



RealTime Guide For Teachers

Last Revised 7/14/2018

***Note: This guide assumes that you have logged into RealTime and have proper access to all of your programs.**

Also note that various portions of RealTime require Adobe Reader to be installed on your computer. This includes printing out progress reports as well as goals and objectives.

If you are having issues with either of these, please submit a Help Desk ticket detailing your request through webhd.bergen.org*

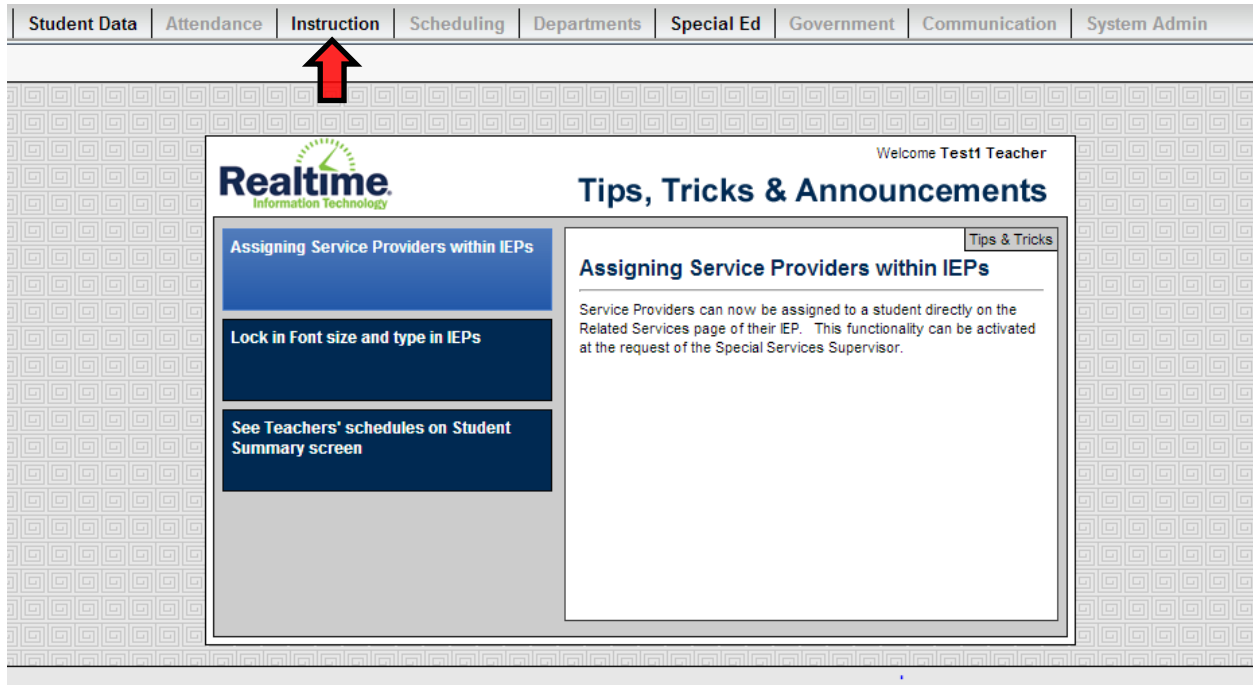
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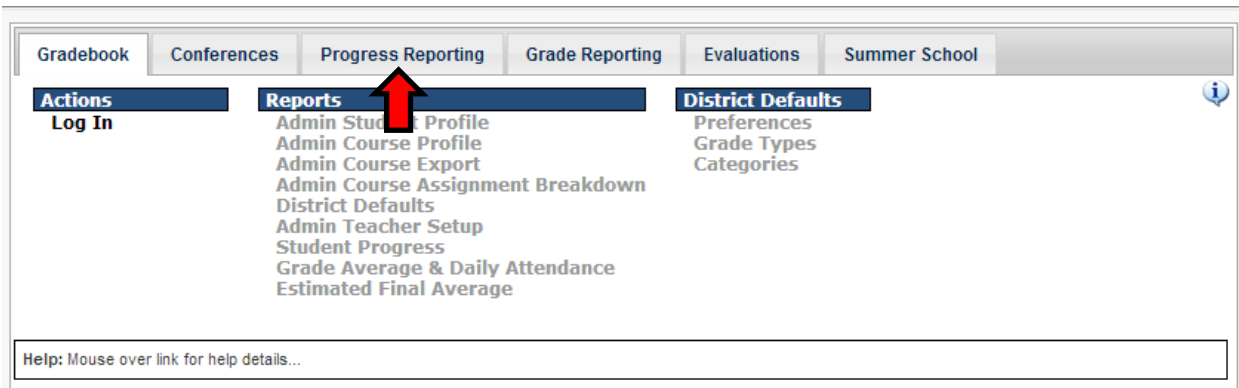
Entering Progress Reports for the Current Year's Goals and Objectives

1. Entering Progress Reports

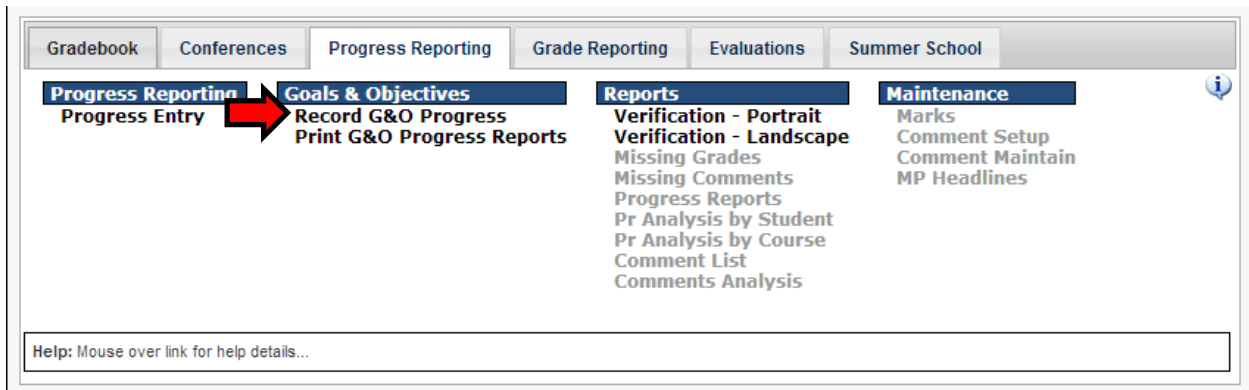
To begin the process of entering student's progress, click on the **Instruction Tab** at the top of the RealTime Screen



A menu will open up below Instruction with the following options. To proceed, click on **Progress Reporting**



Once you are in the Progress Reporting tab, click on **Record G&O Progress**



The next screen will be the **Search for Students** menu. You can search for students by their First Name, Last Name, Location, or any of the options listed below. When you have entered in your criteria, click **Find Students**.

A screenshot of the 'Search for Students' form. At the top left, there is a dropdown menu showing '13-14' and the text 'You are in the current year.' At the top right, it says 'Search for Students' with a help icon. Below this is a section labeled 'Enter Student ID:' with a text input field. Underneath is another section labeled 'Or any combination of information below:' containing several search criteria: 'Last Name:', 'First Name:', 'Homeroom:', 'Grade: --ALL--', 'Case Manager: --ALL--', 'Service Providers: --ALL--', 'Location: --ALL--', 'Teacher/Counselor/VP: --ALL--', 'Course/Section: [] / []', 'Goal Standards: --All--' (with a dropdown menu showing '2009 Preschool Teaching and Learning Standards', 'Visual & Performing Arts', 'Comprehensive Health & Physical Education', and 'English Language Arts'), 'Display Current Segment Only' (with an unchecked checkbox), 'Module: --All--', and 'Student Status: Active Only'. At the bottom, a red arrow points to a 'Find Student(s)' button.

After you have selected your criteria, your search results will appear. Select a student by clicking on their name. From here you will be able to enter their Progress and their PLAAFP.

G&O Student Listing 

Student Id	Student Name	Grade	Case Manager	# of objects	Last Date Progress Recorded
999015	Test, Hayward - ALL <i>Visual & Performing Arts</i>	05	Hayward, Edmund	1	
9990	Test, Hidalgo - ALL <i>Language Arts Literacy</i> <i>Science</i>	05	Burger, Susan	1 1	
100311087	Test, John - ALL <i>Math</i>	01	Burger, Susan	1	08/30/2013
999018	Test, Koczwarra - ALL <i>English Language Arts</i> <i>Math</i> <i>Science</i> <i>Social Studies</i>	05	Koczwarra, Susan D	2 2 2 2	11/13/2013 11/13/2013 11/13/2013 11/13/2013
123456789	Test, Oscar - ALL <i>Visual & Performing Arts</i>	5	Forne, Oscar	1	
					5 students.

NOTE: If you cannot find your student, please make sure that you are spelling the student's first name or last name correctly. Aliases will not appear. If you still cannot find your student, please submit a helpdesk ticket.

2. Entering Student Progress and PLAAFP

After you have selected your student from the steps provided above, you will be brought to the Progress Entry Screen. This screen will have any goals and objectives that are associated with this student.

Under each **Instructional Area** you will have the student's goals and objectives. To the right of each objective is where you would **mark their progress** by choosing one of the options.

At the bottom of each **Instruction Area** you will have a **Comment** box, which is where you will put in your **PLAAFP**.

Once you are completed, you can either click...

- **Save** to save your work
- **Save and Return** to return to the list of students that you searched for

- **Save and Print** to print out the progress report with your work attached

Student Name: Hidalgo Test Student ID: 999017
Case Manager: Susan Burger Implementation Date: 09/01/2013

MP1: 11/13/2013

BENCHMARKS OR SHORT TERM OBJECTIVES **PROGRESS**

INSTRUCTIONAL AREA: Reading Standards for Literature 11/13/13
testea

Craft and Structure (Grades:01,02,03,04,05,06,07,08,10,12,K)
- with minimal assistance 80% of the time

TEST OBJECTIVE

Comments

--Please Select-- Enter Comment

--Please Select--

Not Introduced

Introduced

Re-Introduced

Limited Progress

Progressing

Mastered

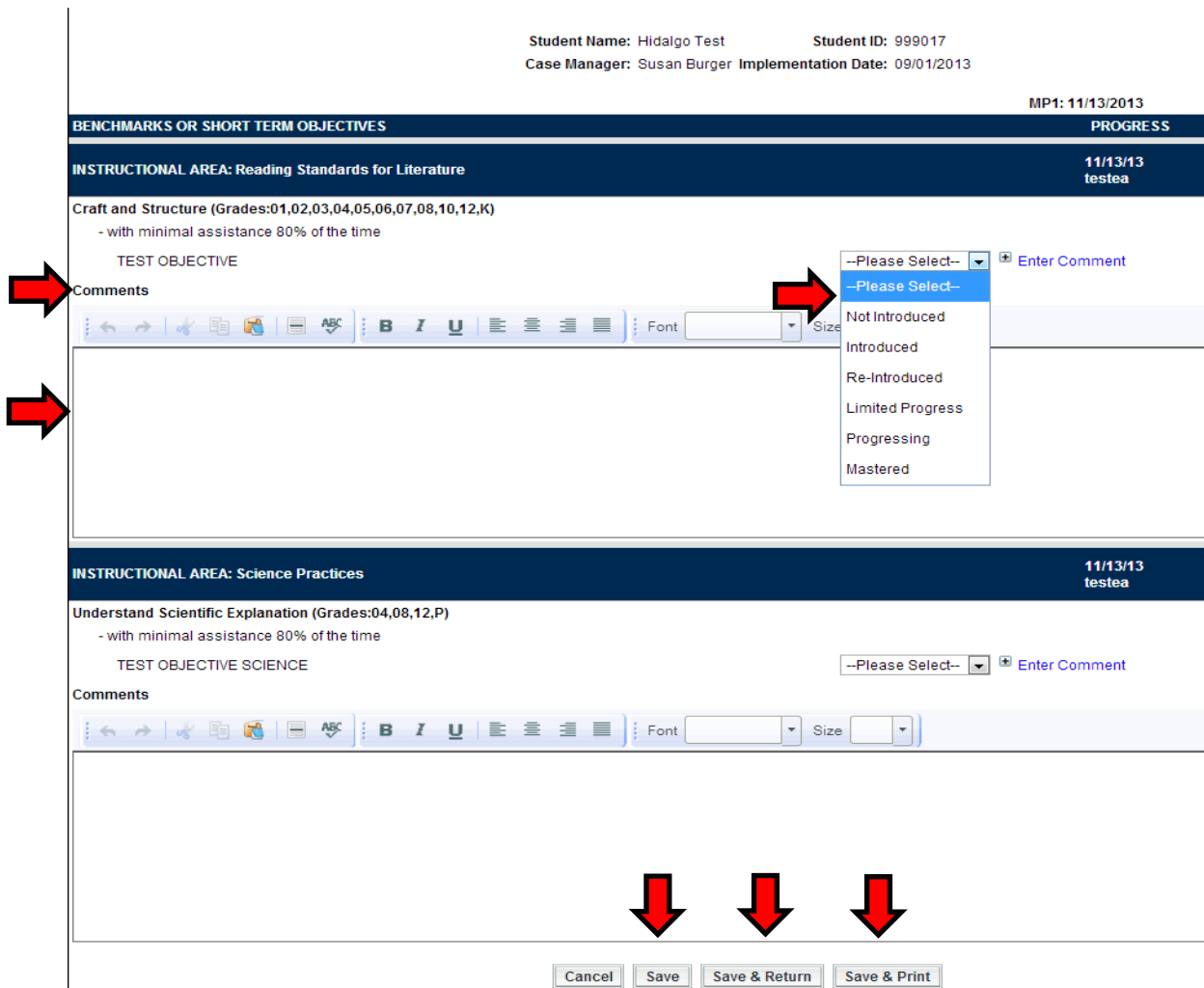
INSTRUCTIONAL AREA: Science Practices 11/13/13
testea

Understand Scientific Explanation (Grades:04,08,12,P)
- with minimal assistance 80% of the time

TEST OBJECTIVE SCIENCE --Please Select-- Enter Comment

Comments

Cancel Save Save & Return Save & Print



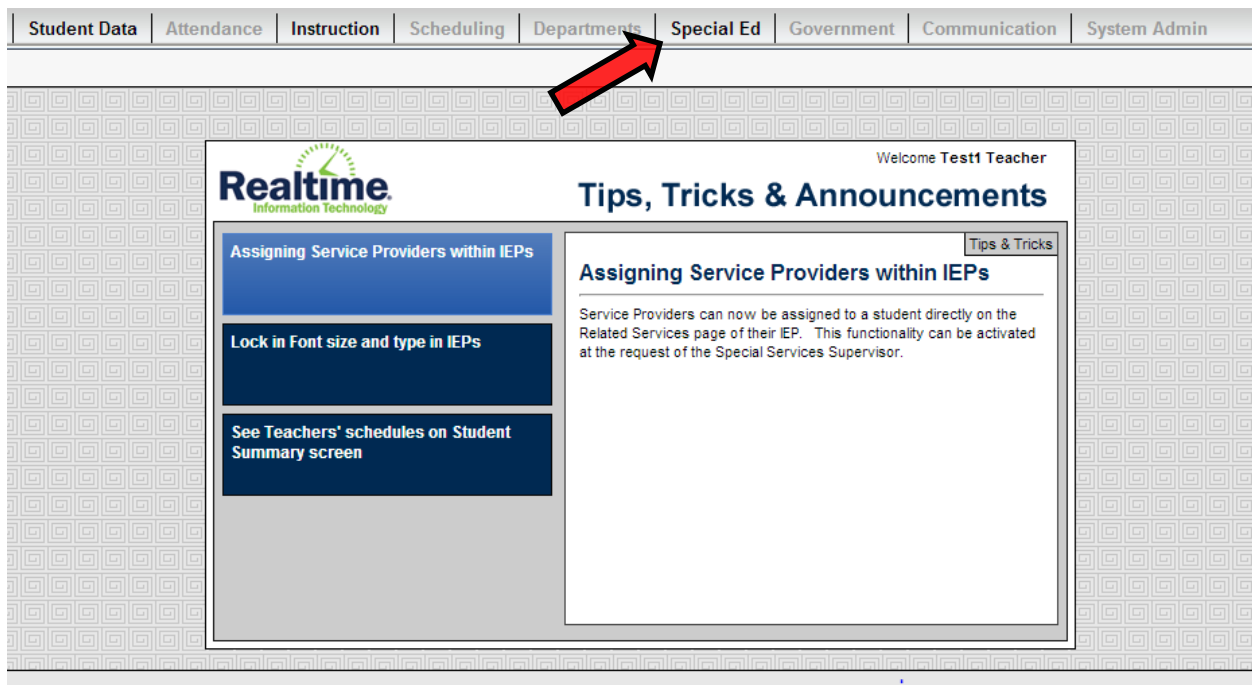
NOTE: If you have written your PLAAFP in another program or document and you wish to copy it into your comment box, please copy it as “PLAIN TEXT” when prompted.

Getting to Goals and Objectives (Teachers)

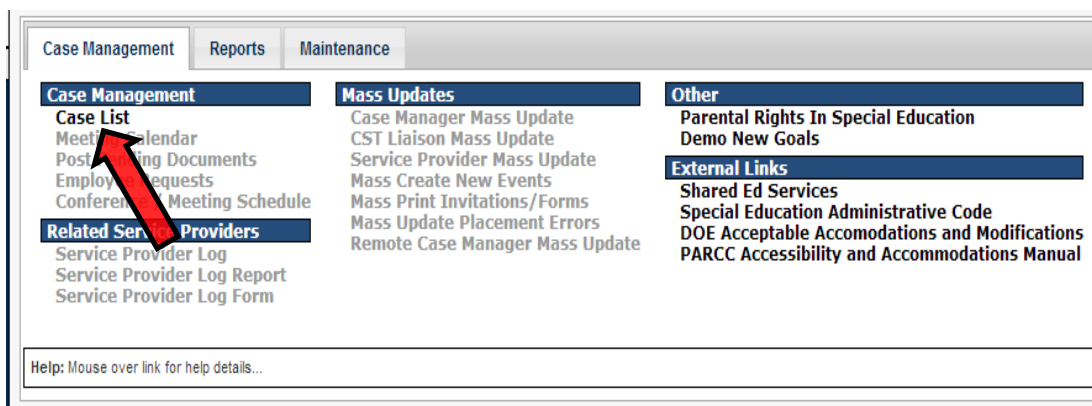
In order to project new goals and objectives, view current goals and objectives, or edit existing goals and objectives, you must first access your case list.

1 Accessing your Case List

Your case list can be accessed by clicking the **Special Ed** Tab across the top of the RealTime screen.



Once chosen, the Special Ed Tab expands to show three sub tabs, Case Management, Reports and Maintenance. The most common place to start is with the **Case List**. To find a student / bring up a case list, you must click on **Case List**.



You will now see the **Search Case List Screen**.

13-14 You are in the current year. Search IEP Case List

Enter Student ID:

Student ID:

Or any of combination of the information below:

Last Name:

First Name:

Location: --ALL--

Homeroom: --ALL--

Grade: All Selected

Classification: All Selected

Program: --ALL--

CST Team: --ALL--

Case Manager/Liaison Teacher: --ALL--

Event Type: --ALL--

Event Status: --ALL--

Student Special Ed Status: Active Only

Tuition: All

Display Open Evaluations:

Display Warnings Only:

Display List Batch Print

Add to My Menu: IEP









The drop downs on the Search Case List Screen may be used in any combination to search for student(s). If you wish to search for a student by name, you do not need to type the entire name, the system will return all students that match what is entered. Use one field or multiple fields to display one or more students you wish to view.

Note that the **Add to My Menu icon can be used to create a short cut to this screen.**

Press the **Display List** button after entering your search criteria to display the results.

This will bring you to the Child Study Case List.

Child Study Case List. ?

ID	Last First	Age	HR	Gr.	Location	Case Manager	Program	Classification	IEP End Date	Re-Eval Due Date	Open Events
 91203912	TEST	IEP	4y 11m	Default	K 9999	Susan Burger		Emotionally Disturbed	06/17/2013		Transfer
 91203912	TEST	IEP	4y 11m	Default	K 9999	Susan Burger		Emotionally Disturbed	06/17/2013		Annual Review
 999012	Test	Bohan	8y 2m	05	Test	Tara Bohan		Autistic	06/17/2012		Annual Review
 999012	Test	Burger	8y 0m	05	Test	Susan Burger		Autistic	05/14/2012		Annual Review
 999012	Test	Burger	8y 0m	05	Test	Susan Burger		Autistic	05/14/2012		Annual Review
999008	Test	Eight	8y 5m	05	Test			Autistic	07/14/2012		Annual Review
999005	Test	Five	8y 3m	05	Test			Autistic	08/31/2012		Annual Review
999016	Test	Forne	8y 3m	05	Test	Oscar Forne		Autistic	09/05/2012		Annual Review
999004	Test	Four	7y 10m	05	Test			Autistic	07/30/2012		Annual Review
 999015	Test	Hayward	16y 3m	05	Test	Edmund Hayward		Autistic	06/30/2014		Annual Review
 999015	Test	Hayward	16y 3m	05	Test	Edmund Hayward		Autistic	06/30/2014		Annual Review
 999017	Test	Hidalgo	8y 7m	05	Test			Autistic	11/12/2013		Annual Review

Note, on this screen, there are instances where a student's name will appear twice (shown by the red highlighted region above). This is caused by the fact that there is a **TRANSFER** event open and an **ANNUAL REVIEW** event being opening. You can click on the student's name to enter their **SPECIAL ED SUMMARY PAGE**.

Sp Ed Student Summary ?

Student Information

Student: [Hidalgo Test](#) ID: 999017 DOB: 02/13/2005
Case Manager: Susan Burger Age: 8y7m Grade: 05
Classification: Autistic **Program:**
Location: Test Location **Homeroom:** Default
Attending School:
Tuition: Paid by a school district **Native Language:**
Daily Attendance: [Present](#)
Currently In:
 123 Main Street **Parents:** Mr. & Mrs. Test
 Anywhere, NJ 01234 (732) 678-5142
[Show Student Schedule](#) [Student Case Notes](#)
[Display Currently Implemented IEP](#)
[Display Progress of Current G&O](#)
[Student Evaluations / Documents](#)

Historic Events

Event Type	Implementation Date	Status	IEP Meeting Date	Document
Annual Review	09/01/2013	Closed - Posted	08/01/2013	View
IEP Upload	09/01/2013	Closed - Posted		View
Annual Review		Open		

2 Navigating the Student Summary Page

Once you have reached the student's Special Education Summary Page, you will be able to perform the following functions, noted in the picture below:

Note: Only CST can create new annual reviews/amendment events.

The screenshot shows the 'Sp Ed Student Summary' page for a student named Hidalgo Test. The page is divided into several sections:

- Student Information:** A table with fields for Student, Case Manager, Classification, Location, Attending School, Tuition, Daily Attendance, Currently In, and Parents. A red box with the number '1' and an arrow points to the 'Display Progress of Current G&O' link.
- Historic Events:** A table with columns for Event Type, Implementation Date, Status, IEP Meeting Date, and Document. A red box with the number '3' and an arrow points to the 'Annual Review' row. A red box with the number '2' and an arrow points to the 'View' link in the Document column of the same row.
- Create New Event:** A button located at the bottom of the page.

Event Type	Implementation Date	Status	IEP Meeting Date	Document
Annual Review	09/01/2013	Closed - Posted	08/01/2013	View
IEP Upload	09/01/2013	Closed - Posted		View
Annual Review		Open		

1. View the current year's Goals and Objectives in REALTIME'S FORMAT

To view this current year's goals and objectives in the RealTime PDF Format, click on **DISPLAY PROGRESS OF CURRENT G&O** (marked as #1 on the student summary page image). This will open a new tab on your internet browser displaying the currently implemented goals and objectives. A sample of the printout is shown below.

IEP Goals and Objectives Progress Reporting

Progress Legend					
Not Introduced	Introduced	Re-Introduced	Limited Progress	Progressing	Mastered

SUBJECT: English Language Arts

INSTRUCTIONAL AREA: Reading Standards for Literature

Craft and Structure (Grades:01,02,03,04,05,06,07,08,10,12,K)

- with minimal assistance 80% of the time as measured by weekly probes/assessments

TEST OBJECTIVE

SUBJECT: Science

INSTRUCTIONAL AREA: Science Practices

Understand Scientific Explanation (Grades:04,08,12,P)

- with minimal assistance 80% of the time as measured by weekly probes/assessments

TEST OBJECTIVE SCIENCE

Note that the order of the content areas are not the same as they were in IEP Planet. Administration is aware and is accepting that for this year.

2. Creating Goals and Objectives under the OPEN ANNUAL REVIEW EVENT

To begin the process of creating goals and objectives for your student, please click on the **ANNUAL REVIEW** button (marked as #3 on the student summary page image).

You will now see the **Event Details** screen for the **Annual Review**

Event Details - Annual Review

ID	Student	DOB	Age	Case Manager	Native Language
999017	Hidalgo Test	02/13/2005	8y7m	Susan Burger	Student Summary

Event Outline - Annual Review

	Last Assign Date	Last Access Date	Completed Date
Child Study Team Case			
IEP Format, Segments and Dates			
Draft / Revise IEP			
IEP Meeting Setup			
Finalize and Distribute IEP			

IEP Format:
Segment A

Meeting has not been set up.

IEP Format, Segments and Dates

The first step of the process is to enter the beginning and ending dates for the goals you are about to create. This is done by clicking on **IEP Format, Segments and Dates**, which brings up the following screen:

Student: Hidalgo Test - 999017
Location: Test Location
IEP Format: Amendment Format BCSS Format

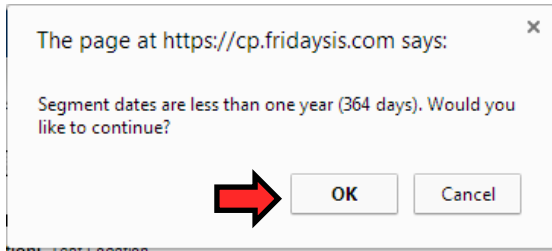
	ESY Order	Begin	End	Segment Description	G&O
<input type="checkbox"/> Segment A	1	09/01/2013	06/30/2014	2013 / 2014 School Year	<input type="checkbox"/>
<input type="checkbox"/> Segment B	2				<input type="checkbox"/>
<input type="checkbox"/> Segment C	3				<input type="checkbox"/>
<input type="checkbox"/> Segment D	4				<input type="checkbox"/>
<input type="checkbox"/> Segment E	5				<input type="checkbox"/>

* Note: The Begin Date of the 1st ordered segment is the IEP's Implementation Date

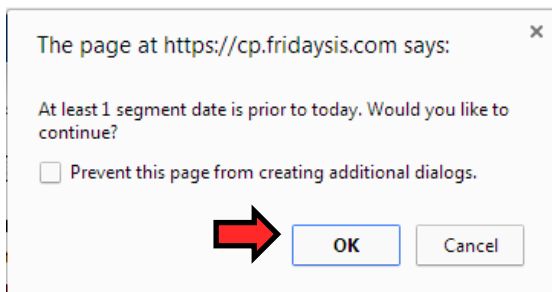
Font: [] Size: []

The default dates are going to say that the goals and objectives are effective from **9/01/2015** to **6/30/2016**.

Once you have confirmed the information is correct, click the SAVE button. You will be presented with the following pop up windows:



Click **Okay**. There may be one more popup window, depending upon the date range that you have chosen saying the following :



Click **Okay**. Once completed you will be returned to the **Annual Review Event Details** Page, detailing the changes you have implemented.

Event Details - Annual Review

ID	Student	DOB	Age	Case Manager	Native Language
999017	Hidalgo Test	02/13/2005	8y7m	Susan Burger	Student Summary

Event Outline - Annual Review

	Last Assign Date	Access Date	Completed Date
Child Study Team Case			
IEP Format, Segments and Dates			09/18/2013
<i>IEP Format:</i>			
2014 / 2015 School Year (09/01/2014 - 06/30/2015)			
Draft / Revise IEP			
IEP Meeting Setup			
<i>Meeting has not been set up.</i>			
Finalize and Distribute IEP			

Draft/Revise IEP

The next step is to enter goals and objectives for the student. To begin this process, click on **DRAFT/REVISE IEP** on the Annual Review Events Details Page

Event Details - Annual Review

ID	Student	DOB	Age	Case Manager	Native Language
999017	Hidalgo Test	02/13/2005	8y7m	Susan Burger	

[Student Summary](#)

Event Outline - Annual Review

Assign Date	Last Access Date	Completed Date
	09/18/2013	

[Child Study Team Case](#)

[IEP Format, Segments and Dates](#)

IEP Format:
2014 / 2015 School Year (09/01/2014 - 06/30/2015)

[Draft / Revise IEP](#)

[IEP Meeting Setup](#)

Meeting has not been set up.

[Finalize and Distribute IEP](#)

The next screen will ask you to select an **IEP FORMAT**. Click the circle next to **BCSS FORMAT**. Once you have selected the BCSS Format, click **SAVE**.

IEP Format

Template Select

BCSS Format

Amendment Format

The next screen is the **IEP SECTION LIST**. This screen has multiple links, to different sections of the student's progress report. The areas that are to be completed by the teacher have the suffix **TEACHER ENTRY** at the end of them.

To print an individual section, such as goals and objectives that you have created, click the **printer icon** next to the area where you have input the information to see the RealTime format of goals and objectives.

To proceed to entering goals and objectives, click on **Goals & Objectives (New Functionality)**

ID	Name	Grade	Event Type	IEP Format	
999017	Test, Hidalgo	05	Annual Review	BCSS Format	Student Summary

Step	Section	Revised by	Date
1	Goals & Objectives (New Functionality) - Teacher Entry		
2	Modifications / Accommodations -- Teacher Entry		
3	Supplementary Aids and Assistive Technologies - CST Entry		
4	Participation in District and State Assessment Program - CST Entry		
5	Statement of Special Education and Related Services - CST Entry		
6	Behavioral Intervention Plan - CST Entry		

[Append Additional Documents](#)

[Return to Event Details](#) [Preview/Print Draft](#) [Print Clean Copy](#)

Goals and Objectives - Teacher Entry

There are four areas of the Goals and Objectives Entry screen. **Selected Goals** will indicate goals that were already created for the student, with the current number in parentheses. **Browse to Select and Search to Select** are two methods to go through the content libraries in RealTime. The final tab is **Free Type Additional Goals** where you can free type your own goals and objectives.

[Selected Goals \(5\)](#) [Browse To Select Goals](#) [Search To Select Goals](#) [Free Type Additional Goals](#)

[Copy goals from segment '2013 / 2014 School Year' of the most recent Annual Review implemented on 07/05/2014](#)

Copying goals from previous documents

You now have the ability to copy goals and objectives from a previous annual review document. To do so, you will see the button labeled **“Copy goals from “.....”** and when you click on it, you will get a list of goals and content areas from the previous document. You can select all or certain goals that you would like to use again for your student.

Goals previously selected

- Check/Uncheck All
- Goals & Objectives
 - 3.1: Reading Standards for Literature (Grade: 05)
 - A. Key Ideas and Details
 - TEST GOAL TEST GOAL TEST GOAL
 - When given a grade-level literary text and a verbal prompt to explain what the text says, Hidalgo will quote accurately from the text to explain what the text says explicitly
 - When given a grade-level literary text and a verbal prompt to explain what the text says, Hidalgo will quote accurately from the text to explain what the text says explicitly
 - When given a grade-level literary text and a verbal prompt to explain what the text says, Hidalgo will draw inferences, quoting accurately from the text
 - When given a grade-level literary text and a verbal prompt to explain what the text says, Hidalgo will draw inferences, quoting accurately from the text

250.1: Preschool/Primary Curriculum Readiness Skills (Grade: AL)

Adding New Goals

If you choose to **Search for New Goals to Add** your screen will look like this:

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Revert Save Save & Preview Return Next Section

Subject: 1: Visual & Performing Arts Grade: Search: Clear Search

Available Goals

1: Visual & Performing Arts

- 1.1 The Creative Process
 - Grade: 02
 - Grade: 05
 - Grade: 08
 - Grade: 12
- 1.2 History of the Arts and Culture
- 1.3 Performance
- 1.4 Aesthetic Responses & Critique Methodologies

Revert Save Save & Preview Return Next Section

You can search for a specific **Subject** area , a specific **Grade** or a combination of the two. Once you have put in what you want to search for, click the **SEARCH** button and your results will appear.

If you choose to **Browse Add Goals**, you will be able to select the academic areas you wish to browse, as well as the grade levels. The screen will look like the following:

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Revert Save Save & Preview Return Next Section

NEW GOALS

- + 1: Visual & Performing Arts
- + 2: Comprehensive Health & Physical Education
- + 3: English Language Arts
- + 4: Math
- + 5: Science
- + 6: Social Studies
- + 9: 21st Century Life and Careers Standards Learning Progressions
- + 15: Activities for Daily Living
- + 16: Behavior Management
- + 20: Preschool/Primary Curriculum Readiness Skills
- + 22: Primary Mathematics
- + 24: Primary Autism Curriculum
- + 26: High School MD Curriculum
- + 28: Classroom-Motor/Adaptive PE
- + 30: General Education Goals and Objectives
- + 32: Readiness/Work Place Readiness
- + 901: Speech
- + 930: Counseling/Affective
- + 950: Occupational Therapy Goals
- + 970: Physical Therapy Goals

Revert Save Save & Preview Return Next Section

You will see a list of the content areas in RealTime. To see the **STANDARDS** associated with a content area, click on the plus sign to expand the content area. Then select one of the standards that appear

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Revert Save Save & Preview Return Next Section

NEW GOALS

- 1: Visual & Performing Arts
 - 1.1 : The Creative Process
 - 1.2 : History of the Arts and Culture
 - 1.3 : Performance
 - 1.4 : Aesthetic Responses & Critique Methodologies
- + 2: Comprehensive Health & Physical Education
- + 3: English Language Arts
- + 4: Math

Once you have selected your standard, you will be presented with the grade levels associated with that standard. Please note that the goals, objectives, standards, and content areas generated in RealTime are pulled from the State of New Jersey and are aligned with the State's current standards.

You may see certain grade levels missing. If your grade level is missing, you are to select the next closest grade to assign the standard to the student.

Click the **+** sign next to the grade to see the goals associated with that grade.

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Previous Standard Return to AFA List Return to Selected Goals Next Standard

Visual & Performing Arts

1.1 The Creative Process

- Grade: 02
- Grade: 05
- Grade: 08
- Grade: 12

Previous Standard Return to AFA List Return to Selected Goals Next Standard

The goals associated with the grade level will now appear. To select a goal, click on the **check box** to the left of the goal. (You can edit the goal text, described below)

NOTE: You can only select 1 goal at a time.

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Previous Standard Return to AFA List Return to Selected Goals Next Standard

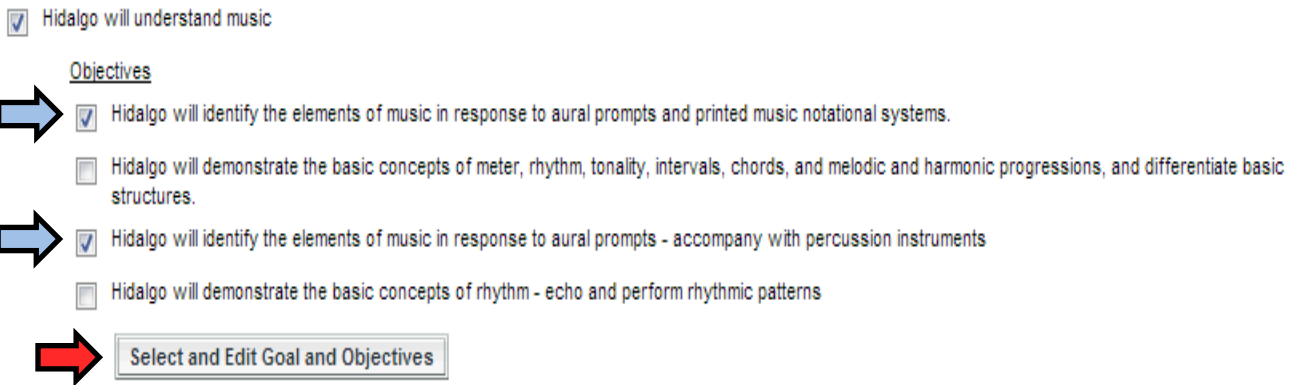
Visual & Performing Arts

1.1 The Creative Process

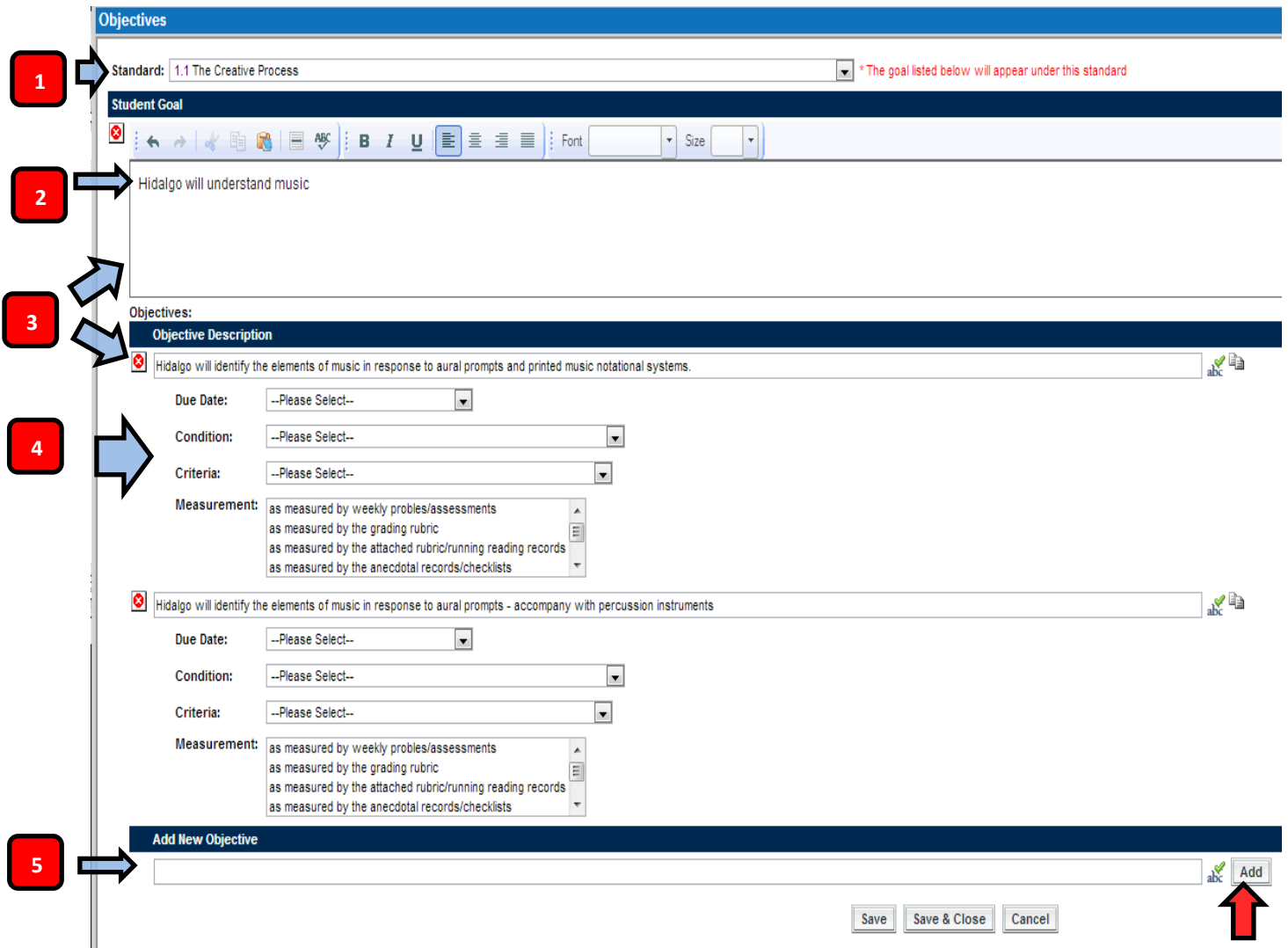
- Grade: 02
- Grade: 05
 - Hidalgo will understand dance
 - Hidalgo will understand music
 - Hidalgo will understand theater
 - Hidalgo will understand visual art
- Grade: 08
- Grade: 12

Previous Standard Return to AFA List Return to Selected Goals Next Standard

The list will expand to display the available objectives for that Goal (plus you can always free type an objective). Select the objectives you wish to use, or none of the objectives if you wish to add your own by clicking the **SELECT AND EDIT GOALS AND OBJECTIVES** button



A popup window will have opened on your browser similar to the image below:



Note the following:

- 1) We have simplified the goal standards process by adding content area titles. You will now only have to select the goal's intended content area as opposed to a specific standard.
- 2) That the goal and objectives you chose include the student's **first name**.
- 3) That the goal and objectives you chose and can be **edited and/or deleted**.
- 4) You can add the **Due Date, Conditions, Criteria, and Measurements** for each goal, just as you did in IEP Planet.
- 5) You can add free type objectives by typing in the text box under ADD NEW OBJECTIVE and clicking ADD

Hidalgo will identify the elements of music in response to aural prompts and printed music notational systems.

Due Date: by the end of this IEP

Condition: with minimal assistance

Criteria: ___% of the time 80

Measurement: as measured by weekly probes/assessments
as measured by the grading rubric
as measured by the attached rubric/running reading records
as measured by the anecdotal records/checklists

As an example, **if these options above are selected** for the Due Date, Conditions and Criteria, and Measurement, the result would appear as the following on a report:

By the end of this IEP, Hidalgo will identify the elements of music in response to aural prompts and printed music notational systems, with minimal assistance 80% of the time as measured by weekly problems / assessments.

Once you have completed inputting the goal, objectives, and conditions & criteria as well as chosen what standard this will fall under, click the Save and Close button at the bottom of the window to return to the list of available goals and objectives.



You will now be on the screen that will allow you to choose additional goals and objectives. Note that any goal(s) you have chosen will be highlighted in yellow:

 Hidalgo will understand music

You may continue to select additional G&O, or click the **Return to Selected Goals** button to see the list of G&O chosen for this student, or on **Return to AFA LIST** to return to the list of available content areas.

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Previous Standard Return to AFA List Return to Selected Goals Next Standard

Visual & Performing Arts

1.1 The Creative Process

- Grade: 02
- Grade: 05
- Grade: 08
- Grade: 12

Previous Standard Return to AFA List Return to Selected Goals Next Standard

If you have selected Return to Selected goals, you will notice that you will see the content area for the goals you have just created.

Click on the **+ sign** to expand the content area to see what goals and objectives have been entered.

999017 - Hidalgo Test - Grade: 05
Annual Review

Goals & Objectives (New Functionality) - Teacher Entry - Step: 1
Template: BCSS Format - A

Revert Save Save & Preview Return Next Section

[Browse To Add New Goals](#)
[Search For New Goals To Add](#)

Goals selected for Hidalgo Test

Visual & Performing Arts (2009)

1.1: The Creative Process (Grade: 05)

Hidalgo will understand music







- by the end of this IEP, Hidalgo will identify the elements of music in response to aural prompts and printed music notational systems with minimal assistance 80% of the time as measured by weekly probes/assessments
- Hidalgo will identify the elements of music in response to aural prompts - accompany with percussion instruments

Revert Save Save & Preview Return Next Section

When you are done putting in your goals and objectives you must click SAVE to save the work that you have done.

To return to the **IEP SECTION LIST** from the above screen, hit **RETURN**. You will see that there will now be a **REVISED Date** and a **Username** indicating who the last person was who worked on the Goals and Objectives. The next section for teachers to complete is the Modifications and Accommodations.

ID	Name	Grade	Event Type	IEP Format
999017	Test, Hidalgo	05	Annual Review	BCSS Format Student Summary

Step	Section	Revised by	Date
 1	Goals & Objectives (New Functionality) - Teacher Entry	testea	09/19/13
 2	Modifications / Accommodations -- Teacher Entry		
 3	Supplementary Aids and Assistive Technologies - CST Entry		
 4	Participation in District and State Assessment Program - CST Entry		
 5	Statement of Special Education and Related Services - CST Entry		
 6	Behavioral Intervention Plan - CST Entry		

Append Additional Documents

Modifications / Accommodations Teacher Entry

Click on **Modifications / Accommodations Teacher Entry** to enter in the modifications for the student.

999017 - Hidalgo Test - Grade: 05
Annual Review

Modifications / Accommodations -- Teacher Entry - Step :
Template: BCSS Format - F

This page is optional.
Would you like to include this page when printing?

Modifications and Supplementary Aids and Services

State the modifications for the student to be involved and progress in the general education curriculum and be educated with nondisabled students. State the supplementary aids and services that will be provided to the student or on behalf of the student [N.J.A.C. 6A:14-3.7(e)4]. If the student will not be participating in the general education classroom, state the modifications and supplementary aids and services to enable the student to be involved and progress in the general education curriculum in the special education classroom. Identify any assistive technology devices and services to be provided.

Hidalgo does not require any modifications at the present time

Preschool / Readiness

- Instructional Strategies and Techniques that Address Learning Style:
- Techniques and Activities to Support Personal-Social Development:
- Class Work Curricular Procedures:
- Additional Modifications

All Instructional Areas

- Modifying the Presentation of Materials
- Modifying the Environment
- Modifying Test
- Modifying the Grading

This is the list of Modifications / Accommodations. Note that they are organized as groups. When a modification should be "All Day", choose from the All Instructional Areas group. If the modification is only for Language Arts, then choose from the Language Arts Section. Only the items checked off will print in the IEP.

When you are completed hit **Save**.

Entering Grades

The instructions below will assist with accessing a class roster to maintain grades, comments and period/course attendance during the Report Card cycle.

There are two ways to enter grades in RealTime. One way is by INDIVIDUAL STUDENT, and the other way is by TEACHER AND COURSE SECTION. This will explain the process for both so you can determine which one you find more convenient.

Grading Legend

There are currently two grading legends in RealTime, which are similar to ones used in past years.

The Life Skills programs use the following grading legend:

S = Satisfactory Progress

I =Improving

N =Needs Improvement

W =Waived

IN =Incomplete

The Behavioral programs use the following grading legend:

A = Excellent

B = Good

C = Fair

D = Needs Improvement

F = Failing

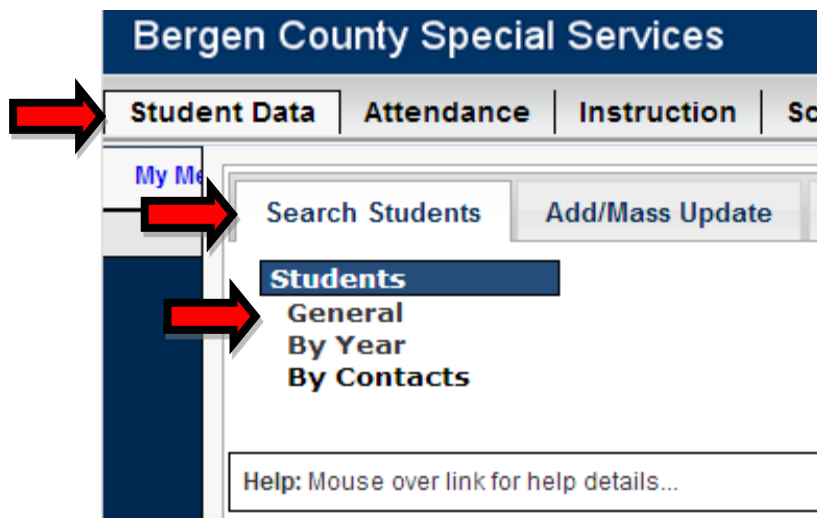
IN = Incomplete

W = Waived

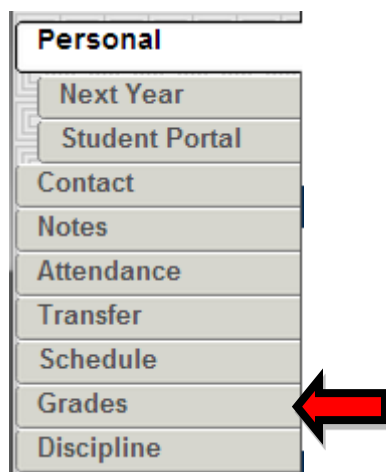
If you are unsure as to which category your program falls under, please consult with your program principal.

Entering Grades – Individual Student







1. Click on **Student Data, Search Students, General.**



2. Type in the student's name that you are searching for and click **Find Student(s)**.
3. When the student's information appears on your screen click on the **Grade** tab to the left.








4. When you click on grades, you will get the following screen. To input grades, click **EDIT GRADES**:

Megan A. Park      


ID: 905970 | HR: 207 | Grade: 12 | District: 4310 | School: HS | RPC: 08 | CNS: MB | SHR: F | CM: JF | GND: F
 Current Day: (236) Daily Attendance: Weekend

View: Grades Comments Attendance

AC	TC	Course Title	Course/Section	Teacher	MP1	MP2	MP3	MP4	MY Exam	MY Grade	Final Exam	Final Grade	Cred Att.	Cred Earn
	<input checked="" type="checkbox"/>	ENGLISH I CP - Held in evening	0012/03	Susan Ross	A	C	B							5.000
	<input checked="" type="checkbox"/>	CALCULUS AP	0144/01	Carol Kliewe	A	A	A							5.000
	<input checked="" type="checkbox"/>	BIOLOGY AP	0342/01	Carol Marulli	B	A	B							7.500
	<input checked="" type="checkbox"/>	PSYCHOLOGY	0440/03	Shirley Novak	C	A	B							2.500
	<input checked="" type="checkbox"/>	PHYS. ED. 9	1201/08	Linda PE Staff 9	D	A								3.750

Credits Earned: 0.000
 Credits Attempted: 23.750
 * = Override Credits

Options:



Edit Grades

New Search Options

View Grade Updates View Comment Updates

Marking Period: 1 Report Card

New Transcript Transcript Gradebook

5. Next, you will be able to input the grades for each one of the classes that the student has.

AC	TC	Course Title	Course/Section	Teacher	MP1	MP2	MP3	MP4	MY Exam	MY Grade	Final Exam	Final Grade	Cred Att.	Cred Earn
	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	ENGLISH I CP - Held in evening	0012/03	Susan Ross	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.00	
	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	CALCULUS AP	0144/01	Carol Klewe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.00	
	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	BIOLOGY AP	0342/01	Carol Marulli	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.50	
	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	PSYCHOLOGY	0440/03	Shirley Novak	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.50	

Credits Earned: 0.000
Credits Attempted: 20.000
* = Override Credits

6. Once you have completed entering grades, you will click **SUBMIT** at the bottom of the page.

Printing Report Cards

1. Navigate to the Student's grading page. (Shown below) If you would like to print out the report cards, click on the **Report Card Button**

Megan A. Park

ID: 905970 | HR: 207 | Grade: 12 | District: 4310 | School: HS | RPC: 08 | CNS: MB | SHR: F | CM: JF | GND: F

Current Day: (236) Daily Attendance: Weekend

View: Grades Comments Attendance

AC	TC	Course Title	Course/Section	Teacher	MP1	MP2	MP3	MP4	MY Exam	MY Grade	Final Exam	Final Grade	Cred Att.	Cred Earn
	<input checked="" type="checkbox"/>	ENGLISH I CP - Held in evening	0012/03	Susan Ross	A	C	B						5.000	
	<input checked="" type="checkbox"/>	CALCULUS AP	0144/01	Carol Klewe	A	A	A						5.000	
	<input checked="" type="checkbox"/>	BIOLOGY AP	0342/01	Carol Marulli	B	A	B						7.500	
	<input checked="" type="checkbox"/>	PSYCHOLOGY	0440/03	Shirley Novak	C	A	B						2.500	
	<input checked="" type="checkbox"/>	PHYS. ED. 9	1201/08	Linda PE Staff 9	D	A							3.750	

Credits Earned: 0.000
Credits Attempted: 23.750
* = Override Credits

Options:

Edit Grades

New Search Options

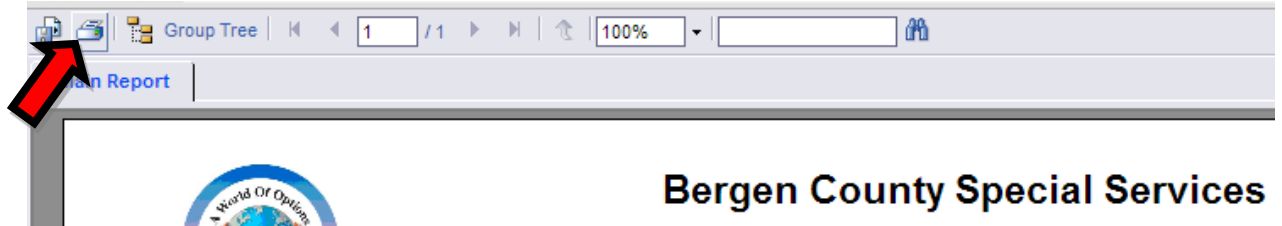
View Grade Updates View Comment Updates

Marking Period: 1

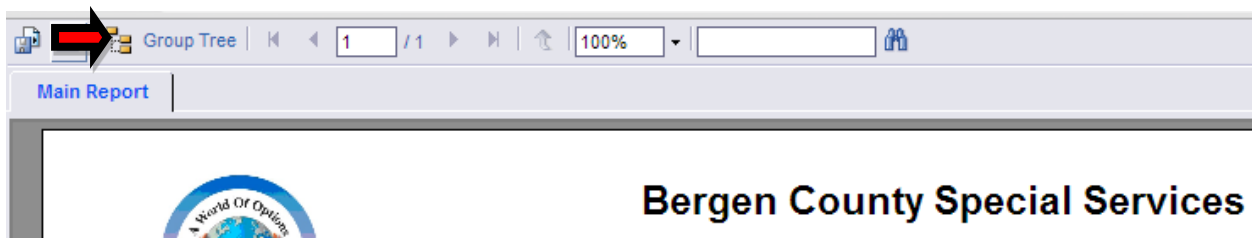
New Transcript Transcript Gradebook

2. The report card will be displayed on your screen. To print out this report card, click the printer icon. **USING THE BROWSERS PRINT MAY NOT PRINT OUT THE ENTIRE REPORT CARD.**

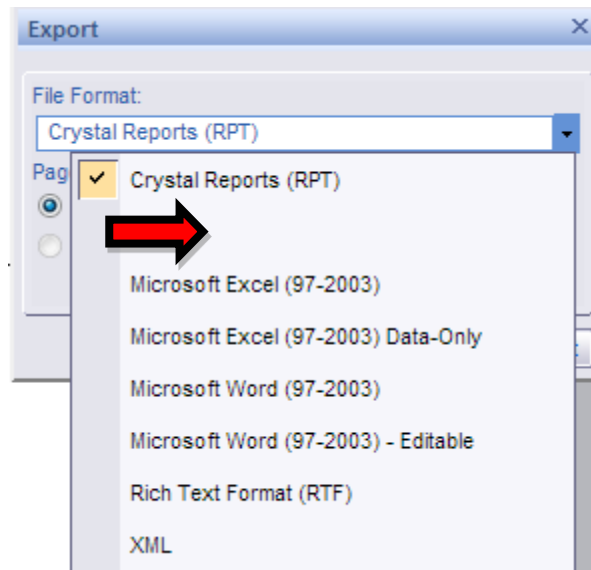
Note: If clicking the printer button prints out the report card incorrectly, then you are missing a plugin called "Crystal Reports". Please enter a helpdesk request asking for Crystal Reports to be installed.

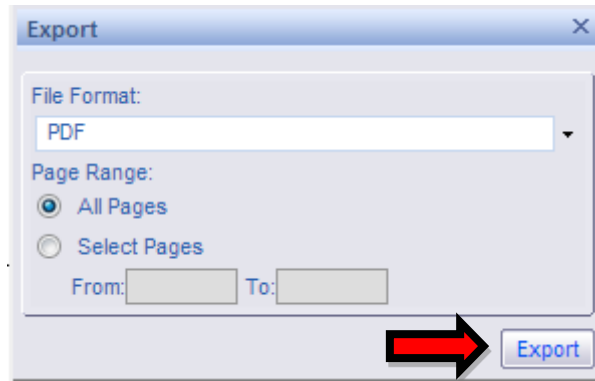


- 2a. **If you do not have "Crystal Reports" installed, then you have another option of how to print out your report card.** Click the **Export** button shown below



- 2b. You will be given a file format for which you can export the report card to print. Click the **drop down menu** and select **PDF**, then click **Export**.





This will download the report card as a PDF. From here, you will be able to open the report card in Adobe Reader/PDF Viewer and print out the document.

Entering Grades by Teacher/Course

- a. Click on **Instruction, Grade Reporting**, under **Grade Reporting** click **Grade Entry**.
- b. The screen will display a Location, Teacher and Course/Section dropdown boxes. The boxes will be pre-set with teacher's course information.

Location: Senior High School

Teacher: Pargas, Spencer

Course/Section: ALGEBRA I -- 0112 -- 01 --

Show Prev. MP: Yes No

Submit

If you would like to display the previous marking period grades click **Yes**.

Use this box to select the class to grade.

- c. Click on the down arrow next to the Course/Section box to select the Course/Section to update. Click **Submit** to continue.

- d. The class roster for the current marking period will appear. Please take the time to verify that you are updating the correct class by checking the top information bar. The students enrolled in this class will appear in alphabetical order below this information bar.
- e. **About the ticker – Do not be alarmed.** The ticker is there to protect your data entry. If you get distracted or walk away from this task without clicking the **Save** button you will not lose the data due to the session timing out from “no activity”. If the timer gets to “0 seconds left” the data on the page will be saved even if you have not clicked the **Save** button at the bottom of the page.



Teacher	Course Title	Course ID	Section ID
Spencer Pargas	ALGEBRA I	0112	01

Student	MP: 1																								
Abbatellox, Brandon ID: 110026 HR: 105	<table border="1"> <tr> <td>Grade</td> <td>A</td> <td>MP1 Grdebk: (93.50/A)</td> </tr> <tr> <td>Comment 1</td> <td></td> <td></td> </tr> <tr> <td>Comment 2</td> <td></td> <td></td> </tr> <tr> <td>Effort</td> <td></td> <td></td> </tr> <tr> <td>Conduct</td> <td></td> <td></td> </tr> <tr> <td>Absences:</td> <td></td> <td>PAb:</td> </tr> <tr> <td>Tardies:</td> <td>0</td> <td>PTd: 0</td> </tr> <tr> <td>Unexcused Abs:</td> <td>2</td> <td></td> </tr> </table>	Grade	A	MP1 Grdebk: (93.50/A)	Comment 1			Comment 2			Effort			Conduct			Absences:		PAb:	Tardies:	0	PTd: 0	Unexcused Abs:	2	
Grade	A	MP1 Grdebk: (93.50/A)																							
Comment 1																									
Comment 2																									
Effort																									
Conduct																									
Absences:		PAb:																							
Tardies:	0	PTd: 0																							
Unexcused Abs:	2																								

The number and title of Comments that appear are controlled by the school administration. Your screen may not appear exactly like this example.

Click here to open a legend of grades or comments.

- f. Type in the grade. It is not necessary to enter upper case for letter grades or comments; the program will adjust the text and validate the entry.
- g. When you have finished maintaining all of the students in this Course/Section click on the **Save Grade Changes** button to save your work.

- h. The screen below will appear. Check the data on this screen. Validate the number of students and records updated. If there is ever a discrepancy leave the screen active or print the screen and contact technology via the helpdesk.



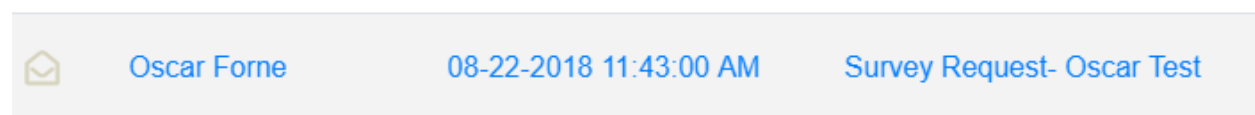
PLAAFP Surveys

CST now has the ability to request a PLAAFP survey for a student. When a PLAAFP survey is sent to you, the notification envelope in RealTime will become green.



To begin, click on the **GREEN ENVELOPE**

You will be brought to a list of messages, where the unread ones are in **BOLD**, similar to your e-mail. Click on the unread message to see what CST has sent you:



Read the message and the last line will have a hyperlink that says “CLICKING HERE” which will bring you to the PLAAFP entry screen. Please note that in this message, CST will tell you the deadline for the PLAAFP SURVEY SUBMISSION.

The next screen you will see is the page where you can access your current surveys. To access your survey, click on the **PLAAFP** text under **SURVEY**

Access Survey Requests

Student ID	Student	Request Date	Due Date	Survey	Last Modified Date
999017	Test, Hidalgo	03/05/2018	04/04/2018	PLAAFP	03/05/2018

[Print / View G&O Library](#)
[Print / View Modifications Library](#)
[Demo G&O Interface](#)

Once you selected **PLAAFP**, you will then be able to complete the sections that your student receives. Please be advised that the system will show you all the different areas that are available, not just the ones specific to your student. Do not worry, as the system will only generate a printout based off of what you entered. For example, if you see SPEECH, but your student does not receive speech, it will not print as long nothing has been entered under that section

To complete a section, click on the **(COMPLETE SECTION)** button.

Mathematics

(include current levels, data, teacher observation, strengths, weaknesses, modifications, strategies that have been successful, behavioral and social functioning)

[\(Complete Section\)](#)

Once you do that, the text window will open and you can enter in the required comments for your PLAAFP survey. Once you are done, be sure to hit **SAVE**.

You are able to save the survey and work on it later when you need, by clicking the **SAVE button** at the bottom of the window.

Cancel Changes

Save

Return

Save and Print Results

Submit Survey to CST

Once you have completed the survey and have no further revisions, please click the **SUBMIT SURVEY TO CST** button at the bottom of the page so that CST has your survey results on file for the student. If CST needs to, they can send you the survey back to you for revisions. The process will be the same as noted above.

Please note that after you submit the survey results to CST, you will no longer be able to revise it.