Milepost Matters

Greetings Milepost Leaders!

Data Day is the opportunity for staff to view, sort, analyze, and use data that has been gathered on their students. We will have an opportunity, as leaders, to walk our staff through the user capabilities of the Milepost program. We are at Year One of our new standardized expectations in the district and we want our staff members to feel knowledgeable, competent, and successful. This newsletter will be our communication tool to the leads to guide the ongoing professional development as we work towards our goals. It will be very important to get feedback from the leads as to the specifics of their buildings and levels as we all have different needs.

Upcoming Training Focus—Data Day—September 14

- Successful Login
- Homepage
- Navigation
- Reports
- Choose a class
- Report Search Options
- Data Sorting
- Student e-file
- Interventions/ Accommodations
- Progress Monitoring
- Notes
- Support Tab

Successful Login Tips

- User Accounts are setup within your district using full email address on record
- If you have forgotten your password there is a Forgot My Password link on the Mileposts login page. You can use the form to help you recover your password by providing a valid username associated with your (district email) account and you will be emailed reset instructions for your password.
- Passwords must consist of at least 7 characters and 1 number.
- All other issues, please contact Cindy Braun or Cathy Turpin and they will help you.

Support

In the upper right hand corner there are two valuable blue tabs. One is for direct communication with Silverback team and the other has a wealth of information for training and reminders.

Another support for the Milepost Leaders is a problem solving google doc. Click on the Google Drive icon (to the left of this text) to access this document.
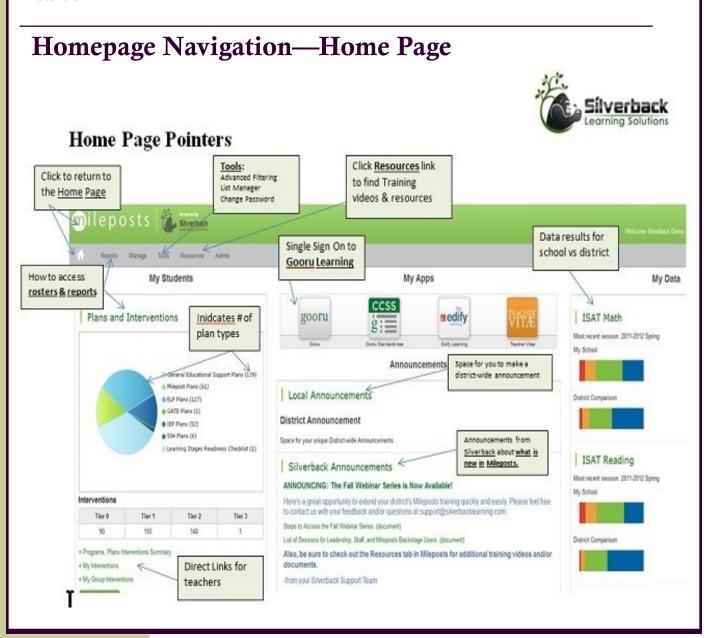
Getting Started

The primary focus of Mileposts is to improve learning for <u>ALL</u> students.

Within Mileposts, teachers and administrators can:

1. Access district and state assessment data reports - classroom and individual students.
2. Sort assessment reports to identify varying student needs.
3. Document and monitor interventions for individual or groups of students.
4. Set up and maintain plans (such as IEP, 504, ELP, RtI, Graduation, etc).

For your building's Data Day training, please refer to the support located within the training and support tab materials.

Homepage Navigation—Home Page

Proposed Agenda to Get You Started…each building may have their own customized needs

Elementary

- **Successful Login**
- **Home Page Navigation**
- **Reports (double click word "reports" on gray tool bar)**
- **Go to Student Information (great quick access to phone numbers & parent names)**
- **Drop Down Tool—go to their class**
- **Report Search Options**
- **Go to specific Report (IRI, ISAT, or other)**
- **Go to "Programs, plans, summaries"**
- **Go to E-file for your "at-risk" students**
- **Student Information—at a glance to see other teachers**
- **Add intervention (individual & group)**
- **Add progress monitoring**
- **Add a note**

Secondary

- **Successful Login**
- **Home Page Navigation**
- **Reports (double click word "reports" on gray tool bar)**
- **Go to Student Information (great quick access to phone numbers & parent names)**
- **Drop Down Tool—go to their Advisory class**
- **Report Search Options**
- **Go to specific Report (IRI, ISAT, or other)**
- **Go to "Programs, plans, summaries"**
- **Go to E-file for your "at-risk" students**
- **Student Information—at a glance to see other teachers**
- **Start Communication with "Team" (create distribution list for that child)**
- **Add Note—"Advisory Teacher is _____. After reviewing data we have concerns about the progress of _____. We will begin communication within our team.**

Watch for personalized messages on the Milepost home page!