**RTI Direct - Refresher Session** 10/16/2017

By Kyle O’Toole 3:45-4:45pm

**My RTI Direct ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signing In To RTI Direct**

* Sign in at [www.RTImdirect.com](http://www.RTImdirect.com), enter User ID and Password.

**Finding Students on RTI Direct**

* Use search RTI direct search bar on top right to locate student by last name:





* Click on students name to see “Student Details”
	+ Name, ID #, birthday, grade... etc.
	+ Click the + next to “student information” to expand the box
* Stay in the “Interventions” Tab in the lighter gray bar.

**Adding An Active Intervention**

\*Adding an intervention is a way to add an overall goal that you are working on with a student for that RTI cycle to the student’s profile.

* Move down to “Intervention Services”
	+ Click “New Intervention” on the right side of the “intervention services” bar” bar.
* Complete all areas with red asterisks
	+ School year
	+ Intervention Area
	+ Intervention
	+ Start/End Date for your RTI cycle
	+ Mode: in-class/ small group..etc

Follow the “intervention services” bar all the way over to find the “new intervention” button

* + Freq and Duration (how many times per week?)
	+ Scheduled: within the school day
	+ Decision: continue services
	+ Status: MUST BE ACTIVE.
	+ Grade
	+ Provider- scroll down and find your name
	+ Classroom Teacher- find your name again!
	+ Administrator: Kelly Galullo



I am sure you can’t read the text in this photo. Just be able to recognize this general layout when it comes up on RTI Direct!

* If you see a space that asks for FUNDING- always use the “Local” option. Ignore the percentage box.
* Add **BRIEF** information for:
	+ Reason/Criteria for Services
	+ Consequences of Not Achieving
	+ Intervention Curriculum (Goal and Interventions Strategy)
	+ Planned Assessment to Monitor Progress Method (drop down box!)
	+ Internal Comments if needed.
* Click Save and Return
	+ Congratulations! You just entered an intervention for a student!
	+ **You’re an RTI Direct Rock Star**!

**Adding To The Document Repository**

* Scan a document on the copy machines, send it to yourself via the email option on the copy machine. This will create a PDF version for you.
* Follow the previous steps to search for a student and get to their student detail page.
* Click on the “Document Repository” Tab in the light gray bar
* Click on the TINY “Add” button all the way over to the right side of the page. It is next to a question mark button.
* A New pop-up window will open called “Upload Document”
	+ Check off the “Upload” (not fax)
	+ Click Browse and find your Document from your computer
	+ Fill in:
		- Document Title
		- Document Date
		- Description
		- Category (Drop down box)
	+ Click SUBMIT!
	+ Return to Doc Repository or Upload More Documents?
* All uploaded Documents are viewable from the Document Repository main page.
* Congratulations! You just uploaded a document to the repository. **You’re an RTI Direct ROCK STAR**!



**Adding To The Service Log**

A service log is a way to log specifics of when you meet with a student and what you worked on.

* Follow the previous steps to search for a student and get to their student detail page.
* Stay on the “Interventions” Tab in the light gray bar





* Press the + symbol on the Intervention Services Bar
	+ Press the + symbol on the “Active Intervention” to which you wish you add a service log.
* Click “Service Log”
	+ You will see a list of all logs for that student during this particular active intervention.
	+ Click “Add” to add a new service log.
	+ You will be prompted to add information for :
		- Date
		- Provider
		- Minutes
		- Comments
	+ SAVE!





* Congratulations! You just added a service log to an active intervention.
* **You’re an RTI Direct Rock Star**!

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**Exit Survey**

\*\*Please rip this page out, complete survey, and pass in to Kyle. THANK YOU!

1. Was this session helpful?



1. Did you feel welcomed at this session?



1. Did you learn anything new?



1. What features were new to you?
2. How confident do you feel at using RTI Direct?



1. Comments/Additional Questions: