

Progress Monitoring The Self-Questioning Strategy Management Spreadsheet Instructions

Purpose:

The Progress Monitoring Management Graph is developed in Microsoft Excel. Using this spreadsheet will allow you to record and monitor progress on your computer for each class in which you instruct the strategy and produce graphs to show student progress similar to the hard copy that you find in the back of your manual. Some practice with Excel will be useful.

This management spreadsheet is *not* meant to replace the progress chart in the manual but can be used by the teacher and student to set goals and next steps with the strategy.

This spreadsheet was created using Excel for Mac 2011 version of Excel. It is recommended that you have access to the 2011 version of Excel or a more recent version in order to benefit from all the bells and whistles.

Directions:

*****When you open the spreadsheet click *ENABLE MACROS******
If you are asked, do not Edit or Update links

1. Once you open the spreadsheet, perform a 'Save As' to store the work on your computer. You may want to give each class a unique file name to easily access it later.
2. Open the *Student Information Tab* at the bottom of the page if your sheet did not open to this tab.
3. Use the 'Clear Data' buttons. If you clear data in tabulating cells without using the "Clear Data" Buttons, the auto fill functions may be erased. There is not a problem clearing data in cells that do not tabulate totals.
4. *Janice Example* is at the top of each table. She is example student to show you how data should be entered.

Tab: Student Information

1. Click in the box marked *Show Data Form*. A dropdown menu will appear in which you will enter the requested information for each student: Name, Grade Level, IEP, Gender, Ethnicity, Lexile Level and Literacy Measure. The information you provide will populate the spreadsheet. A dropdown menu will allow you to select race/ethnicity. If you are unable to access the dropdown menu please enter one of the following: American Indian or Alaskan Native, Asian or Pacific Islander, Black, Not of Hispanic Origin, Hispanic, White, not of Hispanic Origin.
2. How to respond to *What is your Literacy Measure?* Fill in the name of the measure that your school uses as an adolescent literacy screener. Examples include: SRI, MAP, etc.

Tab: Pre-Post

1. Pretest – enter the date the test was administered and the scores for the self-questioning worksheet as well as the comprehension quiz.
2. Posttest – enter the date the test was administered and the scores for the self-questioning worksheet as well as the comprehension quiz.
3. Once the posttest data is entered, the spreadsheet will calculate the number of days the student was enrolled in strategy instruction.

Tab: Dates of Stages

This tab provides a place for you to record the **completion** date of each stage of instruction.

Tab: CP – Controlled Practice

This tab provides a place for you to record each controlled practice attempt in sequential order. The data entered on this tab populates the student tabs by graphing each student's progress. For each controlled practice the following data will need to be entered:

- Date of practice. Enter using the following format: ##/##/##
- Grade level of passage used
- Self-Questioning worksheet score (80% mastery and additional requirements are on page 55 of the Self-Questioning manual)
- Self-Questioning quiz score (80% mastery, on page 56 of the Self-Questioning manual)

Tab: AP – Advanced Practice

This tab provides a place for you to record each advanced practice attempt in sequential order. The data entered on this tab populates the student tabs by graphing each student's progress. For each advanced practice the following data will need to be entered:

- Date of practice. Enter using the following format: ##/##/##
- Grade level of passage used
- Self-Questioning worksheet score (80% mastery and additional requirements on page 59 of the Self-Questioning manual)
- Self-Questioning quiz score (80% mastery, page 59 of the Self-Questioning manual)

This tab also provides a place to enter the date of the first advanced practice and the final advanced practice and will calculate the number of days a student was in this stage of instruction.

Tab: MP – Maintenance Probes

This tab provides a place for you to record each maintenance probe from Generalization Phase IV: Maintenance. The data entered on this tab populates the student tabs by graphing each student's progress. For each maintenance probe, the following data will need to be entered:

- Date of practice. Enter using the following format: ##/##/##
- Grade level of passage used
- Self-Questioning worksheet score (80% mastery and additional requirements on page 87 of the Self-Questioning manual)

- Self-Questioning quiz score (optional)

This tab also provides a place to enter the date of the first advanced practice and the final advanced practice and will calculate the number of days a student was in this stage of instruction.

Tabs: Students

These tabs are labeled “student” and contain data and graphs showing each student’s progress in the learning strategy. See the Janice Example tab for a preview of what each student’s page will look like. These are not meant to replace the progress chart in the learning strategy manual, but they can be used by both the teacher and the student to set goals and next steps with the strategy instruction. These charts may be printed or shared in IEP meetings, parent conferences, and for the teacher’s evaluation portfolio.

Notes: Please send feedback about the Management Chart to simpd@ku.edu