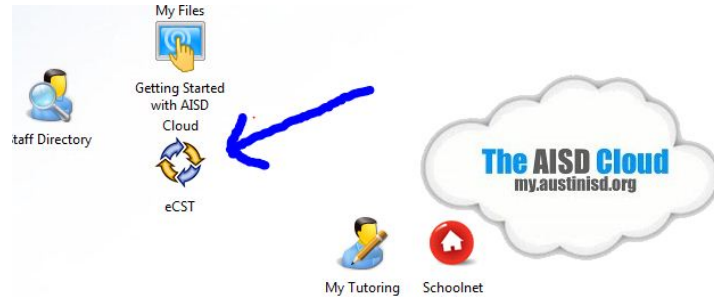


How to set up a Teacher Program in the eCST system

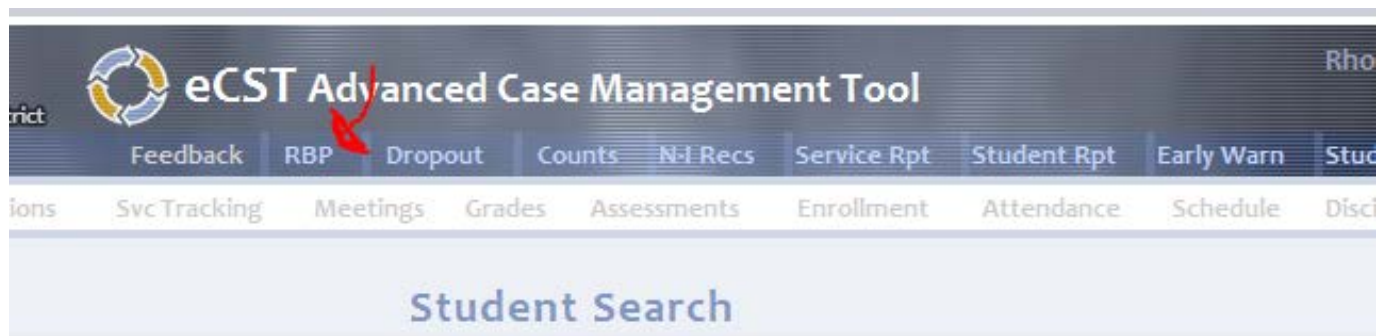
Access the eCST through
The AISD Cloud



Step 1

Open the eCST tool and click on **RBP** in the menu bar on the eCST home screen.

eCST – Roster Based Programs (RBP)



| | | |
|---------------------------------------|----------------------|---|
| First Name | <input type="text"/> | ? |
| Last Name | <input type="text"/> | ? |
| Student ID | <input type="text"/> | |
| Grade | <input type="text"/> | ▼ |
| Enrollment Status | All | ▼ |
| School | All | ▼ |
| <input type="button" value="Search"/> | | |

Note: To set up a **new** Teacher Program, skip to step 3

Step 2

Once you click on the RBP button, this will open to the Roster-Based Programs Program search. From this page, you will click on your campus next to **school** and hit the **search** button; or you can filter out the programs by completing the information in the drop down boxes to narrow your search to a particular RBP group, team, or program and then click on the search button.

If you would like to add a new teacher program, you need to scroll to the bottom of the page and click on the **Add Teacher Program** button.

Feedback RBP Dropout Counts N+ Recs Service Rpt Student Rpt Early Warn

ntions Svc Tracking Meetings Grades Assessments Enrollment Attendance Schedule

Administration

Roster-Based Programs Program Search

Filters ⓘ

School Year 2012-2013 ▼

Type — ▼

School Test School ▼

Grade all grades ▼

Program — ⓘ

Team Lead — ▼

Search

+ Add [Monitoring Group](#) | [Staffing Team](#) | [Program](#) | [Teacher Program](#)

Step 3

Once you have clicked on **Add Teacher Program** you will open a screen that will allow you to input your program information. You will need to **complete each box** in order for the program to save your information. Any of the information that you enter may be edited at a later date. When you have completed entering in your information, you click on the **Save** button to save your *Teacher Program*.

If you have not entered in all of the information needed, you will receive a screen that has the information that still needs to be input highlighted in red. You will need to enter in the information in order for the program to save for you. When you have entered in the rest of your program information you need to click once more on **Save**.

Administration

Edit Teacher Program Information

| | | | |
|-------------|----------------------|--------------------|---|
| School | <input type="text"/> | Team Lead | Other |
| Program | <input type="text"/> | | |
| Description | <input type="text"/> | | |
| Created | 01/09/2013 | Service Available | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday |
| Status | Active | | |
| Type | <input type="text"/> | Progress Monitored | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | | Measurements | <input type="text"/> |
| | | | <input type="text"/> |
| | | | <input type="text"/> |
| | | | <input type="text"/> |

58:03

| | | | | | |
|---------------------|--|---|----------------------|---|----------------------|
| Status | Active | <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | Measurements | <input type="text"/> | |
| Type | <input type="text"/> | | | <input type="text"/> | |
| Start Date | 01/09/2013 | Duration | | <input type="text"/> | |
| End Date | <input type="text"/> | Location | | <input type="text"/> | |
| When | <input type="text"/> | | Grades | <input type="checkbox"/> Early Ed <input type="checkbox"/> 3rd <input type="checkbox"/> 8th | |
| | | | | <input type="checkbox"/> Pre-KG <input type="checkbox"/> 4th <input type="checkbox"/> 9th | |
| | | | | <input type="checkbox"/> KG <input type="checkbox"/> 5th <input type="checkbox"/> 10th | |
| | | | | <input type="checkbox"/> 1st <input type="checkbox"/> 6th <input type="checkbox"/> 11th | |
| | | | | <input type="checkbox"/> 2nd <input type="checkbox"/> 7th <input type="checkbox"/> 12th | |
| Open for Enrollment | <input checked="" type="radio"/> Open <input type="radio"/> Closed | Capacity | <input type="text"/> | Funding Sources | <input type="text"/> |

→ **Save** **Cancel**

Step 4

Click on the **RBP** button again and you will see your new Teacher Program in the list of programs generated for your campus. You will see that you now have the ability to **View, Edit, Assign, or Delete**.

View – You will be able to view your program with this button.

Edit – You will be able to edit any of the program information that you entered with this button.

Assign- You will be able to assign students with this button.

Delete- You will be able to delete the entire program that you created with this button.

At this time you will probably either want to **Edit** your program or **Assign** students to your program. You can click on the **Edit** button and edit any of your program information. Once you have edited your information, you will need to save your edits. If you are ready to assign students then you need to press the **Assign** button.


| Active Programs | | | | | | | | | | | | | | |
|-----------------|---------|-------------------------------|------------|---------------------|-------------|--------------|----------|---------------|---------|------|--------|--------|--------|--------|
| # | Type | Program | Enrollment | Enrolled / Capacity | Time of Day | Location | Duration | Team Lead | Actions | | | | | |
| 1. | Group | (Downs) 8th grade watch list | Open | 4 / - | | | | Kafi Downs | View | Edit | Assign | Delete | | |
| 2. | Group | 18+ | Open | 11 / - | | | | Daniel Diehl | View | Edit | Assign | Delete | | |
| 3. | Team | 18+ absences | Open | 5 / - | | | | Kemal Taskin | View | Edit | Assign | Attend | Delete | |
| 4. | Team | 1st grade access | Open | 0 / - | | | | Simon Tidd | View | Edit | Assign | Delete | | |
| 5. | Program | 3rd Grade reading | Open | 3 / 10 | During Day | reading room | 16-30 | John Thoms | View | Edit | Assign | Attend | Score | Delete |
| 6. | Program | 3rd grade LSIP math | Open | 0 / - | Saturday | classroom | 16-30 | Simon Tidd | View | Edit | Assign | Delete | | |
| 7. | Group | 5th Grade STAAR Reading Group | Open | 5 / - | | | | Rhonda Kunkel | View | Edit | Assign | Delete | | |
| 8. | Group | 5th grade group | Open | 0 / - | | | | Tina Stogdill | View | Edit | Assign | Delete | | |
| 9. | Team | 5th grade level team | Open | 5 / - | | | | John Thoms | View | Edit | Assign | Attend | Delete | |

Step 5

Assigning Students: Once you have clicked on the **Assign** button you will see your program and **Grade** in the center of the screen. Click on the drop down box to open the grade level that you want to assign students from for your group. Once you have done this you will need to click on the **List** button at the bottom of the screen. This will populate all of the students in that grade level. You will need to place a check in the box next to the students' names that you would like to place into your program. When you have your students add to your group you will need to click on the **Save** button at the bottom of the screen.

Administration

Assign Students to Program

| | | | |
|-------------------------------------|--|-------------|-------|
| Program | 3rd Grade Lsip Math | | |
| Description | math | | |
| School | Test School | School Year | 2012 |
| Start Date | 12/07/2012 | End Date | |
| Time of Day | | Duration | 16-30 |
| Grade | all grades  | | |
| Student ID | <input type="text"/> | | |
| First Name | <input type="text"/> | | |
| Last Name | <input type="text"/> | | |
| <input type="button" value="List"/> | | | |

Enrolled Students

Step 6

Once you have assigned your students you can click on the RBP button to see your program. You will notice that you now have two additional buttons next to your program. One is an **Attend** button and the other is a **Score** button. You will use the **Attend** button to track attendance in your program and the **Score** button to track your students' progress monitoring data.

Each student's program information will show up on the student's profile page in eCST and also under the Interventions tab in eCST as a PDF.

| Active Programs | | | | | | | | | | | | | | |
|-----------------|---------|-------------------------------|------------|---------------------|-------------|--------------|----------|---------------|---------|--|--|--|--|--|
| # | Type | Program | Enrollment | Enrolled / Capacity | Time of Day | Location | Duration | Team Lead | Actions | | | | | |
| 1. | Group | (Downs) 8th grade watch list | Open | 4 / - | | | | Kafi Downs | | | | | | |
| 2. | Group | 18+ | Open | 11 / - | | | | Daniel Diehl | | | | | | |
| 3. | Team | 18+ absences | Open | 5 / - | | | | Kemal Taskin | | | | | | |
| 4. | Team | 1st grade access | Open | 0 / - | | | | Simon Tidd | | | | | | |
| 5. | Program | 3rd Grade reading | Open | 3 / 10 | During Day | reading room | 16-30 | John Thoms | | | | | | |
| 6. | Program | 3rd grade LSIP math | Open | 0 / - | Saturday | classroom | 16-30 | Simon Tidd | | | | | | |
| 7. | Group | 5th Grade STAAR Reading Group | Open | 5 / - | | | | Rhonda Kunkel | | | | | | |

Step 7

To enter your students' attendance information, you click on the **Attend** button. This will open to a screen with all of the students in your group listed. Click on the box next to each student to mark the student as attending the group for that day. If all students were present, you may click on the box at the bottom of the screen to populate all of the boxes at once. You may also include any specific notes in the **Comments** box next to each student's name. Click on the **Save** button when you are finished.


| # | Student | ID | Total | MON Jan 07 | TUE Jan 08 | WED Jan 09 | THU Jan 10 | FRI Jan 11 | SAT Jan 12 | SUN Jan 13 | Comments |
|---|-------------------|--------|-------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|
| 1 | Abraham, Pamela | ts_63 | 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> |
| 2 | De La Rosa, Riley | ts_237 | 4 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> |
| 3 | Gosnell, Darrel | ts_86 | 4 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Darrel left after 20 minutes on 1 |
| 4 | Gosnell, Johnsie | ts_240 | 4 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> |
| 5 | Hsi, Haley | ts_239 | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text" value=""/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


Step 8







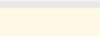
Entering in your progress monitoring data; you need to click on the **Score** button on the **RBP** page. This will open to allow you to enter in your scores. You can use the **Prev** and **Next** buttons to change the weeks. Click on a date using the calendar. Open the drop down box next to **Type** and select the type of measurement that you used as an assessment. You then enter the score in the **Score** box and if you would like you can enter any notes in the box below the **Score** box. When you have finished, you click on the **Save** button at the bottom of the screen.

| Key | |
|-----|---|
| 1 | Read Naturally Fluency Assessment |
| 2 | Read Naturally Comprehension Assessment |
| 3 | |
| 4 | |
| 5 | |

[≡ Prev](#) [Next ≡](#)

Date → 12/03/2012 12/04/2012 

Type → Read Naturally Comprehension Assessment Read Naturally Fluency Assessment 

| Student | ID | Scores | | |
|-------------------|--------|---|---|---|
| Abraham, Pamela | ts_63 | SCORE: 75% NOTE: 4 question | SCORE: 20 wpr NOTE: Passage1.2 | SCORE:  NOTE:  |
| De La Rosa, Riley | ts_237 | SCORE: 36% NOTE:  | SCORE:  NOTE:  | SCORE:  NOTE:  |

If you have any questions in regards to setting up your Teacher Program or entering in your attendance or progress monitoring data, please contact your Child Study System Facilitator.