

## Download to Excel

This feature allows users to export a student's Tier 3 Progress Monitoring data into an Excel spreadsheet, where unique charts and graphs may be created for different situations.

The screenshot shows the RtI:B web application interface. The navigation menu includes HOME, ADMINISTRATION, INCIDENTS, TIER 2, TIER 3, SEARCH, REPORT, and LOG OUT. The 'REPORT' menu is expanded, showing options for INDIVIDUAL STUDENT REPORT, SCHOOL-LEVEL REPORTS, and DISTRICT-LEVEL REPORTS. Under the 'Individual Student Reports' section, there are three columns: 'Student Tier 1 Report' (Summary Report), 'Student Tier 2 Reports' (Progress Monitoring, Average Points per Period, Progress Monitoring for a Specific Period), and 'Student Tier 3 Reports' (Progress Monitoring).

From the **Report (1)** tab, select **"Individual Student Report."** (2)

From the **Individual Student Tier 3 Reports**, select **"Progress Monitoring."** (3)

The 'Select Report Options' form includes fields for Student name (Johnson, Kylie), Report date range (Start Date: 08/01/2014, End Date: 02/10/2015), and Select behaviors. The behavior 'Yelling/calling out (Math Class)' is selected. Report options include 'Show table' and 'Exclude weekends'. A 'Generate Report' button and a 'Reset' button are at the bottom.

Select the student's **Tier 3 Report Options (4)**. Click **"Generate Report."** (5)

The report results page displays 'Problem Behavior: Yelling/calling out (Math Class) - Disruptive' with monitoring details. A line graph shows the 'Tier 3 Progress Monitoring' data from Monday, September 01, 2014, to Tuesday, September 30, 2014. The graph shows a rating fluctuating between 4 and 5. An Excel download link is visible at the top. Below the graph, an Excel spreadsheet preview is shown with columns for dates and ratings.

	A	B	C	D	E	F	G	H	I
1	Mon- 9/1	5							
2	Tue- 9/2	4							
3	Wed- 9/3	4							
4	Thu- 9/4	4							
5	Fri- 9/5	4							
6	Mon- 9/8	4							
7	Tue- 9/9	4							
8	Wed- 9/10	5							

After the report generates, click the link at the top of the screen to **"Download to Excel."** (6) Open the Excel file by following the prompts provided by your internet browser.

### Working with the Data in Excel

The Excel file will contain a worksheet for each individual behavior along with a list of any plan changes allowing you to create unique charts and graphs for different situations. The Excel file will reflect the entire date range selected for the report, even if those dates have no data associated with them (those dates will reflect a value of zero).