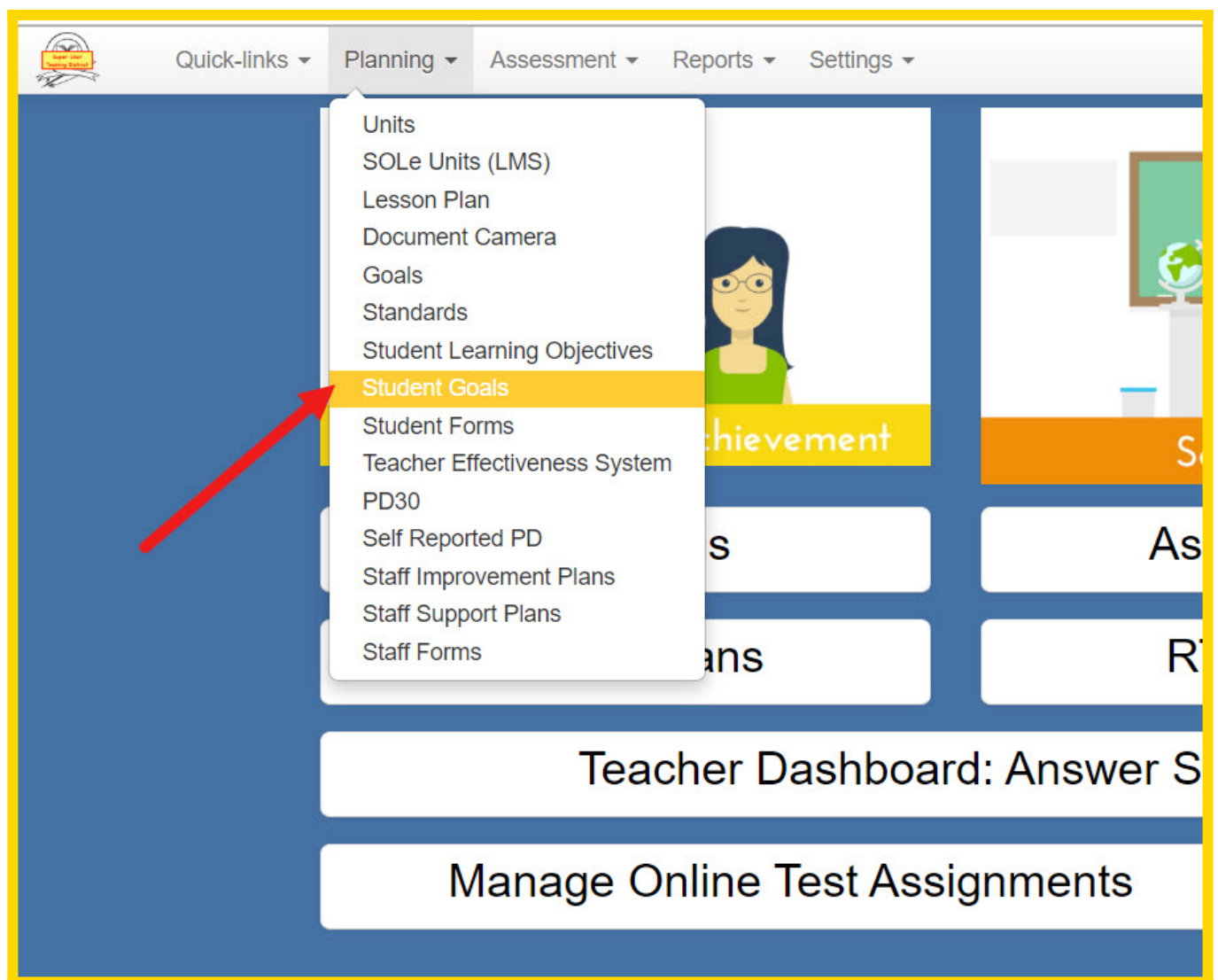# 07.A. RTI Tracker (Student Goals)

The eDoctrina RTI Tracker is a tool for teachers and support staff to use when creating and tracking student goals. This tool allows students to have multiple goals, as well as multiple goal types.

To navigate to the Student Goals Homepage, users can find the **Student Goals** option in the **Planning** pull-down within the navigation bar at the top of the screen.
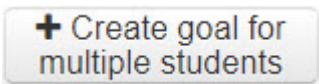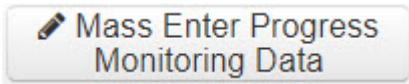

The Student Goals page will open and be shown as it is below. Please see the menu to learn more about each key feature on the Student Goals page.
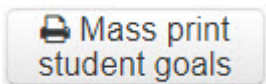
1. **Filters:** The student and goal filters can be used to find particular students to view/create goals for, or to narrow down the search by existing goal data (such as goal status, goal type, etc.). Users will have access to view students that they have access to in the district's SIS, while admins will have access to the entire school or district.

2. **Student Checkbox:** Users can select specific students (and in turn, all of their existing goals) using this checkbox to utilize icons 14-19.

3. : The copy icon allows you to copy all goals for a particular student. Users can select what data from the goals they'd like copied, as well as a target year.

4. : The Student Profile Page icon allows users to easily navigate to the Student Profile page without having to utilize additional filters. Clicking this icon will open a new tab where users can see all of the students assessment data, BeHave codes, goals, and forms for a given school year.

5. **Student Information** This section will show users the students they have access to view/create/edit goals for. The student's name, UID, and school are listed in this column.

6. : The plus icon allows users to create new goals for their students. Selecting this button will bring the user to the student goal editor where they can being a new goal.

7. **Individual Goal Checkbox:** This checkbox allows users to select specific goals as opposed to all goals for a particular student, as exemplified in the Student Checkbox (#2).

8. : If the user sees an edit pencil icon next to a goal, this means they have editing rights to this goal (whether as the creator or because they were given access as a service provider or linked teacher). Editing permissions are different for every district. If you are not seeing an edit pencil for a student but should be, please contact our help desk at *help@edoctrina.org* for assistance.
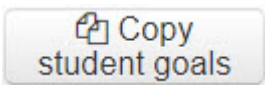
9. : This copy icon is for a specific goal as opposed to the one exemplified by icon #3, which is for all goals linked to a particular student. Users can use this copy icon to copy just one goal as opposed to all goals for a particular student.

10. : The print icon allows users to print a student goal report or any forms that have been created and linked to the student goal platform. When printing a goal report, users can select what data from the goal they'd like included or excluded from the report.

11. **Goal Information:** This section will show users any existing goals for a student, as well as some general information from the goal(s), such as the description, creator, linked subject, goal type, and school year.

12. **Dates:**This second will show users the start and target dates for the goal, as well as the end date (if one exists).

13. : The trashcan icon allows users to deactivate any goals they have rights to. Goals can be deactivated individually using the icon next to the particular goal, or in mass using the goal checkboxes and trashcan at the top of the column.
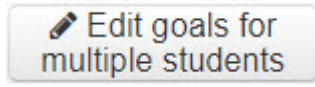
14. : When a user selects multiple student checkboxes, they will have the option to use this icon to create a similar goal and link it to multiple students at once. Once this icon is selected, the user will be able to fill in all general information in the goal editor and link it to the selected student. This icon is best used when users are seeing students with a similar goal in a small group setting.

15. : When students have a similar goal created for them, this icon can be used to enter progress monitoring data for multiple students at a time. This icon can be paired with the individual goal checkbox so that the correct goals are selected to enter data for.

16. : While users can print student goal reports and forms for individual goals, they can also select multiple goals to print at a time. Once goals have been selected using the individual goal checkbox, they can mass print them using this icon.

17. : Goals can be selected to be exported into an Excel spreadsheet. When exporting data, the student and goal information are automatically included but users can choose to include progress monitoring data and/or any discussion board comments.

18. : While goals can be copied one at a time or by student, they can also be mass copied using the student and individual goal checkboxes. Multiple goals can be copied at a time allowing the user to select what data is copied and what school year to copy them into.

19. **✏ Edit goals for multiple students**: Users who have utilized the "Create Goals for Multiple Students" icon find a lot of use with this icon, as it allows them to then mass edit those goals easily and quickly if a mistake was made or if data needs to be changed/updated.