarks
<a href="#">Writing Seminar Attendance</a>	Regular attendance at writing seminar				3/25/2010		Dave Campen	Administrator	In Progress	<a href="#">Add/View Performance Benchmarks</a>

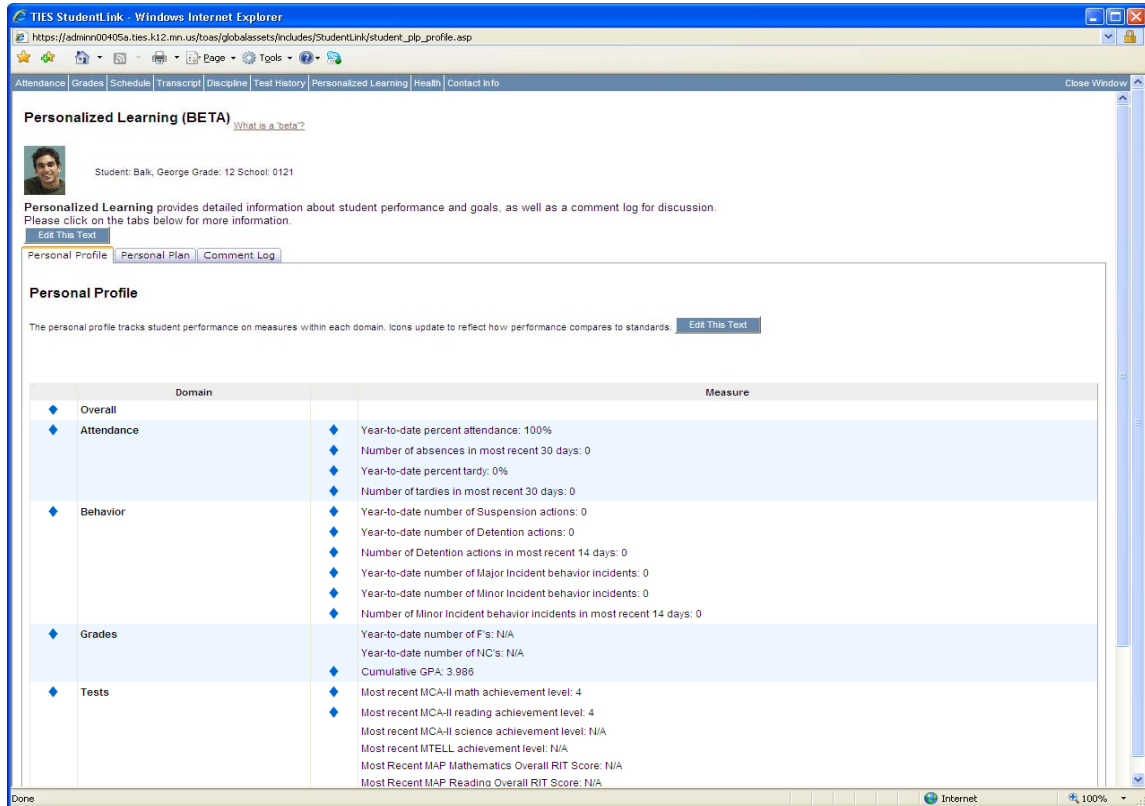
[Add New Activity](#)
[Add New Measurement Plan](#)

[Return to Personal Plan](#)



# Student Profile

## Personal Profile



Clicking on the icon reveals the students Personal Profile.

This profile summarizes their Overall performance (icon color is the same as seen on attendance page earlier), as well as their performance across those domains enabled by your school. Possible domains include: Attendance, Behavior, Grades, Tests, and Graduation On Track. Within each of these domains, one or more measures can be enabled. Icons are displayed to reflect performance on each measure, domain, and the overall performance. The icon will be blank if no data are available for a given measure ("N/A").

Domain icons may be set either to reflect the lowest performance on any measure within the domain, or to be triggered by a certain number of red and yellow icons within the domain. Overall icons may be set to reflect lowest domain performance, or be triggered by the cumulative number of red and yellow icons, as well.



## Personalized Learning for Administrators

◆ Tests	◆ Most recent MCA-II math achievement level: 4 ◆ Most recent MCA-II reading achievement level: 4 ◆ Most recent MCA-II science achievement level: N/A ◆ Most recent MTELL achievement level: N/A ◆ Most Recent MAP Mathematics Overall RIT Score: N/A ◆ Most Recent MAP Reading Overall RIT Score: N/A
◆ Graduation on Track	◆ GRAD Math requirement: Passed ◆ GRAD Reading requirement: Passed ◆ GRAD Writing requirement: Passed

[View Prior School Year](#) [Show Target Scores](#)  
Data current as of 9/4/2009 6:05:09 PM for school year 2009-2010

This student plan and comments are assigned to Dave Campen

Personalized Learning - BETA

Welcome Ben Silbergliitt  
Tuesday, September 08, 2009  
You are a PLP Content Manager

There are several items to note at the bottom of the page:

**View Prior School Year** – The profile defaults to reflect performance in the current school year. This button will display the student’s profile as of the end of the prior school year.

**Show Target Scores** – Displays the specific measures and benchmarks established for performance in that school and school year.

**“Data current as of”** – Displays how recently the student’s profile data were updated. Profile data is typically updated nightly.

**“This student plan and comments are assigned to”** – Within Personalized Learning, students can each be assigned to a single Plan Manager. The Plan Manager has certain rights to edit and manage the student’s plan and comments, above and beyond other staff. The name of the student’s Plan Manager will be displayed here.

**“You are a PLP Content Manager”** – Certain staff in each school can be assigned the role of Content Manager. These staff have rights to edit text displays throughout the Personalized Learning page, and to edit and manage all students’ plans and comments in that school. If you have been assigned this role, it will be displayed here, in the bottom right hand corner of the page.



## Personal Plan

A student's plan is composed of one or more goal statements. Each goal is connected to a Goal Area – these areas match the domains of the Profile, with the exception of the “Personal” Goal Area for goals that reflect a student's individual goals, outside of the standard academic domains.

Select “Add New Goal” to contribute an additional goal to a student's plan.

### Adding a goal to a student

To add a goal to a student from the Personal Plans page, click on the Add New Goal button at the bottom of the Personal Plans Page:

The screenshot shows a web application interface for 'Personalized Learning (BETA)'. At the top, there is a navigation bar with tabs: Attendance, Grades, Schedule, Transcript, Discipline, Test History, Personalized Learning (selected), Health, and Contact Info. Below the navigation bar, the page title is 'Personalized Learning (BETA)' with a link 'What is a 'beta'?'. A student profile picture and name 'Student: Bosley, Sydney J Grade: 12 School: 0121' are displayed. A description of 'Personalized Learning' and an 'Edit This Text' button are present. There is a checkbox for 'E-mail me about changes to this child's plan or comments'. Below this are three tabs: 'Personal Profile', 'Personal Plan' (selected), and 'Comment Log'. The main content area is titled 'Personal Plan' and contains a paragraph about the plan's details with an 'Edit This Text' button. A filter section allows viewing inactive goals from a date range with a 'Redisplay' button. A table lists the student's goals:

Goal	Goal Areas	Created	Last Modified	Created By	User Type	Status	Active
<a href="#">Sydney will meet growth required to maintain college readiness in mathematics.</a>	Tests	4/9/2010		Dave Campen	Administrator	In Progress	✓
<a href="#">Student will meet proficiency on the 9th grade GRAD writing test on his/her first attempt.</a>	Attendance	3/25/2010		Dave Campen	Administrator	In Progress	✓

At the bottom of the table area, the 'Add New Goal' button is circled in red. Below the table, a note states: 'This student plan and comments are assigned to Rachel Bell'.




## Personalized Learning for Administrators

You will be brought to this screen: You can select a School Bank or My Bank goal to add, or type in your own!

Attendance Grades Schedule Transcript Discipline Test History Personalized Learning Health Contact Info Close Window

### Personalized Learning (BETA) [What is a 'beta'?](#)

 Student: Bosley, Sydney J Grade: 12 School: 0121

**Personalized Learning** provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.

[Edit This Text](#)

#### Goal Information

My Banked Goals ---Add New Banked Goal or Select An Existing Goal--- [Edit My Bank](#)

My School's Banked Goals GRAD reading status [Edit School Bank](#)

Goal Description  
Sydney's performance on the GRAD Reading requirement is Passed.  
Sydney's goal is to pass the GRAD Reading requirement.

Goal Area Graduation

Status In Progress

Comments

Check if Goal is currently active.

[Save Goal](#) [Save and Add New](#) [Cancel](#)

[Add to My Banked Goals](#) [Add to School's Banked Goals](#)

You can select from a Goal Bank or simply type in your goal in the Goal Description

The Goal Information page allows you to add goals to a student.

Goals can be added with free form text, or from a bank. Two banks are available – the School Bank is available to all staff in the school, My Bank is only available to you.

After filling in the appropriate fields, you will see one or more options at the bottom of the page:

**Save Goal** – Adds the goal to the student's list.

**Save and Add New** – Adds the goal, but remains on the Goal Information Page, so another goal may be added

**Cancel** – Return to Personalized Learning page

**Add to My / School's Banked Goals** – Adds the goal, as written, to the selected bank (note: please do not add a student's name to a banked goal – these can be added dynamically, as is discussed in the section in this document on "Banks")

**Delete** – If you have selected an existing goal, you may be given the option to delete it


## Personalized Learning for Administrators

Please note: Deleting a Goal, Activity, or Measurement Plan can only be performed by the following individuals: Content Managers (can modify any Plan in their school), Plan Managers (can modify any Plan assigned to them), and the individual that created the Goal, Activity, or Measurement Plan (can modify what they created).

You will then be brought to the screen where you can add activities and measurement plans:

Attendance | Grades | Schedule | Transcript | Discipline | Test History | Personalized Learning | Health | Contact Info Close Window

### Personalized Learning (BETA) What is a 'beta'?

 Student: Bosley, Sydney J Grade: 12 School: 0121

**Personalized Learning** provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.  
[Edit This Text](#)

#### Student Goal Summary

[Edit This Text](#)

Select a different goal: ---Select Goal---

Goal	Goal Areas	Created	Last Modified	Created By	User Type	Status	Comments	Active
<a href="#">Sydney's performance on the GRAD Reading requirement is Passed. Sydney's goal is to pass the GRAD Reading requirement.</a>	Graduation	4/12/2010		Dave Campen	Administrator	In Progress		✓

[Activities \(click to expand/collapse\)](#)

[Measurement Plans \(click to expand/collapse\)](#)

[Add New Activity](#) [Add New Measurement Plan](#)

[Return to Personal Plan](#)

Clicking on a Goal in the Personalized Learning Page brings you to the Student Goal Summary page. This page summarizes the Activities and Measurement Plans specific to the selected goal.

### Adding an activity to a goal

By clicking on Add New Activity, you can add activities to a particular goal. Repeat as needed to add all desired activities. Note: Users can only Edit and Delete their own created activities.



## Personalized Learning for Administrators

**Activity Information**

My Banked Activities

My School's Banked Activities

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Activity Description

When Will Occur

Amount of Time

Location

Special Materials

Completion Date

Comments

Enter Up to 6 Participants for this activity

<input type="text" value="Student"/>	<input type="text" value="Reading Teacher"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Selecting “**Add New Activity**” brings you to the Activity Information Page

Activities can be added with free form text, or from a bank. Two banks are available – the School Bank is available to all staff in the school, My Bank is only available to you.

After filling in the appropriate fields, you will see one or more options at the bottom of the page:

**Save Activity** – Adds the activity to the student’s list.

**Save and Add New** – Adds the activity, but remains on the Activity Information Page, so another activity may be added

**Cancel** – Return to Personalized Learning page

**Add to My / School’s Banked Activities** – Adds the activity, as written, to the selected bank (note: please do not add a student’s name to the “participants” in a bank – you can add “Student” as an alternative; it may make sense to add a specific staff name, however, if they are the person who leads a given activity or intervention)

**Delete** – If you have selected an existing activity, you may be given the option to delete it

Please note: Deleting a Goal, Activity, or Measurement Plan can only be performed by the following individuals: Content Managers (can modify any Plan in their school), Plan Managers (can modify any Plan assigned to them), and the individual that created the Goal, Activity, or Measurement Plan (can modify what they created).



### Adding a Measurement Plan to a goal

By clicking on Add New Measurement Plan, you can add measurement plans to a particular goal. Repeat as needed to add all desired plans.

**Measurement Plan Information**

My Measurement Plans: ---Add New Banked Plan or Select An Existing Plan--- Edit My Bank

My School's Banked Measurement Plans: Reading practice tests Edit School's Bank

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Plan Description:

Measures:

Staff:

Frequency:

Measureable Goal:

Status: In Progress

Comments:

Save Plan Save and Add New Delete Cancel  
Add to My Banked Plans Add to My School's Banked Plans

When complete you will see all related information to the goal on the Goal Summary page. Note: Users can only Edit and Delete their own created measurement plans.

Attendance | Grades | Schedule | Transcript | Discipline | Test History | Personalized Learning | Health | Contact Info Close Window

**Personalized Learning (BETA)** What is a 'beta'?

Student: Bosley, Sydney J Grade: 12 School: 0121

Personalized Learning provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information. Edit This Text

**Student Goal Summary** Edit This Text

Select a different goal: ---Select Goal---

Goal	Goal Areas	Created	Last Modified	Created By	User Type	Status	Comments	Active
<a href="#">Sydney's performance on the GRAD Reading requirement is Passed. Sydney's goal is to pass the GRAD Reading requirement.</a>	Graduation	4/12/2010		Dave Campen	Administrator	In Progress		✓

**Activities (click to expand/collapse)**

Activity	When Occur	Amount of Time	Location	Participants	Created	Last Modified	Created By	User Type	Completion Date	Comments
<a href="#">Read Naturally</a>	Daily	20 minutes	Classroom	Student Reading Teacher	4/12/2010		Dave Campen	Administrator	12/8/2009	

**Measurement Plans (click to expand/collapse)**

Measurement Plan	Measures	Staff	Frequency	Measureable Goal	Created	Last Modified	Created By	User Type	Status	Benchmarks
<a href="#">Reading practice tests</a>	MCA-II practice probes	Group administered by teacher	1x / month	90% accuracy on two consecutive probes	4/12/2010		Dave Campen	Administrator	In Progress	<a href="#">Add/View Performance Benchmarks</a>

Add New Activity Add New Measurement Plan  
Return to Personal Plan



## Comment Log

The Comment Log enables threaded discussion about the student's Personalized Learning.

### Adding Comments

Comments can be added using "Add New Comment", or reply to an existing comment by clicking on the number in the "Replies" column.

Please note: The ability to delete or modify comments is ONLY available to Content Managers and Plan Managers. They have the "Edit" icons shown in this picture. If you do not see these icons, you will not be able to modify a comment once you add it. Please consider the wording of your comments, accordingly.


The screenshot shows a web interface with a navigation bar at the top containing tabs: Attendance, Grades, Schedule, Transcript, Discipline, Test History, Personalized Learning, Health, and Contact Info. A "Close Window" button is on the right. The main content area is titled "Personalized Learning (BETA)" with a link "What is a 'beta?'". Below this is a student profile for "Student: Bosley, Sydney J Grade: 12 School: 0121". A description states: "Personalized Learning provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information." There are three tabs: "Personal Profile", "Personal Plan", and "Comment Log" (which is circled in red). Below the tabs is a checkbox "E-mail me about changes to this child's plan or comments". The "Comment Log" section is titled "Comment Log" and contains the text: "The comment log is an open forum for threaded discussion. Please add new comments or reply to an existing discussion thread below." followed by an "Edit This Text" button. Below this is a "View Inactive comments from" field with a calendar icon, followed by "to" and another field with a calendar icon, and a "Redisplay" button. At the bottom of the section is an "Add New Comment" button, which is also circled in red. A footer note states: "This student plan and comments are assigned to Rachel Bell".



# Personalized Learning for Administrators

Attendance Grades Schedule Transcript Discipline Test History **Personalized Learning** Health Contact Info Close Window

## Personalized Learning (BETA) [What is a 'beta'?](#)



Student: Bosley, Sydney J Grade: 12 School: 0121

**Personalized Learning** provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.

[Edit This Text](#)

**New Comment**


Sydney has been improving his writing - Great job!

[Post Comment](#) [Cancel](#)

Once you have posted this comment, this will be available to all contributors.

Attendance Grades Schedule Transcript Discipline Test History **Personalized Learning** Health Contact Info Close Window

## Personalized Learning (BETA) [What is a 'beta'?](#)



Student: Bosley, Sydney J Grade: 12 School: 0121

**Personalized Learning** provides detailed information about student performance and goals, as well as a comment log for discussion. Please click on the tabs below for more information.

[Edit This Text](#)


E-mail me about changes to this child's plan or comments

[Personal Profile](#)
[Personal Plan](#)
[Comment Log](#)

### Comment Log

The comment log is an open forum for threaded discussion. Please add new comments or reply to an existing discussion thread below. [Edit This Text](#)

View Inactive comments from  to  [Redisplay](#)

Comment	Created By	User Type	Created Date	Replies	Edit
Sydney has been improving his writing - Great job!	Dave Campen	Administrator	4/12/2010	0	

[Add New Comment](#)

This student plan and comments are assigned to Rachel Bell



## Personalized Learning for Administrators

### Adding Comment Replies

Comment Replies are not attached to any particular goals, activities and measurement plans. They are intended for use as a collaborative tool for all parties attached to a student. Users cannot delete or change any comment replies, only add new ones.

To reply to a comment, click on the replies link for the desired comment:

Personal Profile Personal Plan **Comment Log**

### Comment Log

The comment log is an open forum for threaded discussion. Please add new comments or reply to an existing discussion thread below. [Edit This Text](#)

View Inactive comments from  to  [Redisplay](#)

Comment	Created By	User Type	Created Date	Replies	Edit
Sydney has been improving his writing - Great job!	Dave Campen	Administrator	4/12/2010	0	

[Add New Comment](#)

This student plan and comments are assigned to Rachel Bell

Then type in the desired reply and click on Submit Reply:

Original Comment	Created By	User Type	Created Date	Edit
Sydney has been improving his writing - Great job!	Dave Campen	Administrator	4/12/2010	

Reply to this Comment

I am pleased to hear about your improvement - way to go!

[Submit Reply](#) [Cancel](#)

You will notice the number of replies to a comment by the number listed.

Comment	Created By	User Type	Created Date	Replies	Edit
Sydney has been improving his writing - Great job!	Dave Campen	Administrator	4/12/2010	1	

## My Bank

Banks are developed at the Individual (My Bank) and School (School Bank) level, for Goals, Activities, and Measurement Plans.

In the Goal Bank, you can create a goal statement in the Goal Description field. Note that banked goals can contain “dynamic” fields, such as ~First Name~ and ~Last Name~ These can be added by typing the dynamic name in and selecting it from the popup suggestion list in the Goal Description field. If you add a goal with a dynamic field from a bank, it will automatically fill in with information specific to that student, at the time you add the goal. (For example, ~First Name~ will fill in with the first name of the student)

**Note: NEVER put a student’s real name in ANY My Bank item as this could be applied to any student!!!**

## Goal Bank

Goal Bank items in My Bank can only manage typed in text. You may add customization by putting the name “placeholder” in to populate the students name when applying to a student.

The screenshot shows a web form titled "My Goal Bank". At the top, there is a dropdown menu with the text "--Add New Banked Goal or Select An Existing Goal--". Below this are two text input fields: "Goal Title" and "Goal Description". The "Goal Description" field is larger and contains a placeholder text. Below these fields are two dropdown menus: "Goal Area" with the text "\*\* Select A Goal Area \*\*" and "Status" with the text "In Progress". To the right of these dropdowns is a checkbox labeled "Check if Goal is currently active." which is checked. Below the dropdowns is a large text area labeled "Comments". At the bottom of the form, there is a "Goal Preview" section with a dropdown menu labeled "--Select Student For Preview--" and a "Preview >>" button. Below the preview section is a "Tagging" text input field. At the very bottom of the form, there are four buttons: "Add To Bank", "Modify In Bank", "Delete From Bank", and "Cancel".



## Activity Bank

Activity Bank items in My Bank can only manage typed in text. Select an activity from the drop down menu to modify it, or enter in information to add a new activity to the bank.

Note: **NEVER** put a student's real name in ANY My Bank item as this could be applied to any student!!!

### My Activity Bank

My Activity Bank Items:

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Activity Description

When Will Occur

Amount of Time

Location

Special Materials

Completion Date  

Comments

Enter up to 6 participants for this activity

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tagging



## Measurement Plans

Measurement Bank items in My Bank can only manage typed in text. Select a Measurement Plan from the drop down menu to modify it, or enter in information to add a new activity to the bank.

Note: **NEVER** put a student's real name in ANY My Bank item as this could be applied to any student!!!

### My Measurement Plan Bank

My Measurement Plan Bank Items:

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Plan Description

Measures

Staff

Frequency

Measureable Goal

Status

Comments

Tagging



## School Bank

Banks are developed at the Individual (My Bank) and School (School Bank) level, for Goals, Activities, and Measurement Plans.

Note: **NEVER put a student's real name in ANY bank item as this could be applied to any student!!!**

## Goal Bank

In the Goal Bank, you can create a goal statement in the Goal Description field. Note that banked goals can contain "dynamic" fields, such as ~First and Last Name~, Test Scores, and Growth Goals.

My School's Goal Bank

MAP Math 2010 growth goal

Goal Title

MAP Math 2010 growth goal

Does Goal include test/growth scores?  YES  NO

Tests And/Or Growth Goals  Graduation Tests

Year: 2008-09 Test: MAP Math Fall

Goal Description

Name Format: First Name ~s~ performance on the most recent MAP mathematics was  
 Test Standard: 2009: MAP Math Fall: OVERALL: RIT ~.~ Name Format: First Name ~s~ goal is to grow  
 [2009 MAP Math: Fa-Sp growth projected this yr] ~ points by spring 2009-10. ~

Goal Area: Attendance Status: In Progress  Check if Goal is currently active.

Comments

Goal Preview

--Select Student For Preview-- Preview >>

Tagging

map math 2010 growth goal

Add new or existing tags to describe this goal...

Add To Bank Modify In Bank Delete From Bank Cancel

Note: "tags" are added automatically but can be manually adjusted and will be available to "filters" when mass-assigning goals in the future



## Activity Bank

Activity Bank items in School Bank can only manage typed in text. Select an activity from the drop down menu to modify it, or enter in information to add a new activity to the bank.

Note: **NEVER** put a student's real name in ANY My Bank item as this could be applied to any student!!!

### My School's Activity Bank

My School's Activity Bank Items:

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Activity Description:

When Will Occur:

Amount of Time:

Location:

Special Materials:

Completion Date:

Comments:

Enter up to 6 participants for this activity

Student	Mr. Alstott
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tagging

Add new or existing tags to describe this activity...

Add To Bank Modify in Bank Delete From Bank Cancel

Note: "tags" are added automatically but can be manually adjusted and will be available to "filters" when mass-assigning activities in the future.



## Measurement Plans

Measurement Bank items in School Bank can only manage typed in text. Select a Measurement Plan from the drop down menu to modify it, or enter in information to add a new activity to the bank.

Note: **NEVER** put a student's real name in ANY My Bank item as this could be applied to any student!!!

### My School's Measurement Plan Bank

My School's Measurement Plan Bank Items:

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Plan Description	<input type="text"/>
Measures	<input type="text"/>
Staff	<input type="text"/>
Frequency	<input type="text"/>
Measureable Goal	<input type="text"/>
Status	<input type="text" value="In Progress"/>
Comments	<input type="text"/>

Tagging

Note: "tags" are added automatically but can be manually adjusted and will be available to "filters" when mass-assigning measurement plans in the future.



## My Plans Updates

My Plans - Updates Close Window

School: Washington Senior High

[All Plan Managers]  Icons (check to include in list)

Add 
  Update 
  Delete

Date ↓	Modified By	User Type	Content Type	Type	Description	Plan Manager
12/7/2009	Brett Benedict Favre	Administrator	Activity	+	"Math homework check-ins" added to Goal "George will improve his attendance" <span style="color: red;">[deleted]</span>	Dave Campen
12/7/2009	Brett Benedict Favre	Administrator	Goal	+	Added "George will improve his attendance" <span style="color: red;">[deleted]</span>	Dave Campen
10/22/2009	Joe Mauer	Teacher	Comment	+	"testing" <span style="color: red;">[deleted]</span>	Dave Campen
10/19/2009	Dave Campen	Administrator	CommentReply	+	"Great job!"	Dave Campen
10/19/2009	Dave Campen	Administrator	Comment	+	"George has improved his reading and he's doing great!" <span style="color: red;">[deleted]</span>	Dave Campen
10/19/2009	Jerry Falk	Parent	Comment	+	"New new comment" <span style="color: red;">[deleted]</span>	Dave Campen
10/19/2009	Jerry Falk	Parent	Comment	+	"new comment" <span style="color: red;">[deleted]</span>	Dave Campen
10/19/2009	Jerry Falk	Parent	Comment	+	"test" <span style="color: red;">[deleted]</span>	Dave Campen
9/15/2009	Joe Mauer	Teacher	Activity	+	"Math resource room" added to Goal "George will meet growth required to maintain college readiness in mathematics. George will grow 5 RIT points by the Spring MAP Math test."	Dave Campen
9/15/2009	Joe Mauer	Teacher	Goal	+	Added "George's will grow 5 RIT points on his Spring MAP Math test." <span style="color: red;">[deleted]</span>	Dave Campen
9/15/2009	George Balk	Student	Comment	+	"I am really feeling better about my skills in fractions. Thanks, Mr. Wells!"	Dave Campen
9/14/2009	George Balk	Student	Comment	+	"I am really feeling better about my skills in fractions. Thanks, Mr. Wells!" <span style="color: red;">[deleted]</span>	Dave Campen
9/14/2009	Jerry Falk	Parent	Comment	+	"I am really feeling better about my skills in fractions. Thanks, Mr. Wells!" <span style="color: red;">[deleted]</span>	Dave Campen

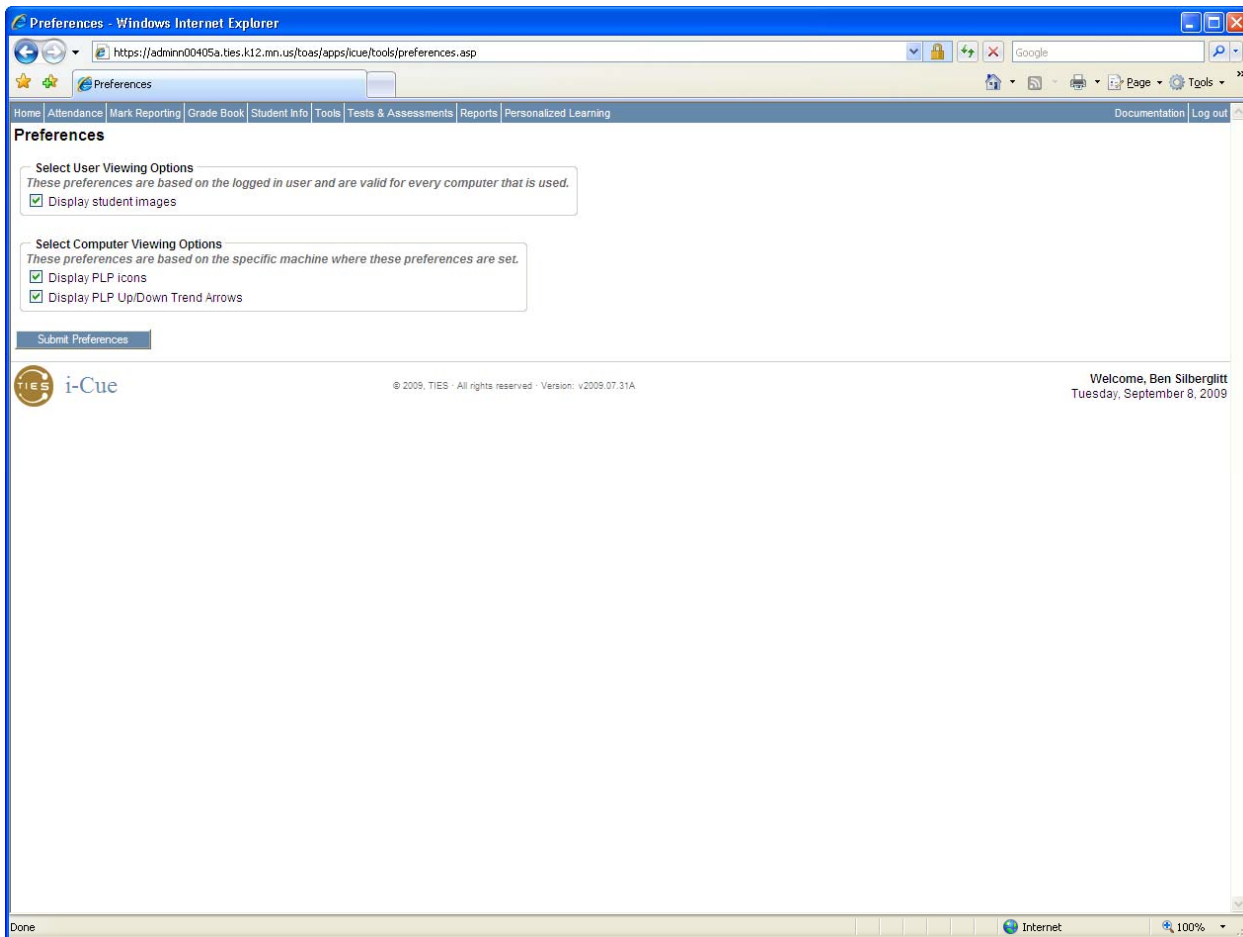
My Plans updates allows Plan Managers to view any adds, updates and deletes to students plan. You can filter by:

1. Date range
2. Add, Update, Delete

You can also sort any column by clicking on the column heading and an arrow will display showing ascending or descending. If you click on the same column it will sort the opposite direction.



## Preferences



If you prefer not to see the Personalized Learning icons throughout iCue (except for the Personalized Learning Menu), you may control the display of icons by going to “Tools – Preferences” in the top menu bar.

Display controls for Personalized Learning Profiles (PLP) are specific to the computer that you are using when you set your preferences. If you change to a new computer, the icons will default to be displayed. Un-checking both “Display PLP icons” and “Display PLP Up/Down Trend Arrows” will ensure that, for that particular computer, you will no longer see icons and trend arrows next to the students’ name on the attendance and grade book pages. You will still see icons in the Personalized Learning menu items discussed later in this document (Profile reports).

