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I. OVERVIEW

InovaPLUS! combines the power of **The Inova Process** and the power of software. By selecting a few options in **InovaPLUS!**, you can quickly:

- **Summarize** the number of students (grade and/or sub-population) within each color by their predicted grouping of Pass, ?, Special Target, Target, Fail, and No Data.
- **Identify students in the target groups** - Who are the students most likely to fail/convert? This option lists the students by target area based upon the 'Conversion Rate' for your district. For instance, if you have 500 green students, the district conversion rate is 98% - so 10 students may fail. Who are those students? This option lists the most likely green students. Likewise, if you have 500 blue students, the district conversion rate is 88%. This option lists the 10 most likely blue students that may fail. It continues on with gray, yellow, and red students. Each time displaying the most likely students to convert.
- **Identify teachers' value-added performance** How much added value did the teachers provide to their students? This option enables you to evaluate teacher added value. Select Last Year's teacher schedule to analyze whether the teacher added value to his/her students. Select the Current teacher schedule to display current teachers' students with their associated Inova data.
- **Identify campus value-added performance** by evaluating the campus Scenario Tail Analysis - and drill down for student detail;
- **List students by Scenario Number(s)**, Target Groups, grade level, ethnicity, and/or economic disadvantaged; and
- **Integrate campus benchmark test data.**
- **Track student interventions:** Create your campus Scenario Intervention Matrix, identify intervention students, enter and track interventions provided to the student. List all interventions provided to the student as well as all interventions provided by a teacher.

II. GETTING STARTED

For a working demonstration of **InovaPLUS!**, visit the site: <http://www.inovaplus.org>

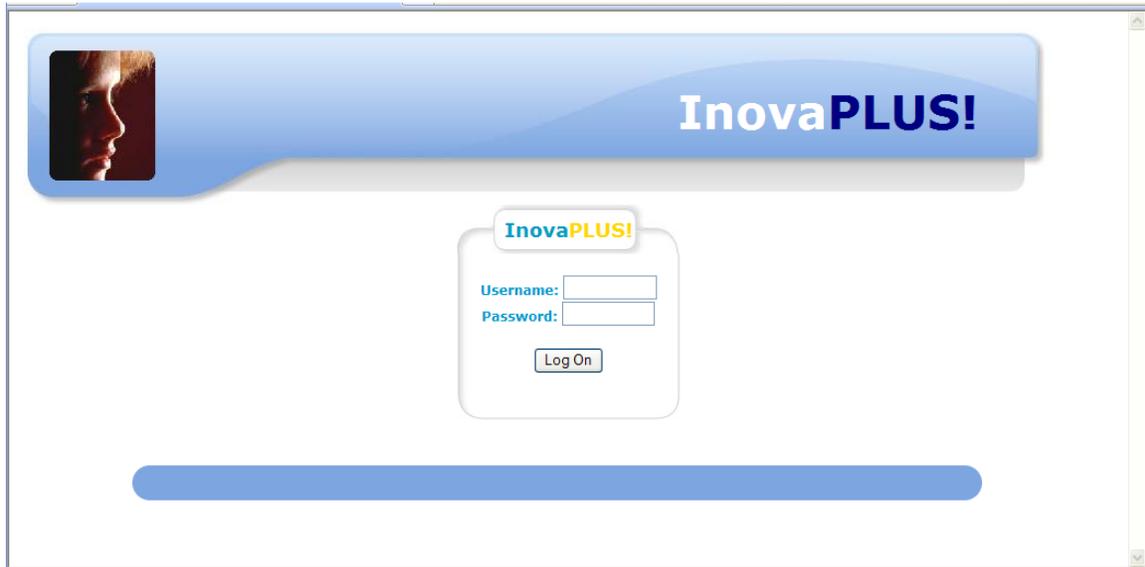


Figure 1. **InovaPLUS!** Login Screen.

Program Navigation

- Navigate through the program by selecting one of the menu tabs across the top of the page. The menu tab for the current module will be highlighted.
- In the example below (Figure 2), the Summary tab is highlighted, indicating the current module.



Figure 2. **InovaPLUS!** Menu Structure.

III. SUMMARY OF INOVA SCENARIOS

What are the predicted numbers of students in each Target Group and in each Color Group?

This module provides a summary of the number of students for each test, by grade and/or sub-population, within each Color Group by their predicted Target Groups of Pass, ?, Special Target, Target, Fail, and No Data.

- How many students are in each color group?
- How many of each color are predicted to Pass?
- How many are grouped as Questionable, Target, Special Target, or Fail?
- Who are those students? Click on the associated number to view students' detail.

Directions:

1. Select Grade level and/or
2. Select Sub-population
3. Click the *Get Summary Report* button

Figure 3 presents the summary of 8th grade students grouped in their associated Color Group and Target Group.

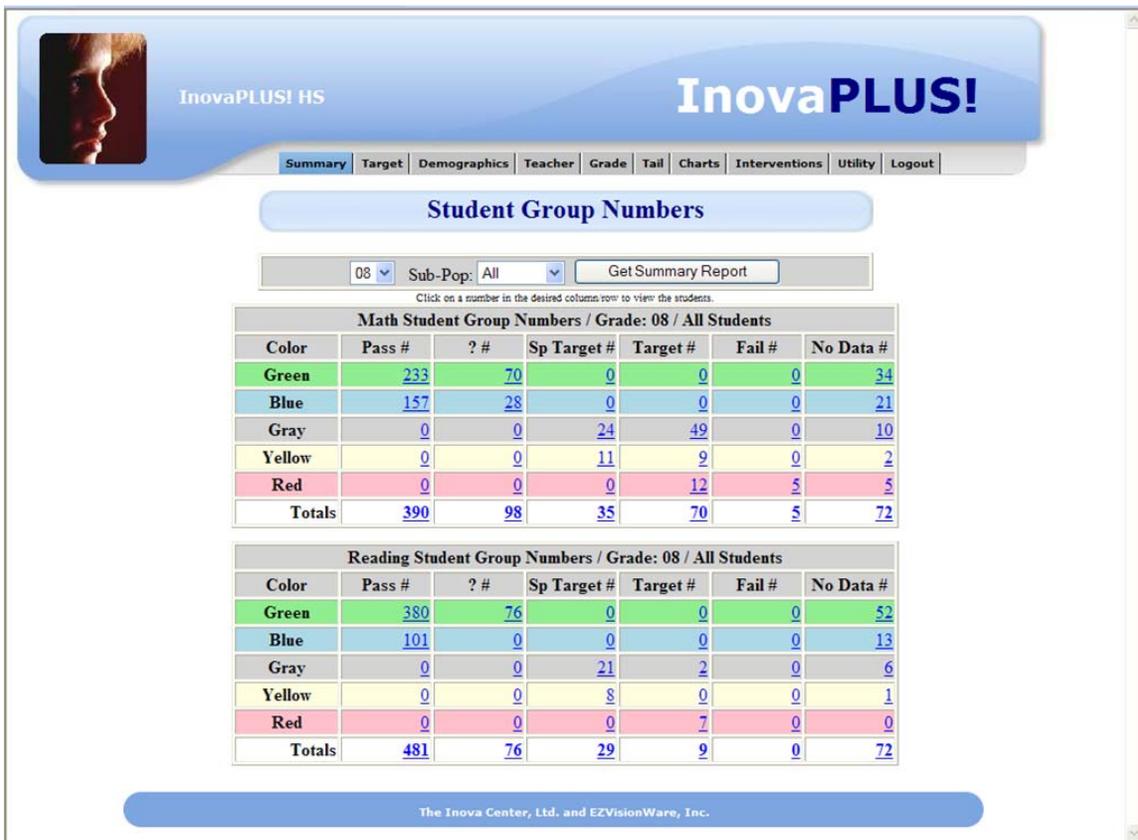


Figure 3. Summary of Color Groupings

Directions for a Student Detail Analysis:

1. Click on one of the Target Grouping numbers. Figure 4 displays the results when clicking on the number 29 in the Totals row of the Sp. Target # column in Figure 3..

Student Group Analysis

Target Students - Grade: 08 - All Students Group: Reading Special Target

| ID | Gr | Last Name | First Name | Sex | Eth | SES | LEP | SpEd | Read Tail | Vert Read | Pred Read | Read 2009 | Read 2008 | Read 2007 | Read 2006 | Read Group | Math Tail | Vert Math | Pred Math | Math 2009 | Math 2008 | Math 2007 | Math 2006 | Math Group |
|---------|----|-------------|------------|-----|-----|-----|-----|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 3695169 | 08 | Student3010 | frstname | F | 5 | 0 | 0 | 1 | | 670 | 788 | 2100 | 2211 | 2295 | 0 | Special Target | | 713 | 752 | 2130 | 2181 | 2241 | 0 | Pass |
| 3518198 | 08 | Student2388 | frstname | M | 5 | 1 | 0 | 0 | | 670 | 792 | 2100 | 2171 | 2400 | 0 | Special Target | | 727 | 801 | 2160 | 2360 | 2294 | 0 | Pass |
| 3471171 | 08 | Student2303 | frstname | M | 5 | 0 | 0 | 0 | | 679 | 826 | 2116 | 2326 | 2400 | 0 | Special Target | | 720 | 740 | 2144 | 2211 | 2046 | 0 | Pass |
| 3167192 | 08 | Student1192 | frstname | F | 4 | 1 | C | 0 | | 638 | 722 | 2033 | 2009 | 0 | 0 | Special Target | | 667 | 701 | 2026 | 2039 | 0 | 0 | Target |
| 3193191 | 08 | Student1289 | frstname | F | 5 | 1 | 0 | 0 | | 653 | 731 | 2064 | 2190 | 1886 | 0 | Special Target | | 688 | 710 | 2074 | 2076 | 2078 | 0 | Target |
| 3732153 | 08 | Student3118 | frstname | M | 4 | 1 | 0 | 1 | | 647 | 687 | 2051 | 1904 | 0 | 0 | Special Target | | 700 | 664 | 2101 | 1935 | 0 | 0 | Target |
| 3295223 | 08 | Student1875 | frstname | M | 3 | 2 | 0 | 0 | | 639 | 687 | 2036 | 1904 | 0 | 0 | Special Target | | 670 | 642 | 2033 | 1872 | 0 | 0 | Target |
| 3239123 | 08 | Student1540 | frstname | F | 4 | 1 | 0 | 0 | | 671 | 771 | 2101 | 2119 | 2329 | 0 | Special Target | | 741 | 705 | 2192 | 2027 | 2153 | 0 | ? |
| 3887119 | 08 | Student3566 | frstname | M | 3 | 1 | C | 0 | | 653 | 724 | 2064 | 2100 | 1989 | 0 | Special Target | | 692 | 673 | 2061 | 1976 | 1956 | 0 | Target |
| 3262232 | 08 | Student1690 | frstname | M | 3 | 0 | 0 | 0 | | 647 | 721 | 2051 | 2100 | 1964 | 0 | Special Target | | 749 | 725 | 2210 | 2061 | 2266 | 0 | Pass |

Figure 4. Detailed listing of students in the Special Target grouping for Reading.

Directions to Filter Students (Figure 5):

1. Select Grade test was taken and/or
2. Select desired Sub-pop.
3. Click the *Get Summary Report* button.

Options: Select Grade Test Taken: All ▾ **Sub-Pop:** All ▾ **Get Summary Report**

| Color | Pass # | Sp Target | All Students |
|--------|--------|-----------|--------------|
| Green | 0 | 0 | 0 |
| Blue | 0 | 0 | 0 |
| Gray | 0 | 0 | 0 |
| Yellow | 0 | 0 | 0 |
| Red | 0 | 0 | 0 |

Figure 5. Options to Filter Results.

Figure 6 displays the results when selecting 8th Grade EcoDis students (Figure 5).

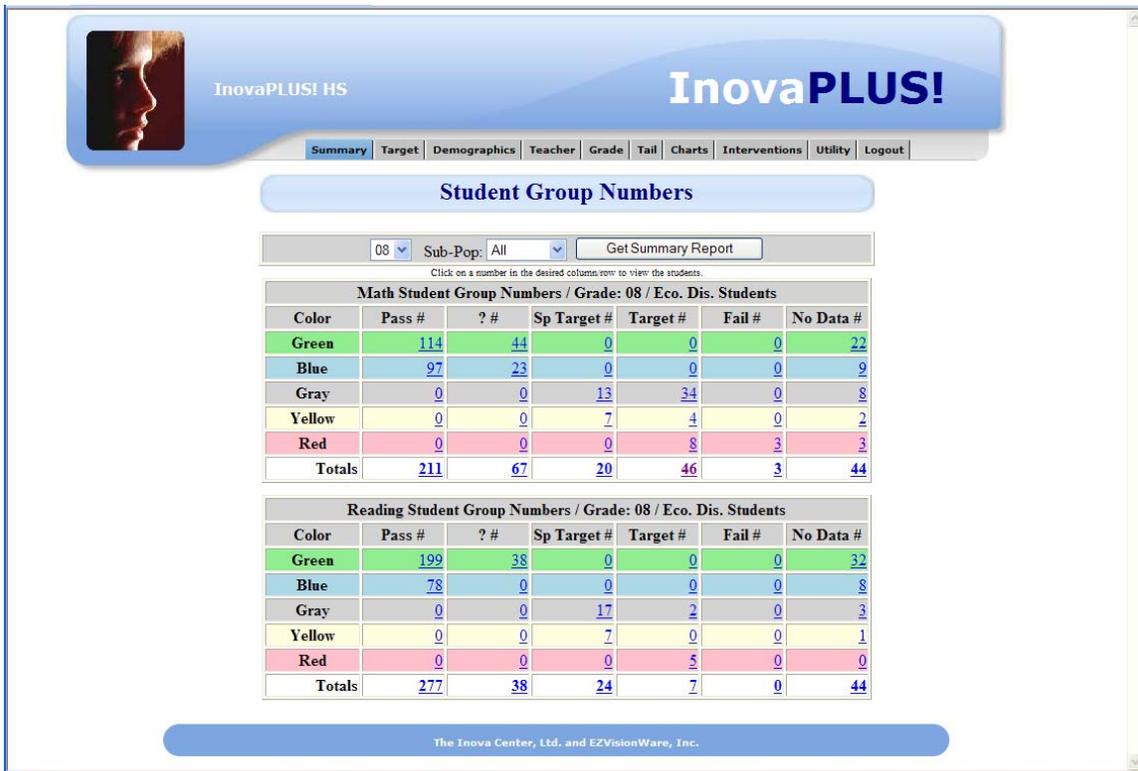


Figure 6. Summary of Student Grouping for 8th Grade Economically Disadvantaged.

Figure 7 displays the results of clicking on the 46 (Totals row) under the Target column.

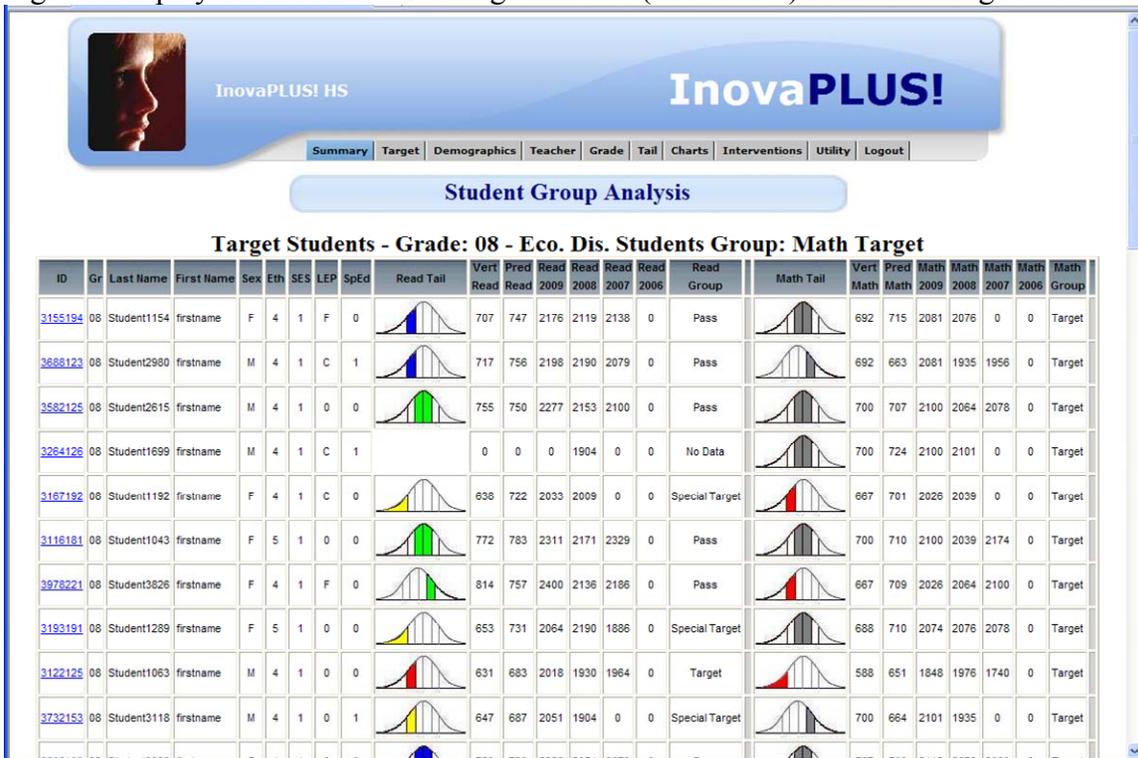


Figure 7. Detailed listing of Economically Disadvantaged students in the Target grouping for Math.

IV. IDENTIFYING YOUR TARGET STUDENTS

Who are the students most likely to fail/convert?

This module provided the option to list the students by Target Grouping based upon the 'Conversion Rate' for your district. For instance, if you have 100 green students, the district conversion rate is 98% - so 2 students may fail. Who are those students? This report lists the most likely students.

Likewise, if you have 100 blue students, the district conversion rate is 88%. This option lists the most likely students that may fail. It continues on with gray, yellow, and red students, each time displaying the most likely students to convert. The Target query screen is depicted in Figure 8.

Directions

1. Select the desired Filters.
2. Click the *Get Student List* button.

Who are the students most likely to fail/convert?

This option lists the students by target area based upon the 'Conversion Rate' for your district. For instance, if you have 100 green students, the district conversion rate is 98% - so 2 students may fail. Who are those students? This option lists the most likely green students. Likewise, if you have 100 blue students, the district conversion rate is 88%. This option lists the most likely blue students that may fail. It continues on with gray, yellow, and red students. Each time displaying the most likely students to convert. Additional instructions are at the bottom of the page.

Display Students Identified by The Inova Process

| Conversion Rate: | To display more students, lower the Conversion Rates | | | | |
|------------------|--|------|------|--------|------|
| | Green | Blue | Gray | Yellow | Red |
| | 98 % | 86 % | 69 % | 55 % | 32 % |

Test: Reading Math

Target Group: Show students identified by the Inova Process
 or select: ? Target Sp Target Fail No Score

Ethnic Group: All Am. Ind. Asian Black Hispanic White

Economic Disadvantaged: All Students

Grade Test Taken: All

Benchmark Tests: Include Benchmark Tests.

Graphics: Do NOT display the graphic tail (to copy and paste in to a spreadsheet)

Objectives: Do NOT display Objectives.

Figure 8. Identify the students most likely to convert.

Based upon the Inova Process, the major Target Groupings have been pre-identified. With that information, you can now do two things. The first option enables you to evaluate each Target Group and remove students as appropriate. The second option displays the students in each Target Group that are the most likely ones to convert - and remove as appropriate.

Directions to display students in each Target Group:

1. Evaluate a particular Target Group (Pass, ?, Target, Special Target, Fail, No Data)
 - Select a particular Target Group (such as Sp. Target) to list the students in that group.
 - Evaluate the students in the list. If you believe the student will pass, check the 'Remove' box for that student, which will remove the student from the target group and mark the student as 'Pass'.
 - When you complete the evaluation of each target group and remove the students that you believe will pass, you can get the complete list of those students in all target groups through option 2 below.
2. List the students easiest to 'convert' based upon the district conversion rate.
 - Select the option to list the Inova Identified students: Show students identified by the Inova Process.
 - This process lists the students by target area based upon the 'Conversion Rate' for the sample. For instance, if you have 100 green students, the CISD conversion rate is 98% - so 2 students may fail. This option lists the most likely 2 students. Likewise, if you have 100 blue students, the sample district conversion rate is 88%. This option lists the most likely 12 students that may fail. It continues on with gray, yellow, and red students. Each time displaying the most likely students to convert.
 - If your campus conversion rate is different, you have the option to change the conversion rate. By lowering the conversion rate, you will display more students.
3. Click the *Submit Data* button.
4. Review the student Target Groupings and adjust as necessary (Figure 9).

Directions to change a student's Target Group (Figure 9):

1. Analyze the results of the Target query. If you determine that a student does not belong in the particular group (i.e. the student is listed as a ? but the previous year's TAKS data analysis supports that the student will pass) select one of the options in the drop-down box under the Change column to change the scenario grouping. You can make the following changes:

R = remove student from the list. This will remove the student from your campus roster and place the student in the Transfer Archive. The student is now available to be selected to transfer to their campus.

P = mark the student as Pass.

? = mark the student as questionable.

T = mark the student as Target.

ST = mark the student as Special Target.

F = mark the student as Fail.

2. Repeat step 1 for each desired student.
3. Scroll to the bottom and click the *Submit Data* button.

Note: This change option is only available to users identified as campus principals or those who have administrator rights.

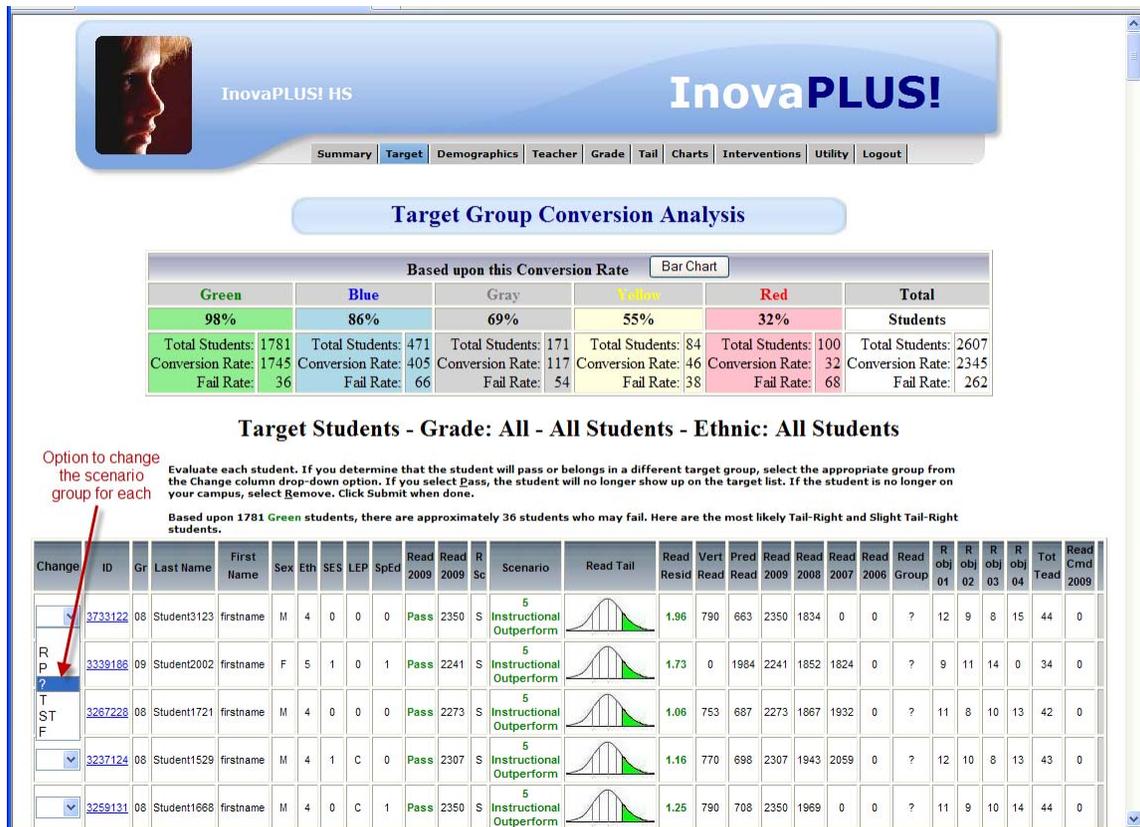


Figure 9. Detailed listing of students in the Special most likely to Pass/Convert/Fail.

V. DEMOGRAPHIC ANALYSIS

This module provided the capability to analyze a particular sub-population by drilling down to a particular detail. Figure 10 displays the Demographic query screen.

Directions:

1. Specify any combination of sub-populations by checking the desired checkbox.
2. Select the test.
3. Select all scenarios or check the desired scenarios.
4. Click the *Submit Query* button.

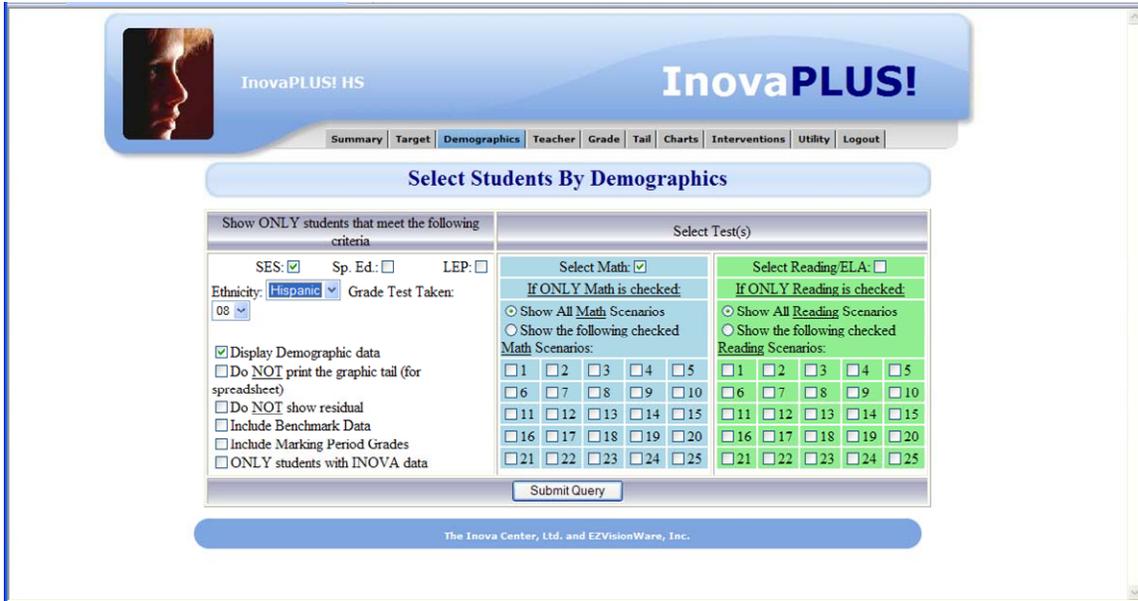


Figure 10. Student Scenarios by Demographics Query Screen.

Figure 11 displays the results of the demographic analysis of Hispanic, SES students query.

| ID | Gr | Last Name | First Name | Sex | Eth | SES | LEP | SpEd | Math 2009 | Math 2008 | M | Sc | Scenario | Math Tail | Math Resid | Vert Math | Pred Math | Math 2009 | Math 2008 | Math 2007 | Math 2006 | Math Group | Math Cnd 2009 | M obj 01 | M obj 02 | M obj 03 | M obj 04 | M obj 05 | M obj 06 | M obj 07 | M obj 08 | M obj 09 | M obj 10 | Total Math |
|---------|----|-------------|------------|-----|-----|-----|-----|------|-----------|-----------|---|----|----------|--|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| 3111162 | 08 | Student1016 | frstname | M | 4 | 2 | C | 0 | Pass | 2130 | S | 8 | + | Banding | -0.06 | 713 | 716 | 2130 | 2023 | 2286 | 0 | Pass | 0 | 8 | 7 | 7 | 1 | 5 | 5 | 0 | 0 | 0 | 0 | 33 |
| 3112157 | 08 | Student1021 | frstname | M | 4 | 1 | F | 0 | Pass | 2291 | S | 4 | | Instructional Outperform | 0.56 | 785 | 757 | 2291 | 2211 | 2217 | 0 | Pass | 0 | 8 | 9 | 7 | 3 | 7 | 8 | 0 | 0 | 0 | 0 | 42 |
| 3118126 | 08 | Student1042 | frstname | F | 4 | 1 | 0 | 0 | Pass | 2101 | S | 13 | (-) | Banding | -0.14 | 700 | 706 | 2101 | 2023 | 2174 | 0 | Target | 0 | 7 | 7 | 4 | 2 | 6 | 5 | 0 | 0 | 0 | 0 | 31 |
| 3122125 | 08 | Student1063 | frstname | M | 4 | 1 | 0 | 0 | Fail | 1848 | S | 21 | | Psycho/Social Instructional Underperform | -1.27 | 588 | 651 | 1848 | 1976 | 1740 | 0 | Target | 0 | 4 | 1 | 3 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 13 |
| 3122125 | 08 | Student1063 | frstname | M | 4 | 1 | C | 1 | Pass | 0 | S | 0 | | | 0.00 | 0 | 0 | 0 | 1976 | 0 | 0 | No Data | 0 | 4 | 6 | 2 | 2 | 2 | 4 | 0 | 0 | 0 | 20 | |
| 3128172 | 08 | Student1086 | frstname | M | 4 | 2 | C | 0 | Pass | 2115 | S | 13 | (-) | Banding | 0.37 | 707 | 687 | 2115 | 1917 | 0 | 0 | Target | 0 | 5 | 8 | 4 | 4 | 5 | 6 | 0 | 0 | 0 | 0 | 32 |
| 3128131 | 08 | Student1101 | frstname | M | 4 | 1 | 0 | 0 | Pass | 2101 | S | 13 | (-) | Banding | -0.36 | 700 | 717 | 2101 | 2076 | 2153 | 0 | Target | 0 | 7 | 6 | 6 | 2 | 4 | 6 | 0 | 0 | 0 | 0 | 31 |
| 3131124 | 08 | Student1105 | frstname | M | 4 | 2 | 0 | 0 | Pass | 2416 | S | 4 | | Instructional | 0.84 | 850 | 808 | 2416 | 2360 | 2357 | 0 | Pass | 1 | 9 | 10 | 7 | 4 | 7 | 9 | 0 | 0 | 0 | 46 | |

Figure 11. Student Scenarios by Demographics.

VI. TEACHER VALUE-ADDED ANALYSIS

How much added value did the teachers provide to their students?

This module provides the capability to evaluate teacher added value. Select Last Year’s teacher schedule to analyze whether the teacher added value to his/her students. Select the Current teacher schedule to display current teachers’ students with their associated Inova data. Drill down to a specific scenario or groups of scenarios by checking the desired scenario checkboxes.

Directions:

1. Select the teacher from the drop-down. In this sample, and in the following samples, the selected teacher’s name is *Teacher, Al*.
2. Select the test.
3. Select all scenarios or check the desired scenarios.
4. Click the *Submit Query* button.

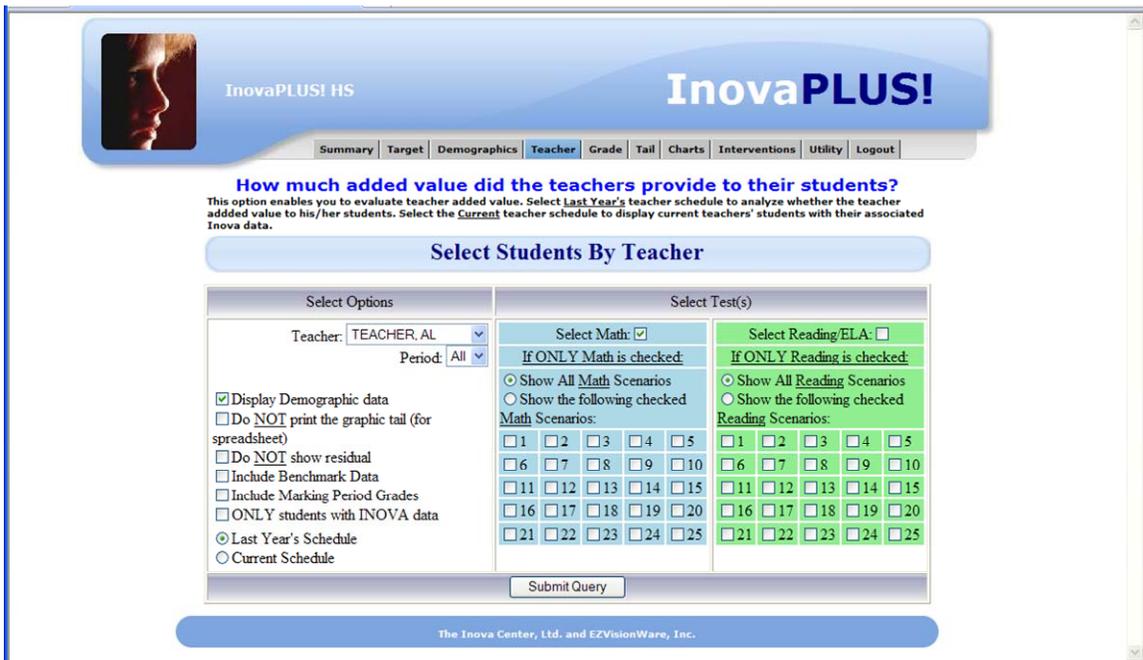


Figure 12. Teacher Value-Added Query Screen.

The results of the teacher query is displayed in Figure 13, which represents a demographic analysis of *Teacher, Al's* students.

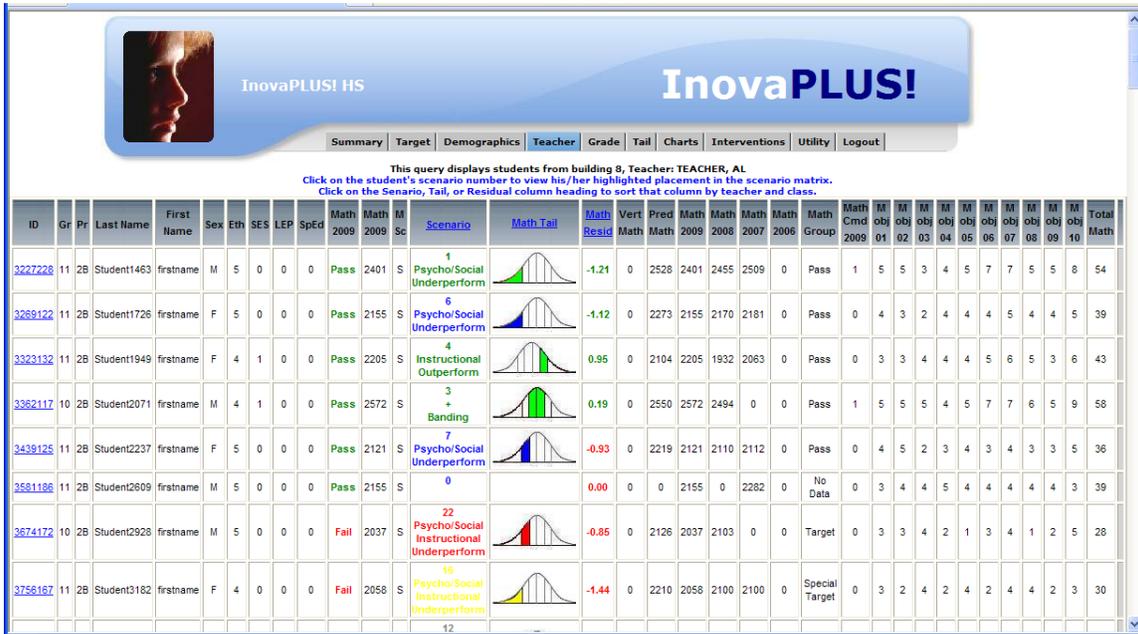


Figure 13. Teacher Class Student Scenario Analysis.

Options on this screen:

- Click on the student’s ID number to view the student’s Inova pdf analysis page.
- Click on the student’s scenario number to view his/her highlighted placement in the scenario matrix.

Sorting capabilities.

Click on the blue column headings to sort individually by:

- Scenario
- Tail
- Residual

VII. GRADE LEVEL ANALYSIS

Analyze a particular grade level and sub-population by drilling down to a particular detail. Figure 14 displays the Grade query screen. Specify any combination of sub-populations by checking the desired checkbox. Drill down to a specific scenario or groups of scenarios by checking the desired scenario checkboxes.

Directions:

1. Select the grade test taken from the drop-down.
2. Select the test.
3. Select all scenarios or check the desired scenarios.
4. Click the *Submit Query* button.

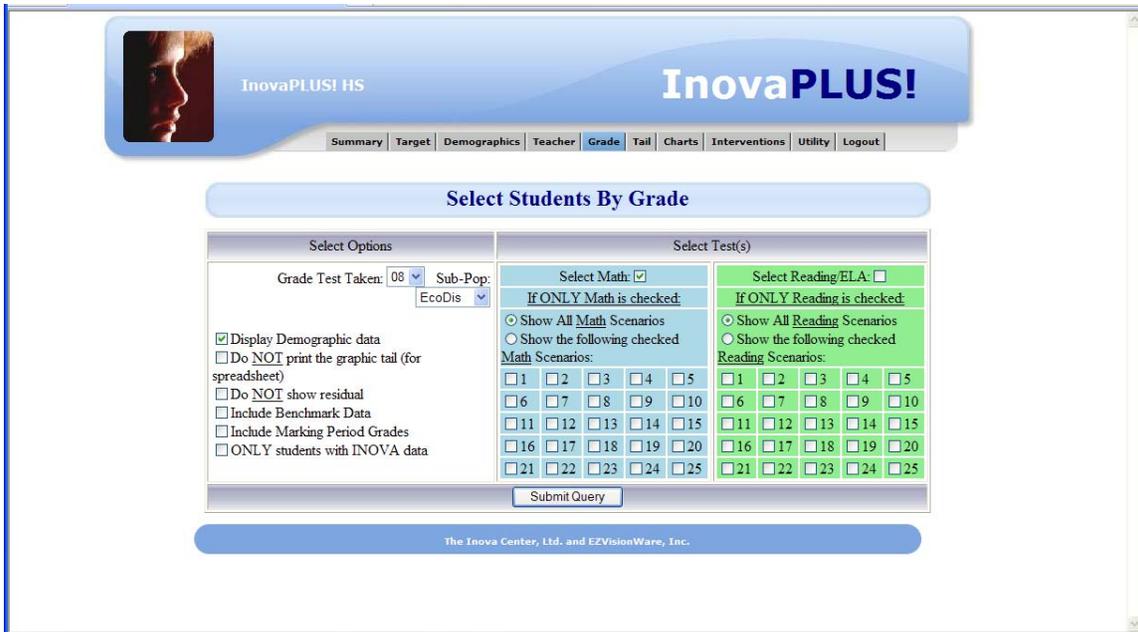


Figure 14. Grade Level Analysis Query Screen.

The results of the grade query are displayed in Figure 15, which represents an analysis of 8th grade economically disadvantaged students.

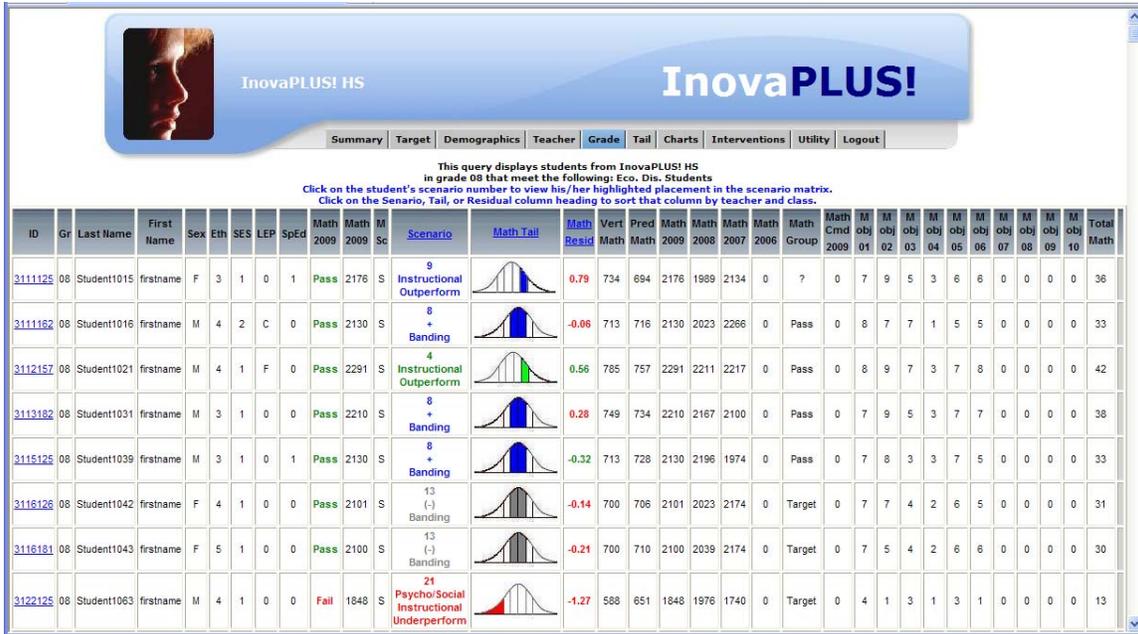


Figure 15. Teacher Class Student Scenario Analysis.

Options on this screen:

- Click on the student’s ID number to view the student’s Inova pdf TAKS Needs Assessment Profile page (Figure 16.)
- Click on the student’s scenario number to view his/her highlighted placement in the scenario matrix.

Sorting capabilities.

Click on the blue column headings to sort individually by:

- Scenario
- Tail
- Residual

To view the TAKS Needs Assessment Profile for any student, simply click the student's ID link from any report (except for the Intervention module).

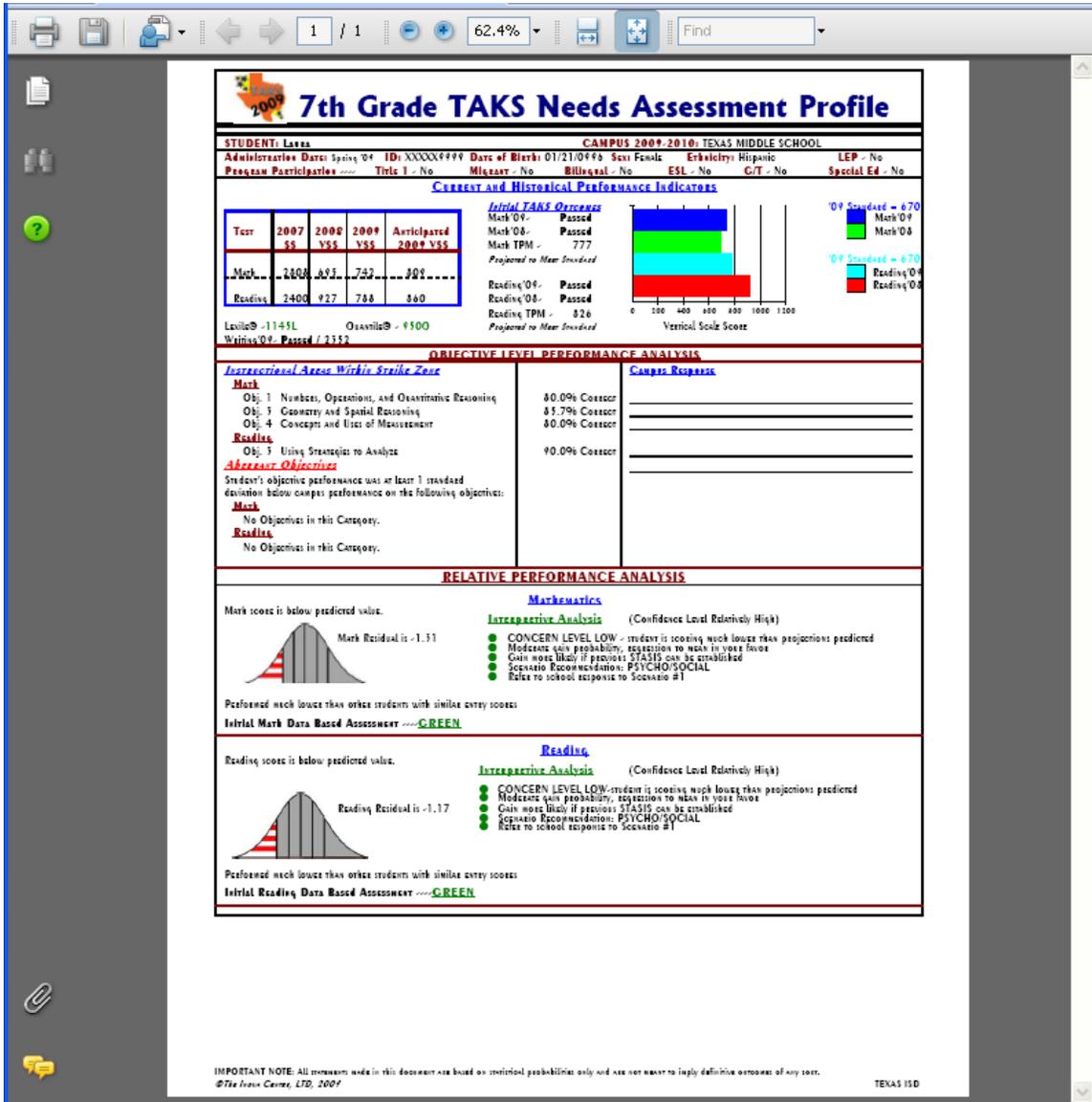


Figure 16. Student Inova TAKS Needs Assessment Profile.

VIII. VALUE ADDED TAIL ANALYSIS

How much value did your staff add to your students last year?

This option allows you to evaluate the entire campus - or an individual teacher - through an Added-Value performance summary itemizing the number of students in each of the 25 scenarios. The TAKS Inova Tail Analysis query screen (Figure 17) provides the capability to filter by certain grade levels, teacher, and/or ethnic groups.

Directions

1. Select grade level.
2. Select the desired Sub-Pop.
3. Select a specific teacher or All. In this sample, the teacher is *Teacher, Al*.
4. Click the *Get Tail Report* button.



Figure 17. TAKS Inova Tail Query Screen.

Figure 18 represents a value-added analysis of *Teacher, Al*'s students. Notice the number of tail-left students versus the number of tail-right students. Did this teacher provide a value-added education?

Options

- Select Previous Year to analyze how your teachers performed.
- Select Current Year to analyze where your students are now and to guide necessary interventions.

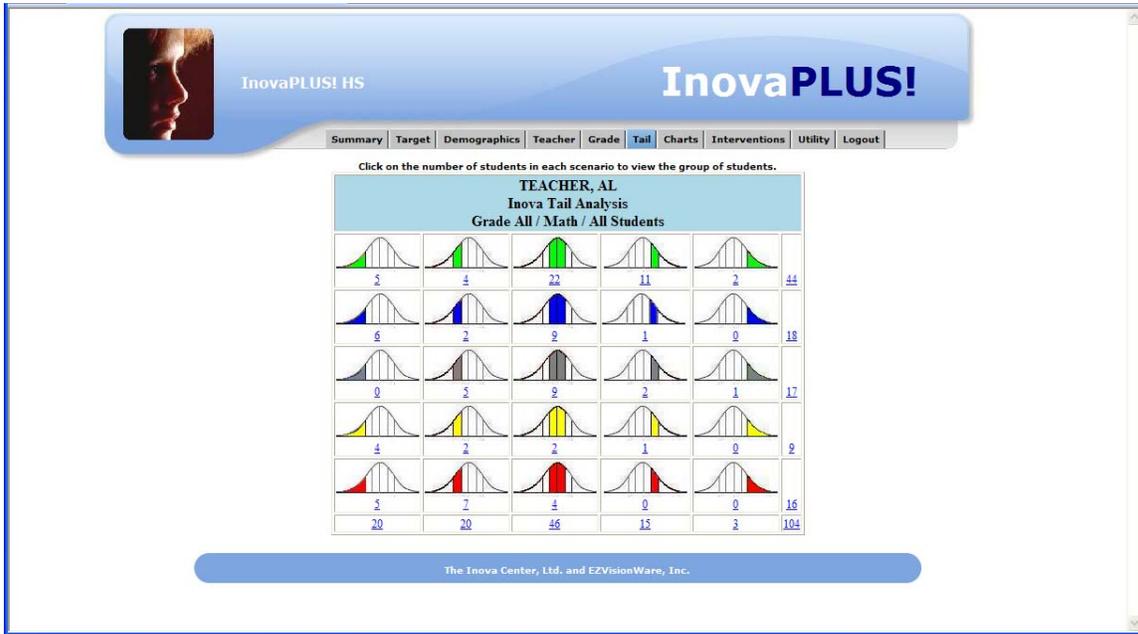


Figure 18. Value-Added Tail Analysis for *Teacher, Al*.

Who are those students in a particular scenario? Click on the associated number to drill down to the detail level. Figure 19 displays the results of clicking on the number 4 in the Left-Tail Yellow group.

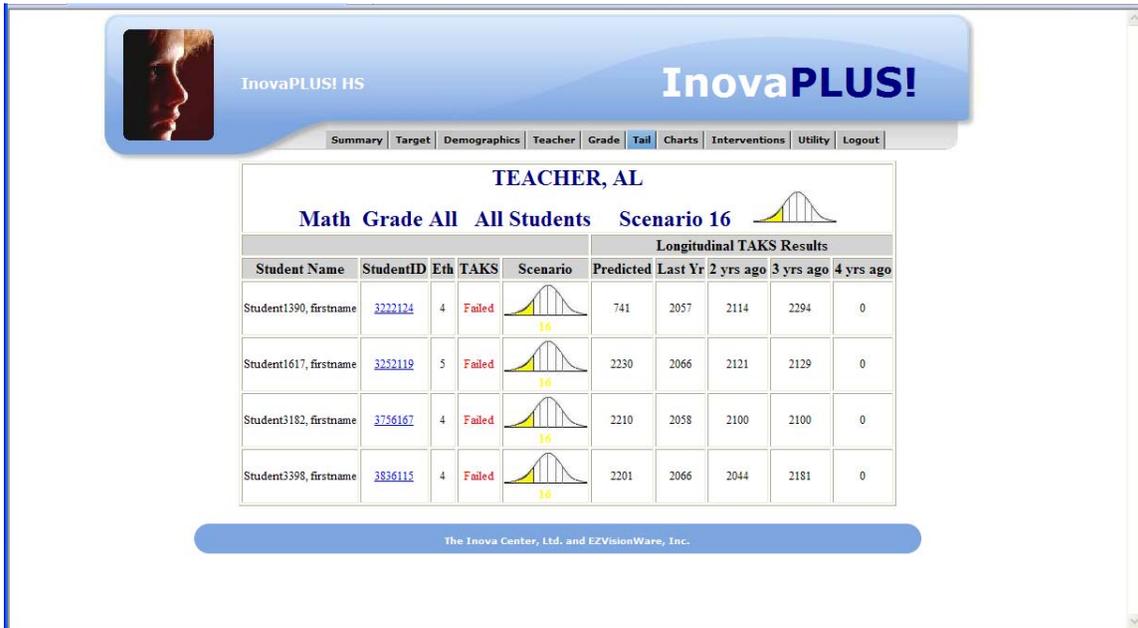


Figure 19. Detail Analysis for Scenario 16 for *Teacher, Al*.

Who are the Left-Tail students in *Teacher, Al's* classes? Click on the number 20 at the bottom of the Left-Tail column to drill down to the detail level (Figure 20).

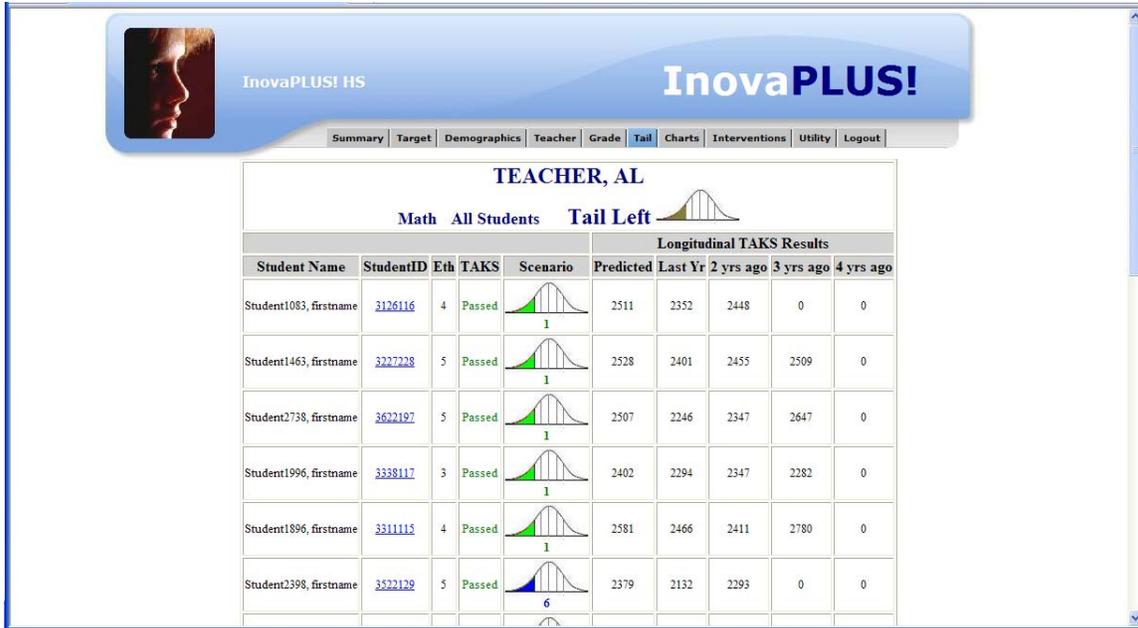


Figure 20. Detail Analysis for Left-Tail Scenarios for *Teacher, Al*.

Who are all the Grey students in *Teacher, Al's* classes? Click on the number 12 on the right-hand grey column to drill down to the detail level (Figure 21).

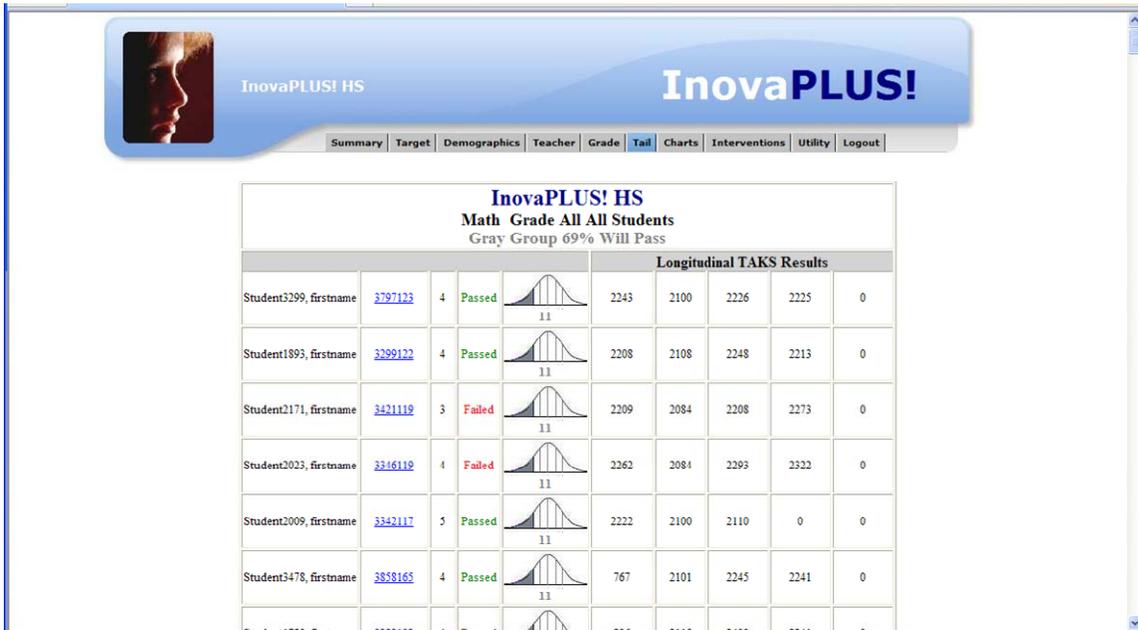


Figure 21. Detail Analysis for Grey Scenarios for *Teacher, Al*.

IX. SCENARIO CHART ANALYSIS

Chart performance by Color Grouping for grade level, sub-population, and/or teacher (Figure 22). This module displays a bar chart (Figure 23) or pie chart (Figure 24) based upon the selected criteria.

Directions

1. Select desired filter options.
2. Click the *Color Group for Sub-Pop Group* button.

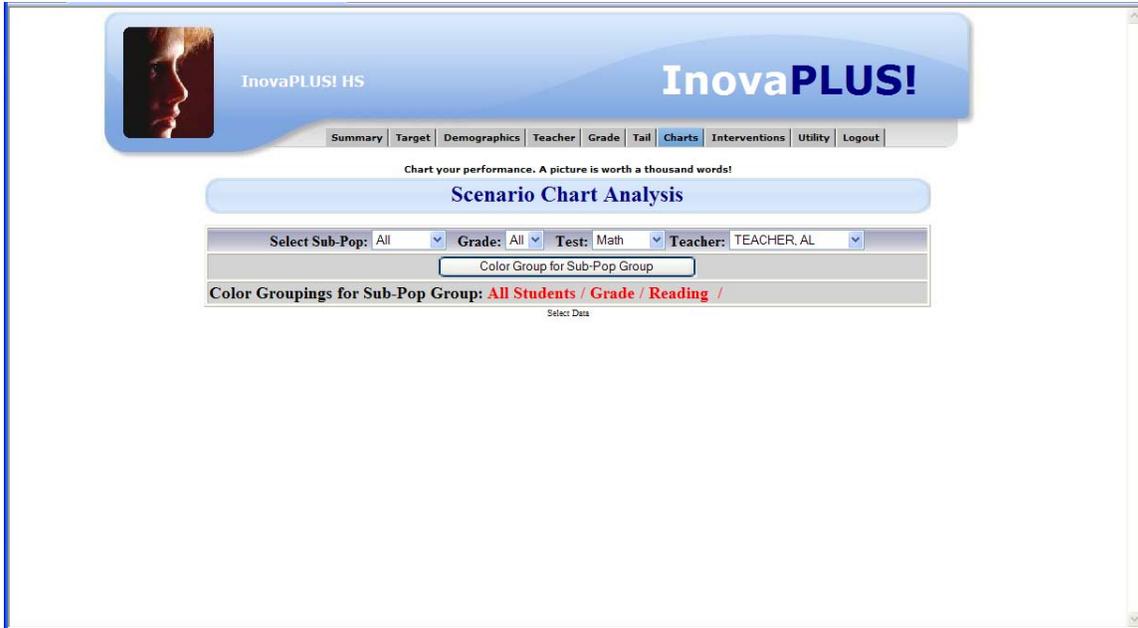


Figure 22. Scenario Chart Analysis Query Screen.

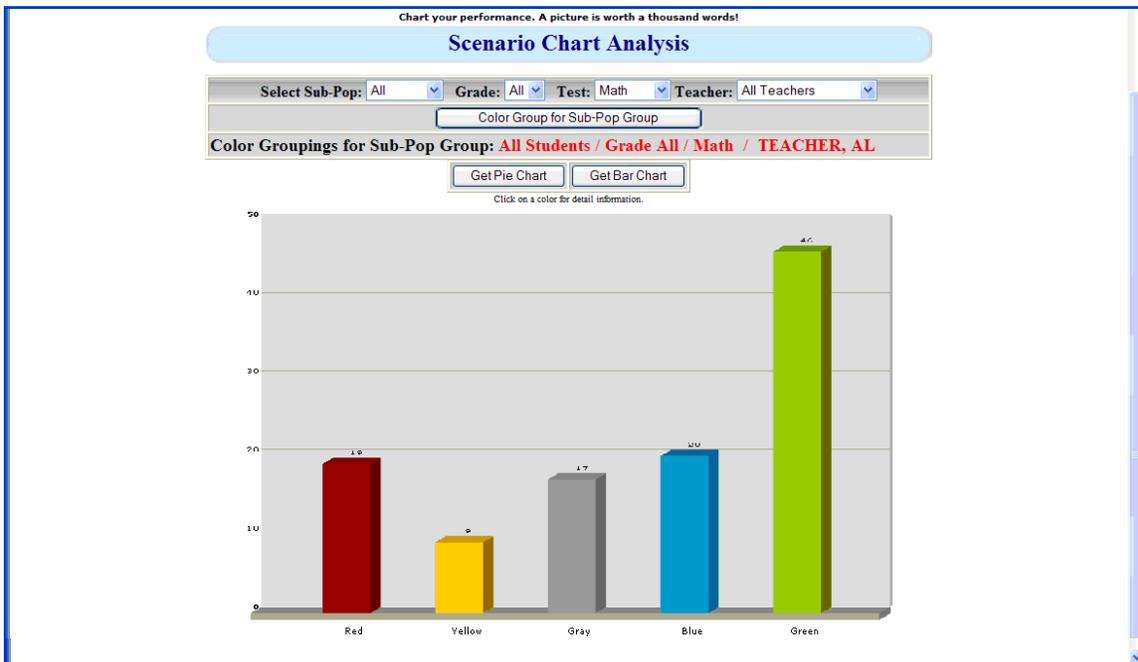


Figure 23. Color Group Bar Chart Analysis for *Teacher, Al*.

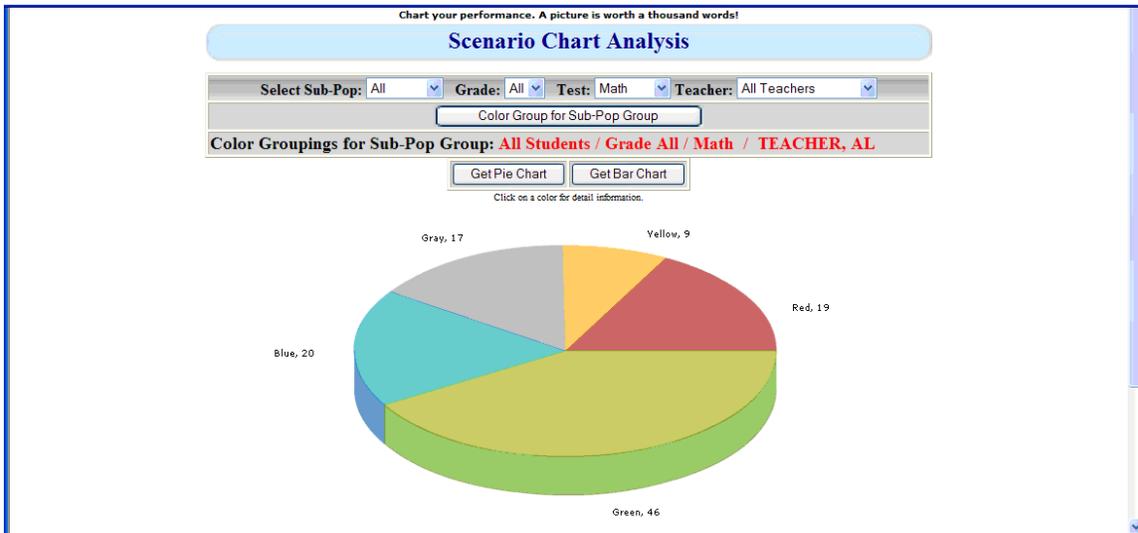


Figure 24. Color Group Pie Chart Analysis for *Teacher, Al*.

Click on the desired bar color or pie color to drill down to the student detail for that particular group. Figure 25 displays the students identified in the red grouping for *Teacher, Al*.

InovaPLUS! HS

Summary Target Demographics Teacher Grade Tail Charts Interventions Utility Logout

This query displays students from the classes of TEACHER, AL
All Students

Click on the student's scenario number to view his/her highlighted placement in the scenario matrix.
Click on Scenario or Tail to sort.

| ID | Gr | Last Name | First Name | Sex | Eth | SES | LEP | SpEd | Math 2009 | Math 2009 | M Sc | Scenario | Math Tail | Math Resid | Vert Math | Pred Math | Math 2009 | Math 2008 | Math 2007 | Math 2006 | Math Group | Math Cmd 2009 | M obj 01 | M obj 02 | M obj 03 | M obj 04 | M obj 05 | M obj 06 | M obj 07 | M obj 08 | M obj 09 | M obj 10 | Total Math |
|-------------------------|----|-------------|------------|-----|-----|-----|-----|------|-----------|-----------|------|--|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| 3872224 | 11 | Student2922 | firstname | F | 4 | 1 | C | 0 | Fail | 2015 | S | 0 | | 0.00 | 0 | 0 | 2015 | 0 | 0 | 0 | No Data | 0 | 2 | 3 | 3 | 2 | 2 | 1 | 3 | 3 | 4 | 3 | 26 |
| 3223127 | 10 | Student1416 | firstname | M | 3 | 1 | 0 | 0 | Fail | 1977 | S | 22 Psycho/Social Instructional Underperform | | -0.57 | 0 | 2036 | 1977 | 1963 | 0 | 0 | Target | 0 | 0 | 4 | 3 | 2 | 2 | 1 | 2 | 3 | 2 | 4 | 23 |
| 3589229 | 11 | Student2855 | firstname | M | 3 | 1 | 0 | 0 | Fail | 1927 | S | 0 | | 0.00 | 0 | 0 | 1927 | 0 | 0 | 0 | No Data | 0 | 2 | 1 | 0 | 1 | 2 | 4 | 1 | 2 | 4 | 19 | |
| 3874172 | 10 | Student2928 | firstname | M | 5 | 0 | 0 | 0 | Fail | 2037 | S | 22 Psycho/Social Instructional Underperform | | -0.85 | 0 | 2126 | 2037 | 2103 | 0 | 0 | Target | 0 | 3 | 3 | 4 | 2 | 1 | 3 | 4 | 1 | 2 | 5 | 28 |
| 3735198 | 10 | Student3131 | firstname | F | 4 | 1 | 0 | 0 | Fail | 2013 | S | 22 Psycho/Social Instructional Underperform | | -0.60 | 0 | 2076 | 2013 | 2025 | 0 | 0 | Target | 0 | 2 | 1 | 4 | 3 | 4 | 2 | 3 | 1 | 4 | 2 | 26 |
| 3762188 | 10 | Student3206 | firstname | M | 1 | 1 | 0 | 0 | Fail | 1871 | S | 22 Psycho/Social Instructional Underperform | | -0.53 | 0 | 1926 | 1871 | 1791 | 0 | 0 | Target | 0 | 2 | 2 | 1 | 0 | 2 | 1 | 2 | 2 | 1 | 2 | 15 |
| 3849182 | 10 | Student3448 | firstname | M | 4 | 0 | C | 0 | Fail | 1952 | S | 23 Very Negative Banding | | 0.37 | 0 | 1913 | 1952 | 1770 | 0 | 0 | Fail | 0 | 1 | 4 | 1 | 0 | 3 | 3 | 3 | 2 | 1 | 3 | 21 |
| 3123116 | 11 | Student1067 | firstname | F | 5 | 0 | 0 | 1 | Fail | 2022 | S | 23 Very Negative Banding | | -0.34 | 0 | 2060 | 2022 | 1920 | 0 | 0 | Fail | 0 | 1 | 4 | 3 | 2 | 2 | 4 | 4 | 2 | 3 | 2 | 27 |
| 3131117 | 10 | Student1104 | frstname | F | 3 | 1 | 0 | 0 | Fail | 1966 | S | 0 | | 0.00 | 0 | 0 | 1966 | 0 | 1934 | 0 | No Data | 0 | 1 | 3 | 3 | 2 | 2 | 2 | 2 | 1 | 4 | 22 | |

Figure 25. Color Group Student Detail Analysis for the Red Pie/Bar for *Teacher, Al*.

X. INTERVENTION ANALYSIS

This module is designed to track students' daily interventions based upon the development of the Scenario Intervention Matrix (Figure 28). Step 1 below must be completed prior to entering any daily interventions (step 5). Step 1 is completed by the campus administration - one time. Step 3 and/or 4 can be completed by the administration and/or teachers. Teachers complete step 5 and/or 6. Figure 26 displays the Intervention Menu screen.

1. Create your campus Scenario Intervention Matrix (Figure 27): This is the first step that must be completed by the administration before you enter student intervention documentation. Once created, you can also utilize this module to edit your campus Inova Scenario Intervention Matrix.
2. Display Scenario Intervention Matrix (Figure 28): Display your campus Inova Scenario Intervention Matrix that you created in step 1.
3. Identify Students by Teacher (Figure 29): Select students for Inova Interventions by a teacher's class period. Students selected in this step will show up in the Enter Interventions module (#4 below). You only identify a student one time. Once a student is identified, the student will show up as identified for every teacher that has this student.
4. Identify by Students (Figure 33): Identify students individually by listing students in a particular target area. Display all interventions provided by the teacher (Figure 30).
5. Enter/list Interventions by Teacher (Figure 35): Enter Inova Interventions by a teacher's class period. Students - identified from the Identify Students module (#3 above) will be listed by teacher, course, and class period. You can also use this module to list all interventions for a student or all interventions by a teacher (Figure 30).
6. Enter/list Interventions by Student (Figure 36): Enter/list interventions for individual students.

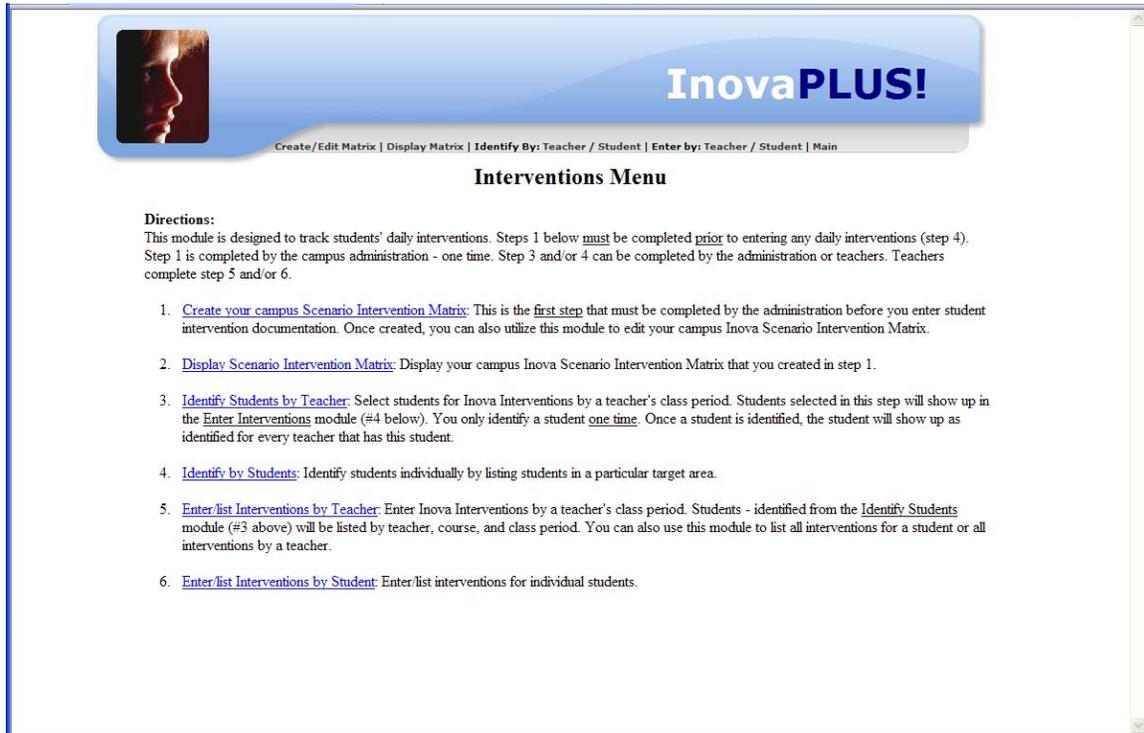


Figure 26. Intervention Menu Screen.

Create your campus Scenario Intervention Matrix (Figure 27): This is the first step that must be completed by the administration before you enter student intervention documentation. Once created, you can also utilize this module to edit your campus Inova Scenario Intervention Matrix.

- To add an intervention, select the Scenario number in the drop-down under the Scenario # column. Enter the intervention detail in the text box under the Intervention Description column and click the Submit Data button.
- Click the Scenario # link to view the underperforming, Banding, and Outperforming matrix.
- To edit an existing intervention, click on associated the * under the Edit column.
- To delete an existing intervention, click on the associated * under the Del column.

Display Scenario Intervention Matrix (Figure 28): Display your campus Inova Scenario Intervention Matrix.

Create/Edit Scenario Intervention Matrix

| Delete | Edit | Scenarios | ID # | Intervention Description |
|--------|------|------------------------|------|--------------------------|
| * | | 1 | 1 | Positive Reinforcers |
| * | | 1 | 2 | Monitor Progress |
| | | 2 | 3 | Positive Reinforcers |
| * | | 2 | 4 | Monitor Progress |
| * | | 25 | 84 | Advisory Pull Out |
| * | | 25 | 85 | Tutorials |
| * | | 25 | 86 | Saturday School |
| | | 1 <input type="text"/> | 87 | |

Submit Data

Figure 27. Create/Edit Scenario Intervention Matrix.

Display Intervention Matrix

| Scenarios | | | | | |
|---------------|---|---|---|--|--|
| Green | <ul style="list-style-type: none"> Positive Reinforcers Monitor Progress | <ul style="list-style-type: none"> Positive Reinforcers Monitor Progress | <ul style="list-style-type: none"> Positive Reinforcers Monitor Progress | <ul style="list-style-type: none"> Positive Reinforcers Congratulation letter Monitor Progress | <ul style="list-style-type: none"> Positive Reinforcers Congratulation letter Monitor Progress |
| Blue | <ul style="list-style-type: none"> Encouragement letter Parent Meeting Monitor Progress | <ul style="list-style-type: none"> ment letter Parent Meeting Monitor Progress | <ul style="list-style-type: none"> Encouragement letter Parent Meeting Monitor Progress | <ul style="list-style-type: none"> Visit w/ administrator Monitor Progress | <ul style="list-style-type: none"> Visit w/ administrator Monitor Progress |
| Gray | <ul style="list-style-type: none"> Teacher/Team conference w/ parents and students Small Groups Group mentoring | <ul style="list-style-type: none"> Teacher/Team conference w/ parents and students Small Groups Group mentoring | <ul style="list-style-type: none"> Counselor conference w/ students Small Groups Advisory Pull Out Tutorials | <ul style="list-style-type: none"> Visit w/ administrator Small Groups Advisory Pull Out Tutorials | <ul style="list-style-type: none"> Visit w/ administrator Small Groups Advisory Pull Out Tutorials |
| Yellow | <ul style="list-style-type: none"> Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Visit w/ administrator Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Visit w/ administrator Advisory Pull Out Tutorials Saturday School |
| Red | <ul style="list-style-type: none"> Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Teacher/Team conference w/ students Advisory Pull Out Tutorials Saturday School Individual Mentoring | <ul style="list-style-type: none"> Visit w/ administrator Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School | <ul style="list-style-type: none"> Visit w/ administrator Teacher/Team conference w/ students Individual Mentoring Advisory Pull Out Tutorials Saturday School |

Figure 28. Display Scenario Intervention Matrix.

Identify Intervention Students by Teacher

This module provides the option to select students for Inova Interventions by a teacher's class period. Students selected in this step will show up in the Enter Interventions module. You only identify a student one time. Once a student is identified, the student will show up as identified for every teacher that has this student.

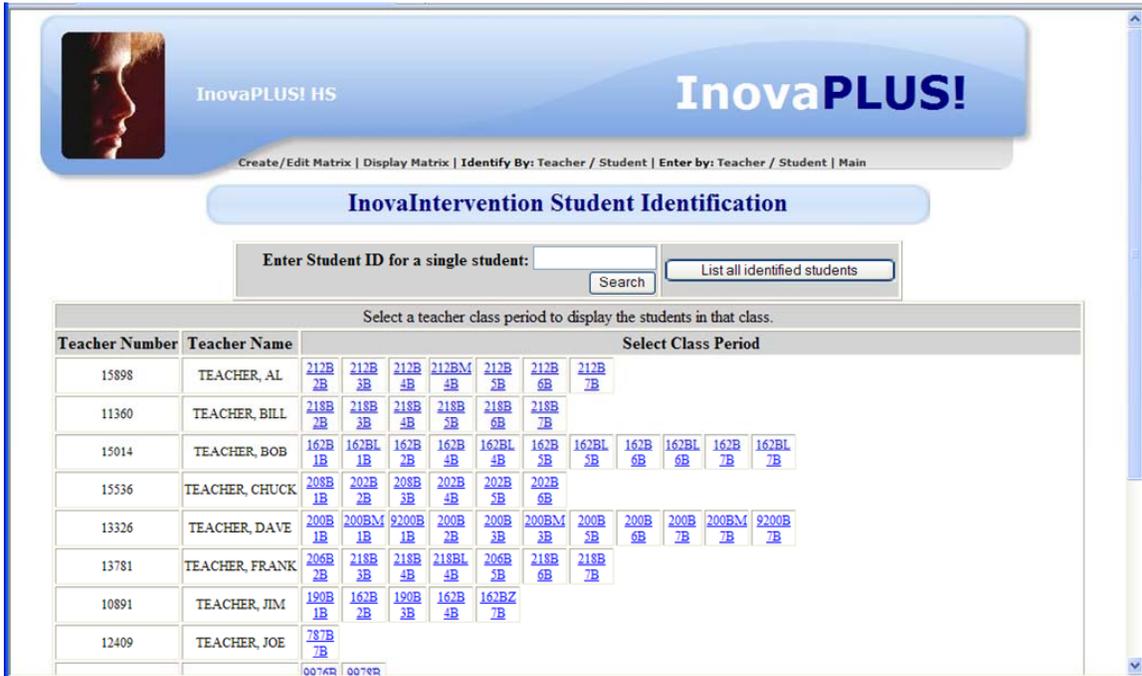


Figure 29. Intervention Student Identification by Teacher Screen.

In the following example, *Teacher, Al's* course 217B period 2B is selected. The class roster is displayed in Figure 30.

Directions

1. Click on a class period to display the students (Figure 31) – or
2. Click on the Teacher Number to display all interventions provided by the teacher (Figure 30) – or
3. **List All Identified Students** – click the *List all identified students* button (Figure 32).
4. **To identify a student for interventions** – click the appropriate check box under the Math Add or Read Add column. Click *Update Students*.
5. **To remove a student from interventions** - If a student is already identified as receiving interventions, the student's associated math or reading add checkbox will be checked. For identified students, a remove checkbox is now displayed. To remove the student, click the associated remove checkbox. Click *Update Students*.
6. **Filter by Sub-pop** – Filter the student listing by selecting the desired sub-pop from the drop-down and click the *Filter by Sub-Pop* button.

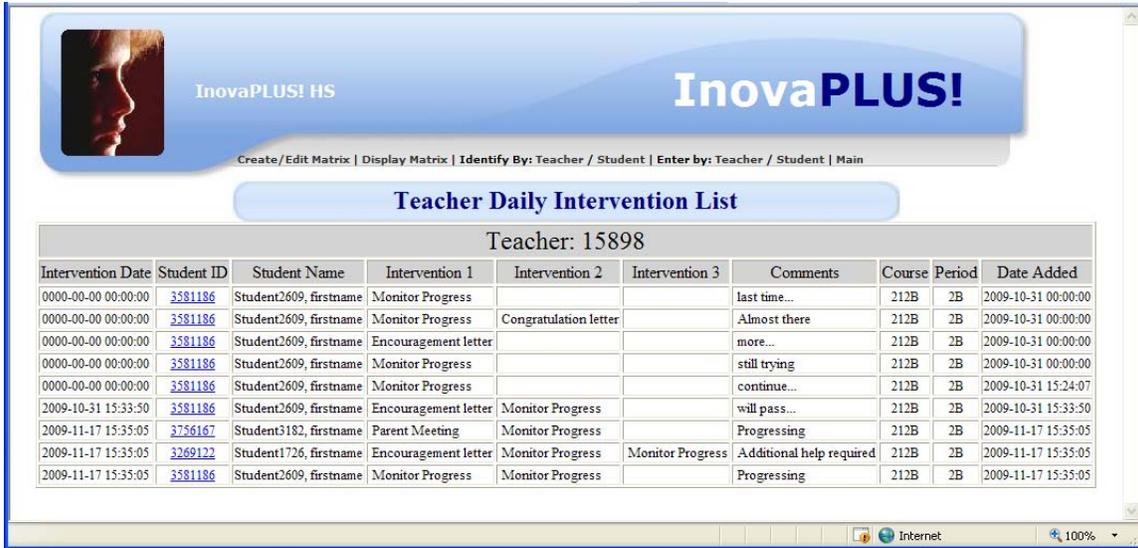


Figure 30. Display All Interventions Provided by a Teacher.

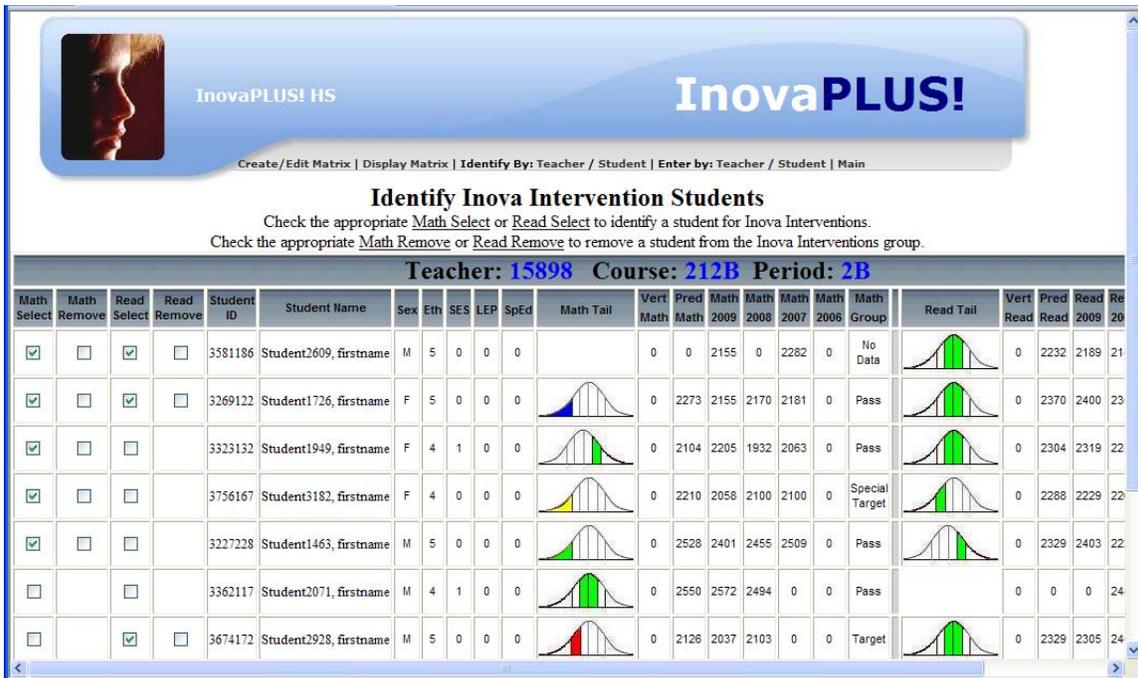


Figure 31. Identify Students in Need of Interventions.

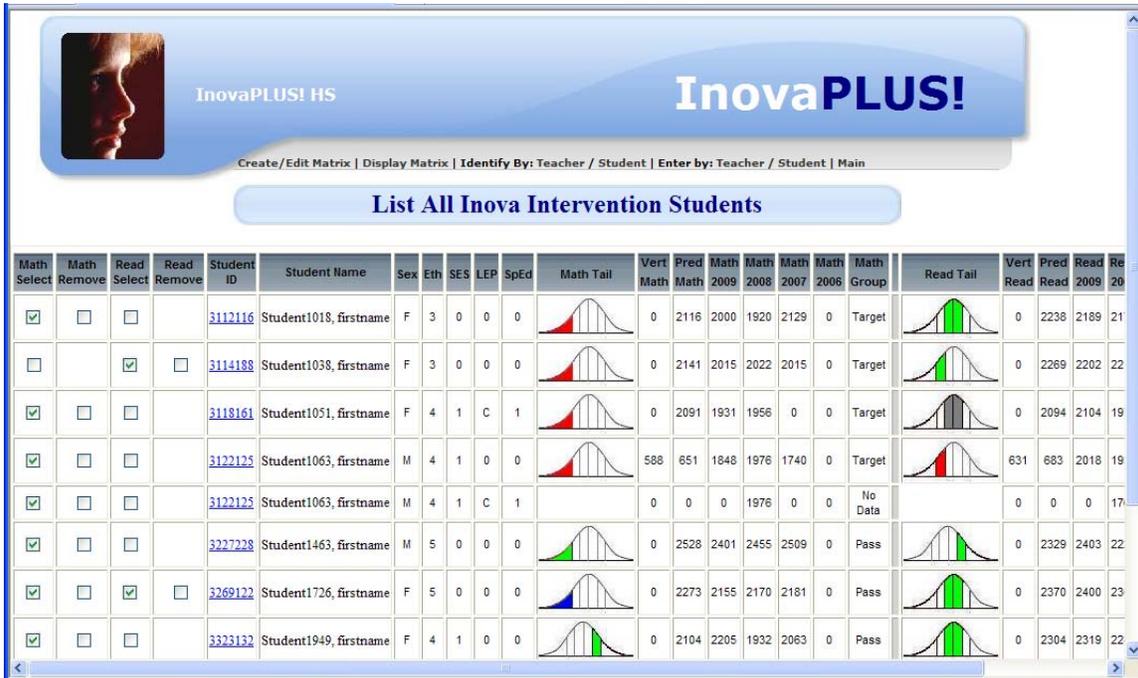


Figure 32. List All Students Identified for Interventions.

Identify Intervention Students by Student or Student Groups

This module provides the option to identify students individually by listing students in a particular target area. Display all interventions provided by the teacher (Figure 30).

Directions

1. Select an individual Student Id and click the *Search* button or
2. Check the checkbox(es) to display students in the desired Math or Reading scenarios.

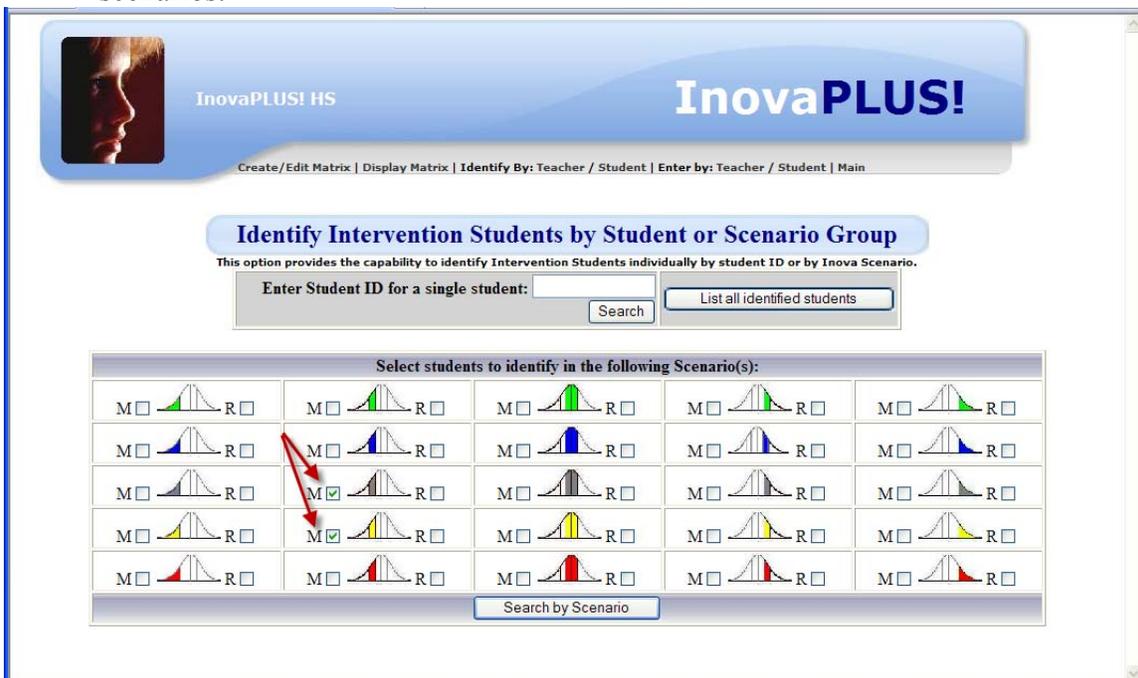


Figure 33. Identify Intervention Students by Student or Scenario Group.

In Figure 33, students in the Scenario Groups of Grey Slight-Tail Left (12) and Yellow Slight-Tail Left (17) were selected and the results are displayed in Figure 34.

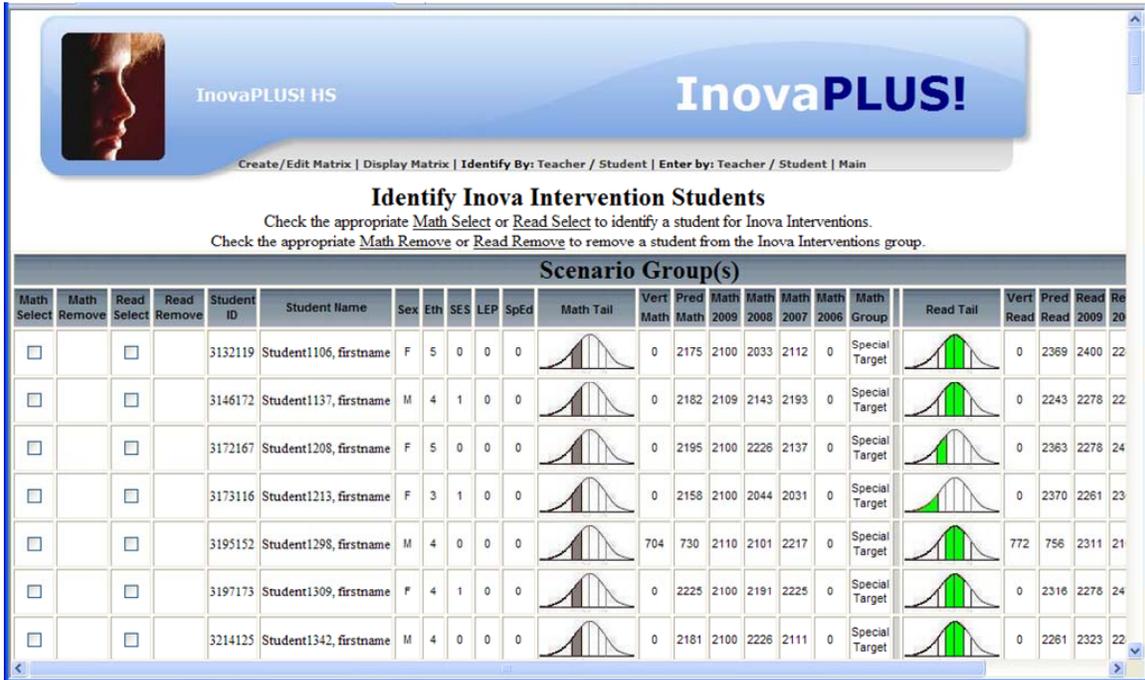


Figure 34. Identify Students by Scenario Groups.

Enter/list Interventions by Teacher

This module provides the option to enter Inova Interventions by a teacher's class period students (Figure 37).

Directions

1. Click on the teacher number to view all interventions provided by that teacher

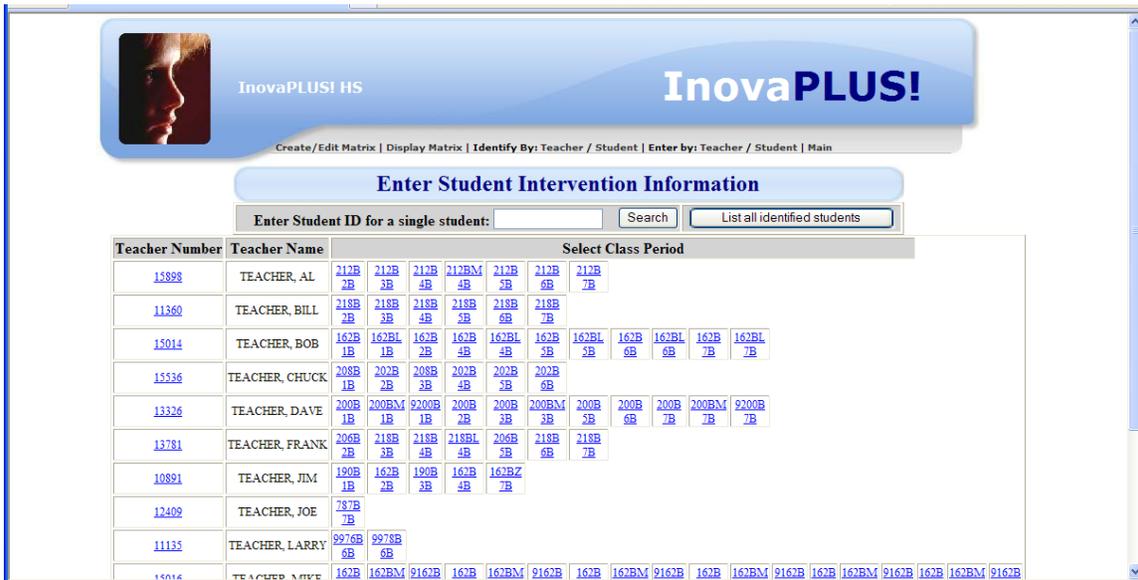


Figure 35. Enter Student Intervention Information Screen.

Students who were identified in the Identify Students module will be listed by teacher, course, and class period. You can also use this module to list all interventions for a student or all interventions by a teacher (Figure 30).

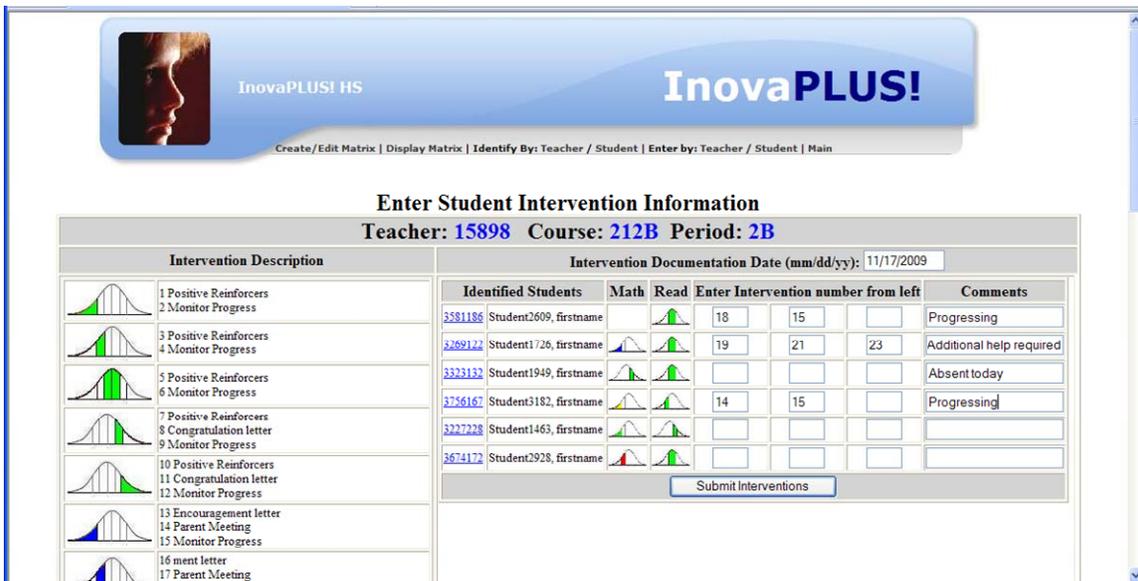


Figure 36. Student Intervention Input Screen.

Entering Student Interventions

1. Enter the Intervention date. The current date is default.
2. Enter the intervention number (from left-hand column) in the associated text box under the Enter Intervention column.
3. Enter any comments.
4. Click Submit Interventions

| Teacher: 15898 | | | | | | | | | |
|---------------------|-------------------------|------------------------|----------------------|-----------------------|------------------|--------------------------|--------|--------|---------------------|
| Intervention Date | Student ID | Student Name | Intervention 1 | Intervention 2 | Intervention 3 | Comments | Course | Period | Date Added |
| 0000-00-00 00:00:00 | 3581186 | Student2609, firstname | Monitor Progress | | | last time... | 212B | 2B | 2009-10-31 00:00:00 |
| 0000-00-00 00:00:00 | 3581186 | Student2609, firstname | Monitor Progress | Congratulation letter | | Almost there | 212B | 2B | 2009-10-31 00:00:00 |
| 0000-00-00 00:00:00 | 3581186 | Student2609, firstname | Encouragement letter | | | more... | 212B | 2B | 2009-10-31 00:00:00 |
| 0000-00-00 00:00:00 | 3581186 | Student2609, firstname | Monitor Progress | | | still trying | 212B | 2B | 2009-10-31 00:00:00 |
| 0000-00-00 00:00:00 | 3581186 | Student2609, firstname | Monitor Progress | | | continue... | 212B | 2B | 2009-10-31 15:24:07 |
| 2009-10-31 15:33:50 | 3581186 | Student2609, firstname | Encouragement letter | Monitor Progress | | will pass... | 212B | 2B | 2009-10-31 15:33:50 |
| 2009-11-17 15:35:05 | 3726167 | Student3182, firstname | Parent Meeting | Monitor Progress | | Progressing | 212B | 2B | 2009-11-17 15:35:05 |
| 2009-11-17 15:35:05 | 3269122 | Student1726, firstname | Encouragement letter | Monitor Progress | Monitor Progress | Additional help required | 212B | 2B | 2009-11-17 15:35:05 |
| 2009-11-17 15:35:05 | 3581186 | Student2609, firstname | Monitor Progress | Monitor Progress | | Progressing | 212B | 2B | 2009-11-17 15:35:05 |

Figure 37. All Interventions Provided by an Individual Teacher.

Viewing/Deleting Student Interventions

- Click on the Student ID to view all provided interventions (Figure 38).
- Delete an Intervention by clicking the Del button.

| Student2609, firstname 3581186 | | | | | | | | | | |
|------------------------------------|---------------------|----------------------|-----------------------|----------------|--------------|-----------------------|--------|--------|---------|---------------------|
| Del | Intervention Date | Intervention 1 | Intervention 2 | Intervention 3 | Comments | Teacher Num | Course | Period | User ID | Date Added |
| <input type="button" value="Del"/> | 0000-00-00 00:00:00 | Monitor Progress | | | last time... | 15898 | 212B | 2B | guest | 2009-10-31 00:00:00 |
| <input type="button" value="Del"/> | 0000-00-00 00:00:00 | Monitor Progress | Congratulation letter | | Almost there | 15898 | 212B | 2B | | 2009-10-31 00:00:00 |
| <input type="button" value="Del"/> | 0000-00-00 00:00:00 | Encouragement letter | | | more... | 15898 | 212B | 2B | | 2009-10-31 00:00:00 |
| <input type="button" value="Del"/> | 0000-00-00 00:00:00 | Monitor Progress | | | still trying | 15898 | 212B | 2B | | 2009-10-31 00:00:00 |
| <input type="button" value="Del"/> | 0000-00-00 00:00:00 | Monitor Progress | | | continue... | 15898 | 212B | 2B | guest | 2009-10-31 15:24:07 |
| <input type="button" value="Del"/> | 2009-10-31 15:33:50 | Encouragement letter | Monitor Progress | | will pass... | 15898 | 212B | 2B | guest | 2009-10-31 15:33:50 |
| <input type="button" value="Del"/> | 2009-11-17 15:35:05 | Monitor Progress | Monitor Progress | | Progressing | 15898 | 212B | 2B | guest | 2009-11-17 15:35:05 |

Figure 38. Student Daily Interventions List.

XI. UTILITY MENU

The Utility Module is restricted to users specified as a Principal or Administrator. Within the Utility Module, access to user information is restricted to users identified with Administrator rights.

- Add New Students (Figure 40): Use this module to add or upload students to your Inova school roster who are new to the district. Student data can be entered individually or through an upload file (Figure 41).
- Transfer Students (Figure 42): Use this module to transfer an existing district student, along with the student's Inova data, to your campus. Students are placed into the Hold List through the Archive option below.
- Archive Students (Figure 43): Use this module to archive/remove a student from your campus. This process will archive the student in a Hold List for another campus to transfer. By using this option, the Inova data will transfer between campuses.
- Edit Student Data (Figure 44): Use this module to edit individual student information.
- Add/Edit User (Figure 45): Use these modules to set up, upload, and maintain user accounts. **This is only available to users with Administrator rights.**
 - District Administrator: Access to everything - maintains users, configures district information, uploads data, etc.
 - Campus Administrator: Access to campus student and teacher data - can add and archive students.
 - Teacher: Access to student data in the individual teacher's class. Can view summary data reports but not the detail.
- Upload Student Schedules: Use this module to upload student schedules. Upload last year's schedule to analyze teacher added value. Upload the current schedule for teachers to evaluate the students in their classes.
- District Configuration: Use this module to configure district and campus information.

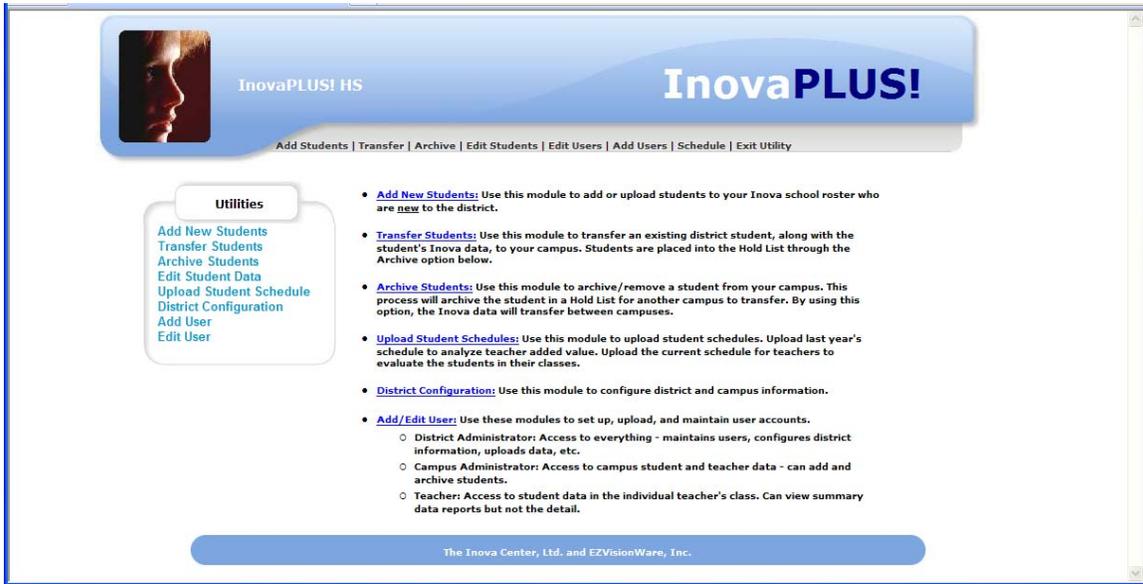


Figure 39. Utility Menu.

Add New Students

Use this module to add or upload students to your Inova school roster who are new to the district (Figure 40). Add individual student data, or upload a file of student data (txt format). Refer to Figure 41 for the Student Data Upload file definition. NOTE: before adding a student, check the Transfer list. The student data may already be on file.

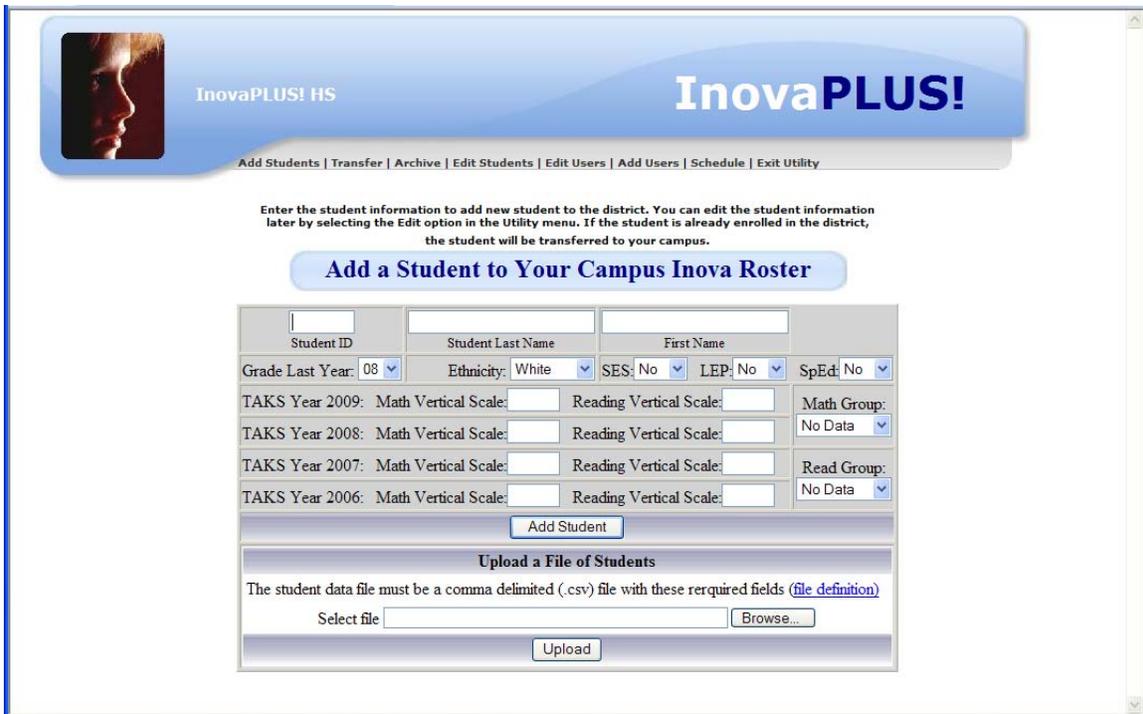


Figure 40. Add Student to Your Campus Inova Roster Screen.

| Student Upload File Definition | | | | | | | | | | | | | | | | | | |
|--------------------------------|-----------|-----------|----------|----------|--|---------------------|---------------------|---------------------|--------------------------|-----------------------------|-----------------------------|-----------------------------|--|--------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| StudentID | Lastname | Firstname | Grade | Building | Ethnic | EcoDis | LEP | Sp.Ed. | TAKS Math Vertical Scale | TAKS Math -1 Vertical Scale | TAKS Math -2 Vertical Scale | TAKS Math -3 Vertical Scale | TAKS Math Group | TAKS Read Vertical Scale | TAKS Read -1 Vertical Scale | TAKS Read -2 Vertical Scale | TAKS Read -3 Vertical Scale | TAKS Read Group |
| Char (8) | Char (25) | Char (25) | Char (2) | Char (3) | Numeric: 1=Am. Ind. 2=As. /Pac. 3=Black 4=Hispanic 5=White | Numeric: 1=Yes 0=No | Numeric: 1=Yes 0=No | Numeric: 1=Yes 0=No | Numeric | Numeric | Numeric | Numeric | Character: Pass ? Target Sp. Target Fail No Data | Numeric | Numeric | Numeric | Numeric | Character: Pass ? Target Sp. Target Fail No Data |

Figure 41. Student Upload Data File Definition – must be in .txt format.

Transfer Students (Figure 42)

Use this module to transfer an existing district student, along with the student's Inova data, to your campus. Students are placed into the Hold List through the Archive option below.

- Review the transfer list for your student.
- Check the checkbox under the Transfer column to select a student.
- Click the *Transfer Students* button.
- If no students are listed in the transfer list, no students have been archived or removed from campus rosters.
- If a student is not listed in the Transfer list, use the Add Student feature.

The following students are in the Archive Hold List and are available to transfer to your campus. To transfer to your campus, check the associated Checkbox and click the Transfer Students button.

| Transfer | Student ID | Last Name | First Name | Grade | Building |
|------------------------------|------------|-------------|------------|-------|----------|
| No Students in the Hold List | | | | | |
| <input type="checkbox"/> | 3625163 | Student2767 | firstname | 9 | 8 |

Figure 42. Transfer Students Screen.

Archive Students (Figure 43)

Use this module to archive/remove a student from your campus. This process will archive the student in a Hold (Transfer) List for another campus to transfer. By using this option, the Inova data will transfer between campuses.

Archiving the student will place the student in a Hold List - allowing other campuses to transfer the student. To archive multiple students - use the Target option from the menu.

Archive Student Data

Enter Student ID: 3269122

| Student ID | Last Name | First Name | Grade | Building |
|------------|-------------|------------|-------|----------|
| Studentid | Student1726 | firstname | 11 | 8 |

Figure 43. Archive Students Screen.

1. Enter the student ID to archive.
2. Click the *Get Student* button.
3. The selected student information is displayed for confirmation.
4. Click the *Archive Student* button.

Edit Student Data (Figure 44)

Use this module to edit certain individual student information.

This feature allows you to edit certain student information.

Edit Student Data

| | | | |
|---|------------------------------|------------------|-----------------|
| Enter Student ID: 3269122 | | Get Student | |
| Student ID | Student1726 | firstname | First Name |
| Grade Last Year: 11 | Ethnicity: White | SES: No | LEP: 0 SpEd: No |
| TAKS Year 2009: Math Vertical Scale: 2155 | Reading Vertical Scale: 2400 | Math Group: Pass | |
| TAKS Year 2008: Math Vertical Scale: 2170 | Reading Vertical Scale: 2301 | Read Group: Pass | |
| TAKS Year 2007: Math Vertical Scale: 2181 | Reading Vertical Scale: 2400 | | |
| TAKS Year 2006: Math Vertical Scale: 0 | Reading Vertical Scale: 0 | | |
| Edit Student Data | | | |

Figure 44. Edit Student Data Screen.

To edit certain student information:

1. Enter the Student ID.
2. Click the *Get Student* button.
3. Make any necessary changes.
4. Click the *Edit Student Data* button.

Edit User Account (Figure 45)

Use these modules to set up, upload, and maintain user accounts.

- **District Administrator:** Access to everything - maintains users, configures district information, uploads data, etc.
- **Campus Administrator:** Access to campus student and teacher data - can add and archive students.
- **All-Schools:** Access to view all campuses
- **Teacher:** Access to student data in the individual teacher's class. Can view summary data reports but not the detail.

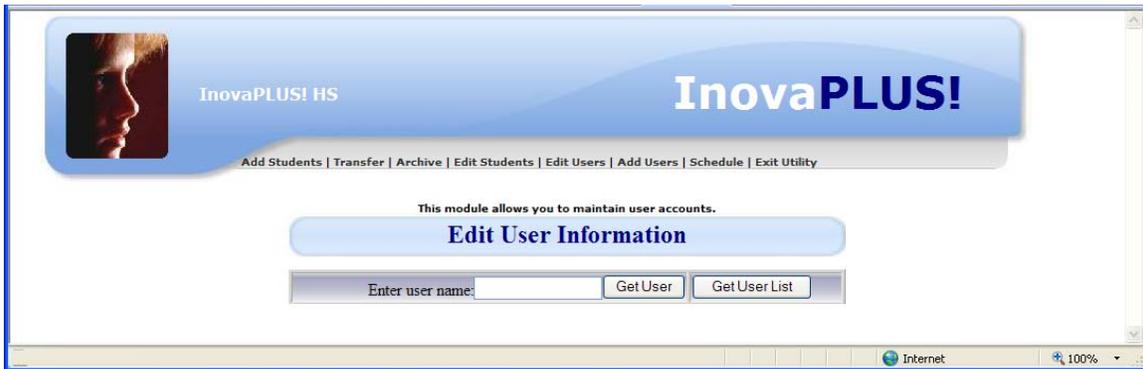


Figure 45. Edit User Information Query Screen.

- To edit an individual user, enter the user name and click the Get User button.
- To view a list of all users at your campus, click the Get User List button (Figure 46).

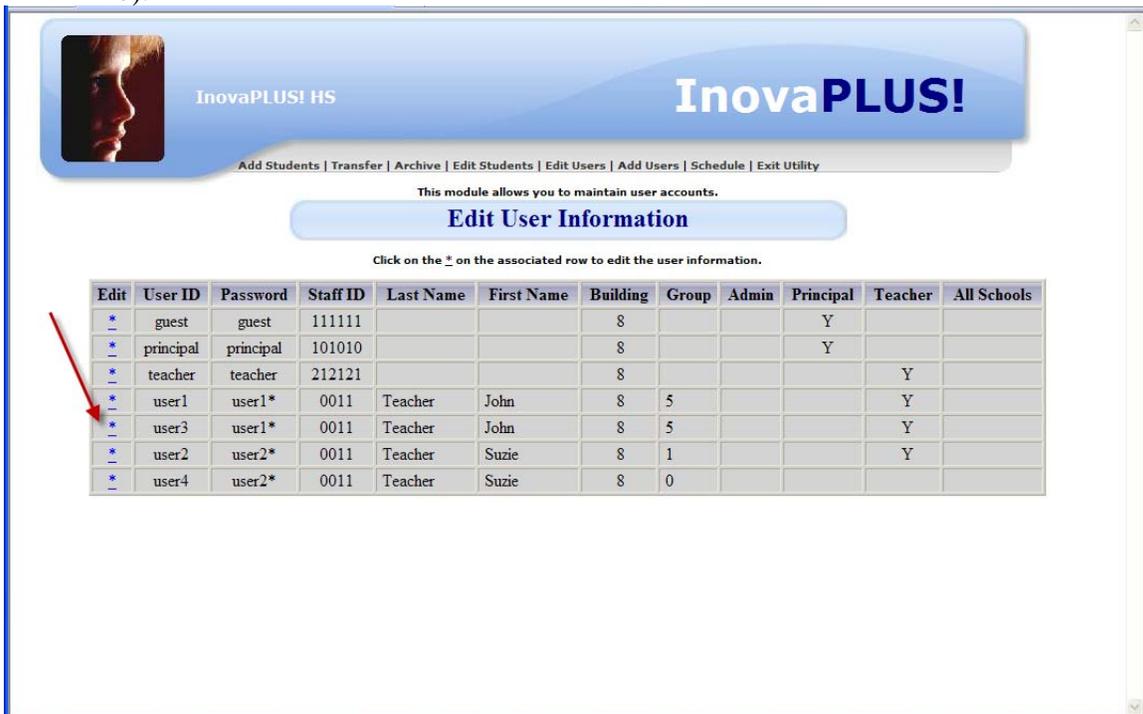


Figure 46. All User Information Query Screen.

This module allows you to maintain user accounts.

Edit User Information

Enter user name:

| User ID | Password | Staff ID | Last Name | First Name | Building | Group | Admin | Principal | Teacher | All Schools |
|---------|----------|----------|-----------|------------|----------|-------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| user3 | user1* | 0011 | Teacher | | 8 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Figure 47. Edit User Information Screen.

Editing a User

1. From the single user query screen, enter the Username and click Get User.
2. From the User List, click the * under the Edit column for the selected user.
3. Edit data as necessary
4. Click *Edit User Data* button to complete

Deleting a User:

- Only available to Admin users.
- Click the * under the Delete column for the selected user
- A confirmation screen is displayed.

Add a User Account (Figure 48)

1. Enter the user information.
2. Click the *Add User Account* button.

Figure 48. Add User Information Screen.

Adding Users From a Data File (Figure 49):

1. Create a file in a spreadsheet with the column headings as identified in Figure 69.
2. Save the file as a .txt file.
3. Click the Browse button to locate the file
4. Click *Upload* to load the file.

| User File Definition | | | | | | | | | | |
|----------------------|-------------------|------------------|-------------------|-------------------|------------------|--|---------------------------|---------------------------|---------------------------|---------------------------|
| UserID | Password | Staff ID | Last Name | First Name | Building | Group | Admin | Principal | Teacher | All-Schools |
| Character (15) | Character (15) | Character (8) | Character (25) | Character (25) | Character (3) | Numeric: 1=Teacher 2=Counselor 3=Asst. Principal 4=Principal 5=District | Numeric: 1=Yes 0=No | Numeric: 1=Yes 0=No | Numeric: 1=Yes 0=No | Numeric: 1=Yes 0=No |

Figure 49. User Data File Definition in .txt format.

Upload Student Schedules (Figure 70): Use this module to upload student schedules. Upload last year's schedule to analyze teacher added value. Upload the current schedule for teachers to evaluate the students in their classes.

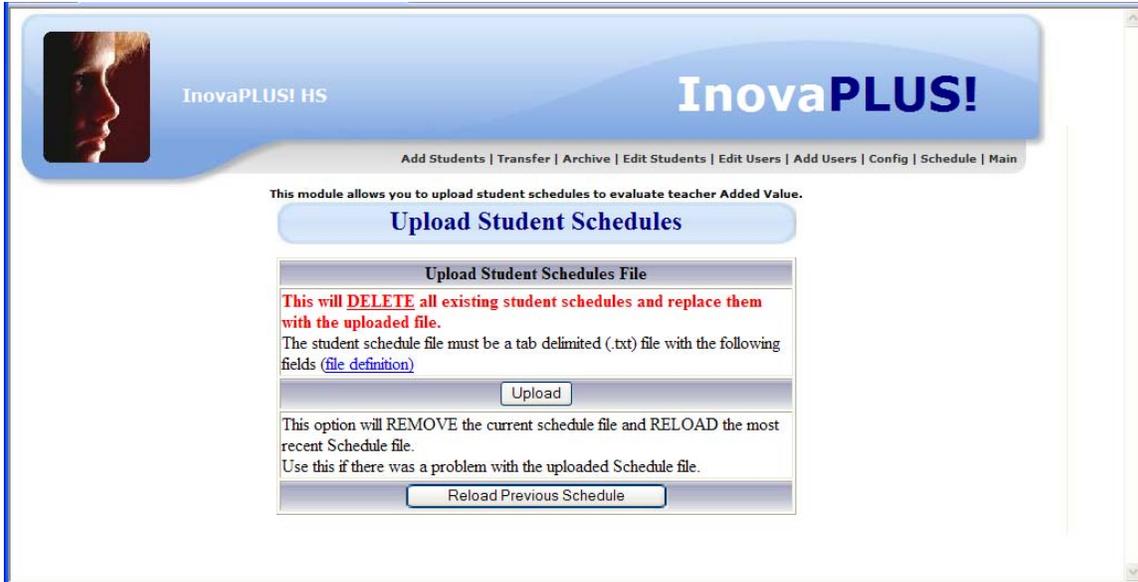


Figure 50. Upload Student Schedules Screen.

Uploading a schedule

1. This will DELETE all existing student schedules and replace them with the uploaded file.
2. Select Current Year Schedule or Previous Year Schedule.
3. The student schedule file must be a tab delimited (.txt) file with the following fields (Figure 51).

| Student Schedule Upload File Definition | | | | | | | | | | |
|---|----------------|---------------|----------------|---------------|----------------|---------------|---------------|---------------|----------------|-------------|
| StudentID | Course # | Section # | Description | Teacher # | Teacher Name | Period | Grade | Building | Student Name | School Year |
| Character (8) | Character (10) | Character (5) | Character (25) | Character (6) | Character (25) | Character (2) | Character (2) | Character (3) | Character (25) | Numeric |

Figure 51. Upload Student Schedules File Definition in txt format.

Reload a previous schedule

- This option will REMOVE the current schedule file and RELOAD the most recent Schedule file.
- Use this if there was a problem with the uploaded Schedule file.

APPENDIX

Program Requirements

- **InovaPLUS!** is a web-based application that is installed on and runs on the district web server.
- The web server must be running Microsoft server and IIS.
- The web server must have Microsoft Access 2000 or newer installed.

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