

What do I do when a student has completed their progress monitoring?

Schedules can be organized into two categories: Active and Filed. Active schedules are ongoing. Completed schedules can be filed. This separates them from the active list, and sorts the schedules by schedule date. For example, 2006 Filed, 2005 Filed, and so on. To file a schedule:

1. Login to your account.
2. Click the Progress Monitor tab.
3. Check the box next the student's name.
4. Click **File** at the bottom of the page.

To view filed schedules, locate the **Showing Active Schedules** drop-down menu in the upper right of the screen and select the desired timeframe.

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