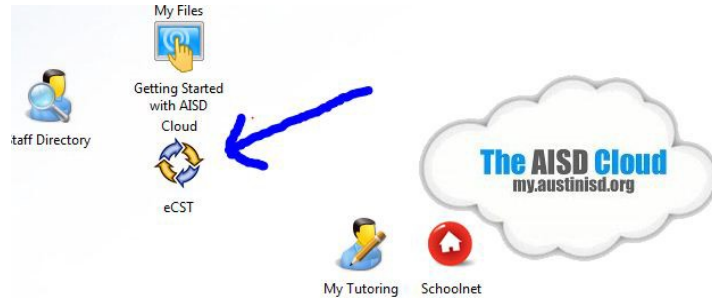


# How to enter attendance and progress monitoring in the eCST

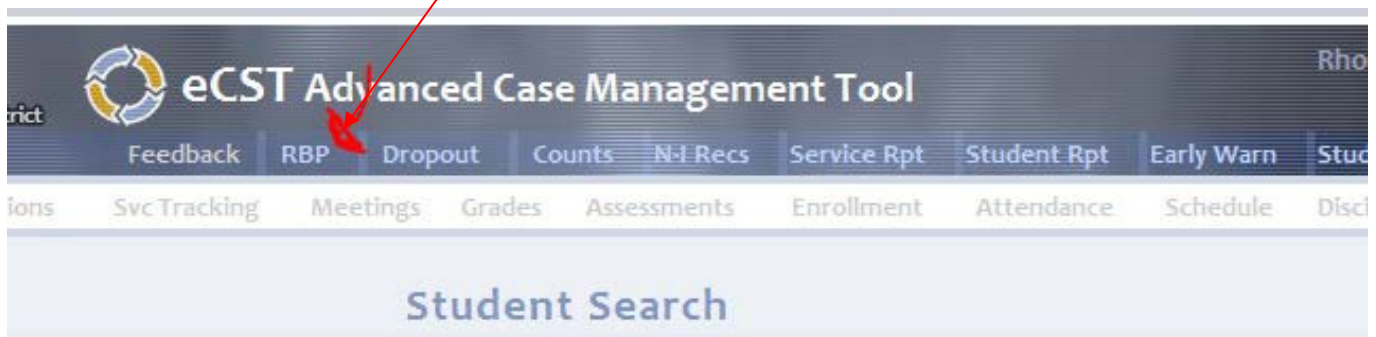
Access the eCST through  
The AISD Cloud



## 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"/>		

ECST Advanced Case Management Tool

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

Contacts Interventions Svc Tracking Meetings Grades Assessments Enrollment Attendance Schedule Discj

### Administration

#### Roster-Based Programs

Program Search

**Filters**

School Year: 2012-2013

Type: —

School: Baldwin Elementary School (187)

Grade: all grades

Program: —

Team Lead: —

**Search**

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

**Step 2**  
 Click Search

**Step 3**

Program Search

**Filters**

School Year: 2012-2013

Type: —

School: Test School

Grade: all grades

Program: —

Team Lead: —

**Search**

#### Active Programs

Type	Program	Enrollment	Enrolled / Capacity	Time of Day	Location	Duration	Team Lead	Actions
Group	18+	Open	11 / -				Daniel Diehl	View Edit Assign Delete
Team	18+ absences	Open	5 / -				Kemal Taskin	View Edit Assign Attend Delete
Team	1st grade access	Open	0 / -				Simon Tidd	View Edit Assign Delete
Program	3rd Grade reading	Open	5 / 10	During Day	reading room	16-30	John Thoms	View Edit Assign Attend Score Delete
Program	3rd grade LSIP math	Open	0 / -	Saturday	classroom	16-30	Simon Tidd	View Edit Assign Attend Score Delete

Attendance & Score

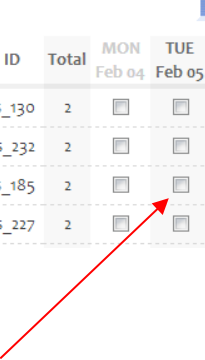
To enter your students' attendance information, you click on the **Attend** button. This will open to a screen with all of the students in your group listed. Click on the box next to each student to mark the student was present that day. You may also include any specific notes in the **Comments** box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

**Roster-Based Programs**  
Add Students' Attendance

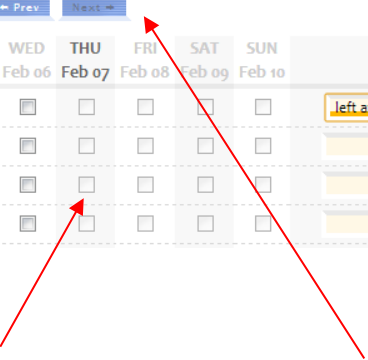
Program	LSIP Reading Tutoring Test School				
Description	LSIP Reading tutoring program for all ELLs, African American and Sped students. Tutoring will be on Tuesday and Thursday afternoons. Tutors will use Read Naturally, Mentoring Minds, Great Leaps and Treasures Tier 2 materials.				
School Year	2012				
School	Test School				
Start Date	01/08/2013	End Date	04/19/2013		
Days Available	Tue,Thur	Duration	46-60		

← Prev   Next →


#	Student	ID	Total	MON	TUE	WED	THU	FRI	SAT	SUN	Comments
				Feb 04	Feb 05	Feb 06	Feb 07	Feb 08	Feb 09	Feb 10	
1	Bunton, Timothy	ts_130	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	left after 20 minutes <span style="float: right;">79 chars</span>
2	Chang, Cambri	ts_232	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">100 chars</span>
3	Clemons, Freddy	ts_185	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">100 chars</span>
4	De La Rosa, Gene	ts_227	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<span style="float: right;">100 chars</span>



**Click days students attend**



**Click to move between weeks**





**Write comments**

**Step 4**

Click **RBP** to bring you back to the main page. To enter progress monitoring 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_03	SCORE: 75% NOTE: 4 question	SCORE: 20 wpr NOTE: Passage1.2
De La Rosa, Riley	ts_237	SCORE: 36% NOTE:	SCORE: NOTE:

Type is assessment measurement you are using

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