



Intervention Planner for Academics



Create individualized academic intervention plans for classroom use

Intervention Planner for Academics: User Manual

The Intervention Planner for Academics is a free application that provides teachers and other interventionists with a range of strategies for academic intervention and to develop customized intervention plans for struggling students. All of the interventions featured in this application are research-based.

Once you have created a unique academic intervention plan, you can download the plan in text or PDF format and even email it to others. And if you have a free Intervention Central account, you can also save your academic-intervention plans that you create online for later retrieval. You can access the Intervention Planner for Academics at:

<http://www.interventioncentral.org/tools/intervention-planner-academics>

Frequently Asked Questions: This manual provides step-by-step instructions in FAQ format in how to use the Intervention Planner for Academics.

About the Author: The *Intervention Planner for Academics* application was created by Jim Wright, a certified school psychologist and school administrator. Jim is a national trainer on Response to Intervention and also created the Intervention Central (www.interventioncentral.org) website, a free source of intervention and assessment resources for schools.

If you are interested in Jim's workshops on academic and behavioral interventions, you can email him at jim@jimwrightonline.com.

How Do I Load and View Different Groups of Intervention Ideas?.....p. 2

How Do I Select Specific Ideas for an Intervention Plan?.....p. 2

What Operations Can I Perform on Selected Intervention Ideas?.....p. 2

How Do I Add My Own Notes to Selected Intervention Ideas?.....p. 3

How Can I Add My Own Intervention Ideas to This Plan?.....p. 3

What Formatting Options Are There for 'Bulleting' My Selected Intervention Ideas?.....p. 3

How Do I Create, Save, Email, and Print Reports With This Application?.....p. 4

How Do I Save Online Those Intervention Plans That I Have Created?.....p. 5

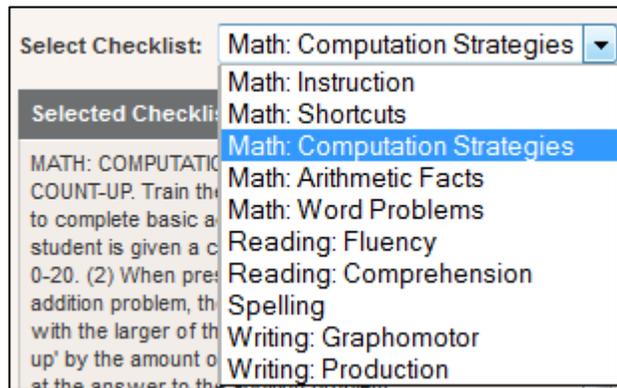
How Do I Cite This Application and Manual for a Research Paper?.....p. 6

A QuickGuide to Creating and Using Your Intervention Central Personal Accountp. 7



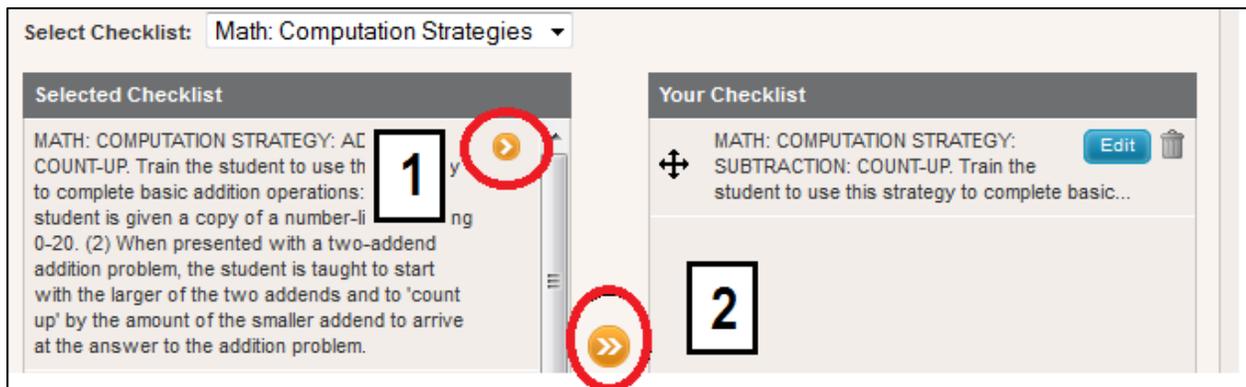
How Do I Load and View Different Groups of Intervention Ideas?

You can select various groups of intervention ideas by selecting any of the 'Select Checklist:' drop-down menu choices. Intervention ideas will then download from the application data-base into the 'Selected Checklist' box for your review.



How Do I Select Specific Ideas for an Intervention Plan?

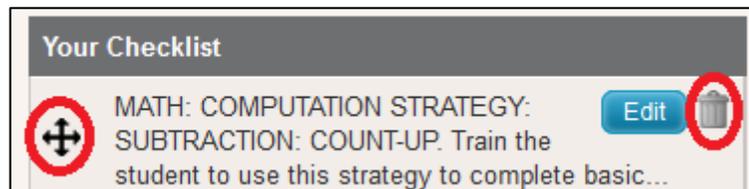
You can select an intervention idea for your academic plan by clicking on the arrow next to any item in the 'Selected Checklist' box (item 1 in the figure below). The item will then appear in the 'Your Checklist' box, where it will be included in the academic intervention plan that you are creating. You can also select ALL of the items in the 'Selected Checklist Box' to load into the 'Your Checklist' box by clicking the double-arrow icon (item 2 in the figure below).



What Operations Can I Perform on Selected Intervention Ideas?

The text of the intervention ideas in this application cannot be edited. However, you can perform the following operations on selected intervention ideas:

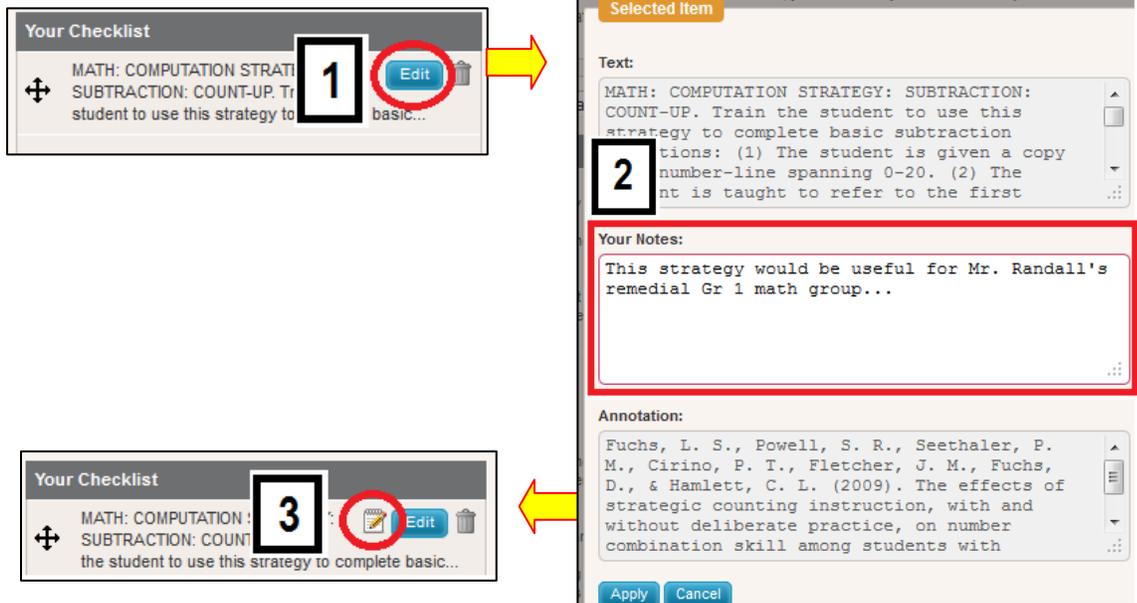
- (1) To delete an item from your plan, click on the garbage can icon on the right.
- (2) To change the position of any items in your plan, drag it up or down in the 'Your Checklist' box using the drag-and-drop control appearing on the left.





How Do I Add My Own Notes to Selected Intervention Ideas?

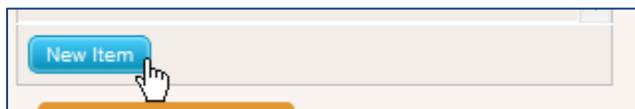
The Intervention Planner for Academics allows you to customize individual intervention ideas by adding your own notes.



Click on the 'Edit' button next to any intervention idea in the 'Your Checklist' box (item 1 in the figure above) to open an editing window. You can add any notes you choose to the 'Your Notes' box in this window (item 2). (NOTE: You can view but not edit the intervention description and research citation(s) appearing in this editing window.) When you click the 'Apply' button, your notes will be saved and the editing window will close. You will then see a 'notepad' icon appear next to the intervention idea containing your notes (item 3).

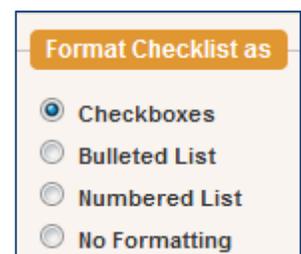
How Can I Add My Own Intervention Ideas to This Plan?

If you would like to insert a research-based intervention idea into your plan and do not see it in this application, you can enter your own additional interventions. Click on the 'New Item' button at the bottom of the 'Your Checklist' box. A window will open into which you can type the text of your strategy. Then click 'Apply' to close the window. Your strategy will then appear as one of the intervention elements in the 'Your Checklist' box.



What Formatting Options Are There for 'Bulleting' My Selected Intervention Ideas?.....

This application gives you several options for formatting the list of interventions that will appear in your final plan. Just below the 'Your Checklist' box is a set of radio-button choices (see figure at right) that present your bulleting options. You can choose to format your final intervention list as a series of checkboxes, bullets, a numbered list, or to have no formatting.





How Do I Create, Save, Email, and Print Reports With This Application?

This application offers several options for creating reports in both PDF (Adobe Acrobat) and Rich Text Format (compatible with Microsoft Word and Google Docs). You create reports in the section 'Printing Options' at the bottom of the screen.

Click on the Tab of Your Preferred Report Format.

The several report choices are grouped by tabs, with each report type assigned to its own tab.

All report formats offer these shared features:

Title Your Report. You can give your report any title that you choose. Just type that title into the 'Report Title' box (item 1 in figure above). If you do not assign a name to your report, it will be assigned the name of this application.

Preview and Generate Reports. After clicking on the tab of a particular report format, you will see several options for creating and viewing reports.

Preview PDF. This button allows you to preview the report in PDF format within your browser and view it before downloading the document (item 2 in figure above).

Download PDF. This button allows you to download your plan in PDF format to save or to print (item 2 in figure above).

Download RTF. This button downloads your plan in RTF (Rich Text Format), allowing you to save it as a Microsoft Word- or Google Docs-compatible document (item 2 in figure below). (NOTE: If you want to edit your plan or add notes to it after download, this is an ideal formatting option.)

Email Report. You can type in an email address and email a PDF or RTF version of the report to a colleague (item 3 in figure above).



Select the Report that Best Meets Your Needs. You have two report formats in the Intervention Planner for Academics, described in the table below:

Report Formats: Intervention Planner for Academics
<i>TAB 1: Academic Intervention Plan: Research Citations & Notes.</i> This form provides descriptions of the selected intervention, a listing of research articles supporting the intervention ideas, and space for teacher notes.
<i>TAB 2: Academic Intervention Plan: User-Entered Notation.</i> This form provides descriptions of the selected intervention and includes any user-entered notation saved as part of the plan.

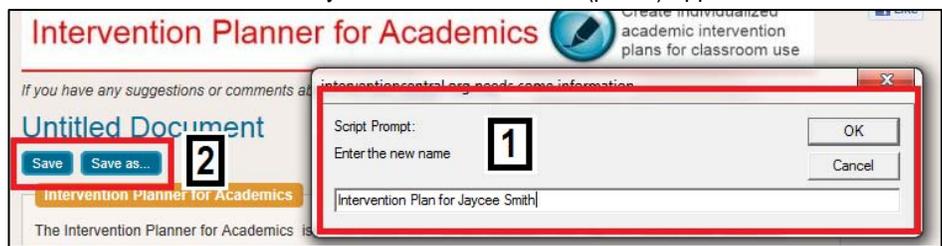
How Do I Save Online Those Intervention Plans That I Have Created?

The Intervention Central website that hosts the Intervention Planner for Academics application allows users to create free personal accounts. With an account, you can save intervention plans that you have created, as well as user-entered report titles and intervention notes.

For a quick primer on how to create a free Intervention Central account, see the section that appears later in this manual, *A QuickGuide to Creating and Using Your Intervention Central Personal Account.*

If you have created a personal Intervention Central account and are logged into your account while using the Intervention Planner for Academics, you can save your intervention plans in two steps:

1. **Name the Intervention Plan 'Document'.** To name your plan, click on the title 'Untitled Document' that appears at the top of the page. As your cursor hovers over this title, you will see an edit icon (pencil) appear. Click once on the title and a window will open (item 1 in the figure above) prompting you to 'Enter the new name' of your document. Once you enter the new title and close the window, your document/plan will bear the new name.



2. **Click the 'Save' Button.** When you click the 'Save' button (item 2 in the figure above), your intervention plan will be saved to your account, along with its current title, user-selected interventions, user-entered notes, etc.
3. **[Optional] To Make a Copy of a Plan, Click the 'Save as...' Button.** If you have developed an intervention plan and wish to create a copy/clone of that plan, use the 'Save as...' button. For example, if you create an academic intervention plan suitable for a student with reading delays, you may wish to 'clone' a copy of the plan for a second student. Simply change the title of the plan to designate the additional student and click 'Save as...'. A copy of the plan will then be saved to your account under the new document name.



How Do I Cite This Application and Manual in a Research Paper?

1. Here is a suggested research citation format for the Intervention Planner for Academics online application:

Wright, J. (2012). *Intervention Planner for Academics* [Online Intervention Database]. Retrieved on [insert date] from <http://www.interventioncentral.org/tools/intervention-planner-academics>

2. Here is a suggested research citation format for this user manual:

Wright, J. (2012). *Intervention Planner for Academics: User Manual*. Retrieved on [insert date] from <http://www.interventioncentral.org>



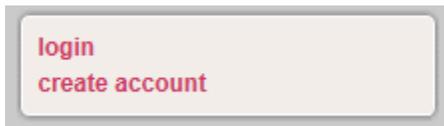
A QuickGuide to Creating and Using Your Intervention Central Personal Account

The Intervention Central website (<http://www.interventioncentral.org>) now allows users to create free personal accounts where they can save 'documents' created with select online applications.

At present, there are several applications on Intervention Central-- including the ChartDog GraphMaker, the Behavior Report Card Maker, the Intervention Planner for Behavior, and others--that allow the users to save unique documents. More applications are under development and will soon be available.

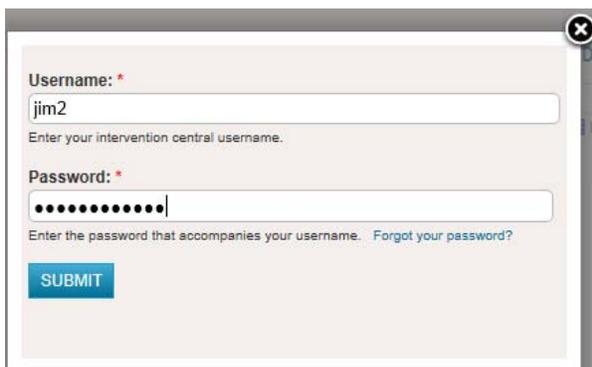
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

1. **Create an Intervention Central Account.** If you have not yet created an account, click on the 'create account' link in the upper right-hand corner of any webpage on the site.



You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account.** If you want to save any data or other student information that you enter into ChartDog GraphMaker or the Behavior Report Card Maker, you must first *have logged in* to your Intervention Central account! So whenever you visit the website, you may want to get into the habit of logging in immediately. To sign in, you simply click on the 'login' link in the upper right-hand corner of any webpage on the site. A login box will appear prompting you for your Username and password:



When you are successfully logged in, the links in the upper right-hand corner of web pages on the site change to signal your account information. Your Username is displayed, along with a shaded bar that indicates what percentage of your quota for saved documents you have filled.



NOTE: At present, you are allowed to save up to 40 unique 'documents' (i.e., ChartDog student graphs and/or Behavior Report Cards) to your Intervention Central account.

You can also log out of your account at any time. It is generally a good practice for you to log out of Intervention Central whenever you decide to leave the site.

3. **Opening Saved or New Documents.** If you are logged in and wish to access documents previously saved to your account (e.g., ChartDog student progress-monitoring graphs or Behavior Report Cards), you can view these saved documents in your account by clicking on the link 'my stuff' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

When you click the 'my stuff' link, a box opens that displays in table form all documents that you have saved:

The screenshot shows a user interface for a logged-in user named 'jim2'. On the left, there is a section titled 'Create a new tool document' with two options: 'Behavior Report Card Maker' and 'ChartDog Graphmaker'. On the right, there is a table listing saved documents. The table has three columns: 'Tool', 'Title', and 'Date'. Each row also includes a red 'X' icon in the final column, which is used for deleting documents.

Tool	Title	Date	
Behavior Report Card Maker	Roy's Report Card	11/02/2011	X
ChartDog Graphmaker	Colin: Letter Identification	10/01/2011	X
ChartDog Graphmaker	John: Math Computation Speed	10/06/2011	X
ChartDog Graphmaker	Brian Haskins: Rdng Intv	10/07/2011	X

- *To Open Saved Documents.* Click on the title of any saved document and that document will automatically load for you to view and update. For example, if the user 'jim2' clicks on the saved ChartDog Graphmaker document 'John: Math Computation Speed' (above), that document will automatically load into ChartDog for the user to update as needed.
 - *To Delete Saved Documents.* If you would like to delete a previously saved document, click on the 'Delete' icon () next to the document. An alert box will open asking you to confirm the delete action.
 - *To Open a New Document.* If you would like to open a new document in the application, click on the name or icon of the application that appears under the 'Create a new tool document' title on the left side of the box listing your saved documents. The selected program will load and you can then enter information, name the document, and save that new document to your account.
4. **Saving a Document to Your Account.** If you are logged in to your account, are using an application that allows you to save documents (e.g., ChartDog GraphMaker, Behavior Report Card Maker), and wish to save a document, simply click on the 'Save Document' button that appears in the application. If you had assigned a name to your document (e.g., by naming your chart in ChartDog), the document will be saved with that name.



Unnamed documents that you save will be assigned generic names (e.g., an unnamed ChartDog chart will be saved as 'My Chart'; a Behavior Report Card will be saved as 'Untitled Document').