



TN PULSE: Goal Progress Monitoring Manual

For Users and Administrators

Tennessee Department of Education | July 2023

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About Goal Progress Monitoring

Goal Progress Monitoring (GPM) is a data collection tool used to analyze the degree to which instruction is improving, document overall student outcomes, and then determine the likelihood that a student with a disability will meet the measurable annual goals and short-term objectives set in the IEP. Special education teachers and service providers use progress monitoring to evaluate the effectiveness of intervention and modify instruction in response to data.

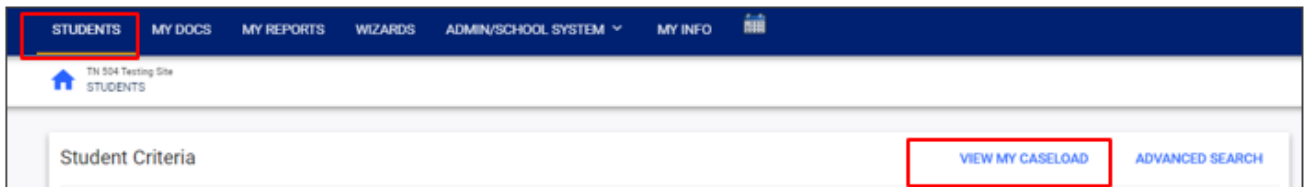
Reporting is an essential component of our progress monitoring tool. Educators will have instant access to real-time data and graphs. Each graph is based on consistently collected data with aim lines, scores, trends, and a level of mastery that help educators tell the story of the student’s progress towards their IEP goals.

Please follow the steps below to set up and finalize goals and objectives for Progress Monitoring, as well as how to navigate the **IEP Progress Monitoring Wizard**.

Setting Up Goals and Objectives for Progress Monitoring

Goals

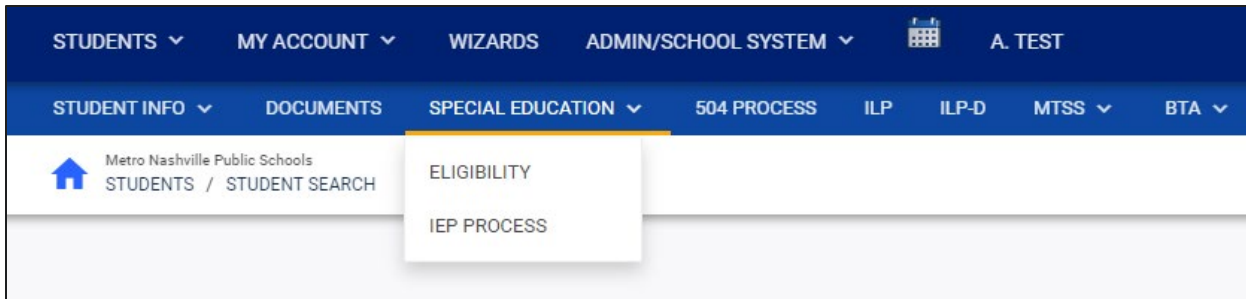
1. If a user is not yet logged in and already working within a student's record, please log in to TN PULSE and select **View My Caseload** under the **Students Menu**. This will open a list of students assigned to the user as IEP Case Manager. Click the student’s name to add a goal for progress monitoring.



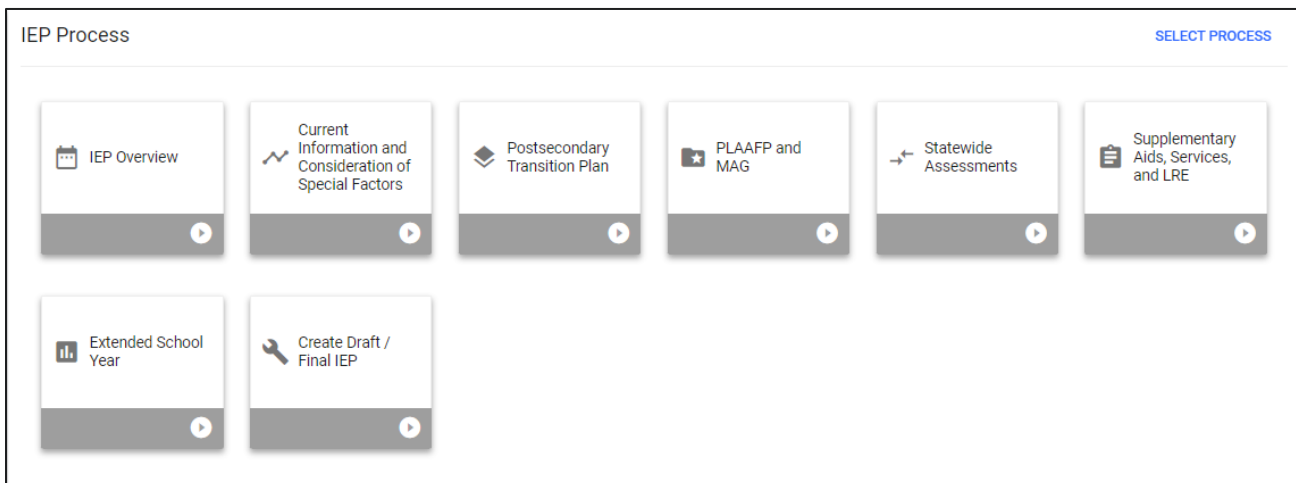
Select a Student PRINT RESULTS EXPORT RESULTS SEARCH AGAIN

CP	Proj Elig	IEP End	School	Grade	First Name	Middle Name	Last Name	State Code	Age	Date of Birth	Dis	Case Manager	Primary Option	504 Chairperson	504 Eligibility End Date	504 Plan End Date	Additional Programs
✓✓✓✓			WCX	K	Chavela	Brooke	Stalnaker	6905432	6 Years	09/08/2016		Jennifer Test Test					
✓✓✓✓	11/03/2025	11/08/2023	M	K	Avery	JenStudent	Test	9007530	6 Years	03/14/2017	DD,SI	Jennifer Test Test	03				
⚠✓✓✓	07/23/2023		SAMP	03	Benjamin	Sept 6	Test	SEETUNTSDT615T0	11 Years	03/19/2012		Jennifer Test Test					
✓✓✓✓	12/03/2024	12/02/2023	WCM	06	Emily	JenStudent	Test	4361494	12 Years	11/16/2010	AUT	Oswald Dhanraj	05	Jennifer Test Test			
✓5✓✓			SAMP	06	Emmett	Sept 6	Test	SEETUNTSDT618T1	11 Years	03/19/2012		Oswald Dhanraj		Jennifer Test Test	05/15/2026	05/16/2024	
✓✓✓✓	11/24/2024	08/09/2023	WCX	02	Laycee	Hillis	Alarcon Moran	8202587	8 Years	11/17/2014	DD	Stephanie George	01				
Ⓡ✓✓✓	04/30/2023	04/12/2023	WCM	07	Valeria	Dylan	Alley	3317441	13 Years	08/12/2009	SLD	Courtney Myers	02				

2. After selecting a specific student from your caseload, click **IEP Process** under **Special Education Menu** in the light blue menu bar.



3. To set up and log goals, select the **Present Levels of Academic Achievement and Performance (PLAAPF) and Measurable Annual Goals (MAG)** tile on the **IEP Process** page.



- Select **Add Goal** in the **Area of Need** section. Add the **Goal Statement**, **Anticipated Start Date**, and **Complete by Date**. Once completed, the **Progress Measurement Method** allows the user to add the goals and objectives for progress monitoring.



Goals - Academic Readiness ADD GOAL

 There are currently no goals added for this Goal Area.


SAVE

▼ Add Goal - Academic Readiness

Goal Statement
this is the measurable annual goal.

Anticipated Start Date **07/03/2023**  Complete By **04/23/2024** 

Progress Measurement Methods


Progress Measurement Method	Score Type	Target Score	Target Date	Del
▼	▼		mm/dd/yyyy 	

ADD MORE

SAVE **ADD ANOTHER GOAL**

- In the **Progress Measurement Method** section, users must add any data sources used to monitor the progress for the goal. Select a **Progress Monitoring Data Source** from the dropdown menu. If **Other** is selected, users will be required to describe the **Progress Monitoring Method** in the text box provided.

Progress Measurement Methods

Progress Measurement Method	Score Type	Target Score	Target Date	Del
▼ Data Collection Other	▼		mm/dd/yyyy 	

SAVE **ADD ANOTHER GOAL**

- Once you have selected a **Progress Monitoring Data Source**, users must select the **Score Type** from the dropdown menu and enter the **Target Score** and **Target Date** if the **Target Date** is different than the **IEP End Date**. If the **Target Date** is the same as the **IEP End Date**, this field can be left blank.

Progress Measurement Methods

Progress Measurement Method	Score Type	Target Score	Target Date	Del
Data Collection	▼		mm/dd/yyyy	

ADD MORE

Count
Score/Percent
Other

SAVE ADD ANOTHER GOAL

Objectives

- To include short-term objectives, select the **Add Objectives and Benchmarks** button below the **Progress Measurement Methods** section.

▼ Objectives and Benchmarks ADD OBJECTIVES AND BENCHMARKS

i Objectives and Benchmarks are required for students taking the Alternate Assessment.

i There are currently no objectives and benchmarks added for this goal.

SAVE

- The process for setting up objectives for progress monitoring is very similar to the process for setting up goals. The **Annual Goal** will auto-populate to use for reference. Enter the objective in the text box provided. Add the **Anticipated Start Date**. The **Complete by Date** will auto-populate from the date selected when completing the goal.

▼ Add Objectives and Benchmarks

Annual Goal: this is the measurable annual goal. by 04/23/2024

Objective Statement
this the short term objective connected to the measurable annual goal.

Anticipated Start Date
07/06/2023

Complete By
04/23/2024

- Follow the same process for setting up goals. Select the **Goal Progress Measurement Method**, **Score Type**, **Target Score**, and **Target Date**. If **Other** is chosen as the Progress Measurement Method, a text field will appear. Enter the type of measurement method and select the **Score Type** from the dropdown list. Click **Add More** to add more progress monitoring methods.

Goal Progress Measurement Method	Score Type	Target Score	Target Date	Copy
Data Collection	Score/Percent	80%	06/27/2023	COPY

Progress Measurement Method	Score Type	Target Score	Target Date	Del
Other <input type="text" value="Exit Ticket Data"/>	<input type="text" value="mm/dd/yyyy"/>			

ADD MORE **SAVE**

Note: Users can also select the **Copy** button which copies the **Goal Progress Measurement Method** details from the **Goal** associated with the objective.

If **Copy** is selected, it will populate in the list below. However, the date will not populate and will need to be entered before saving. Once completed, click **Save** or **Save and Add Another Objective Benchmark**.

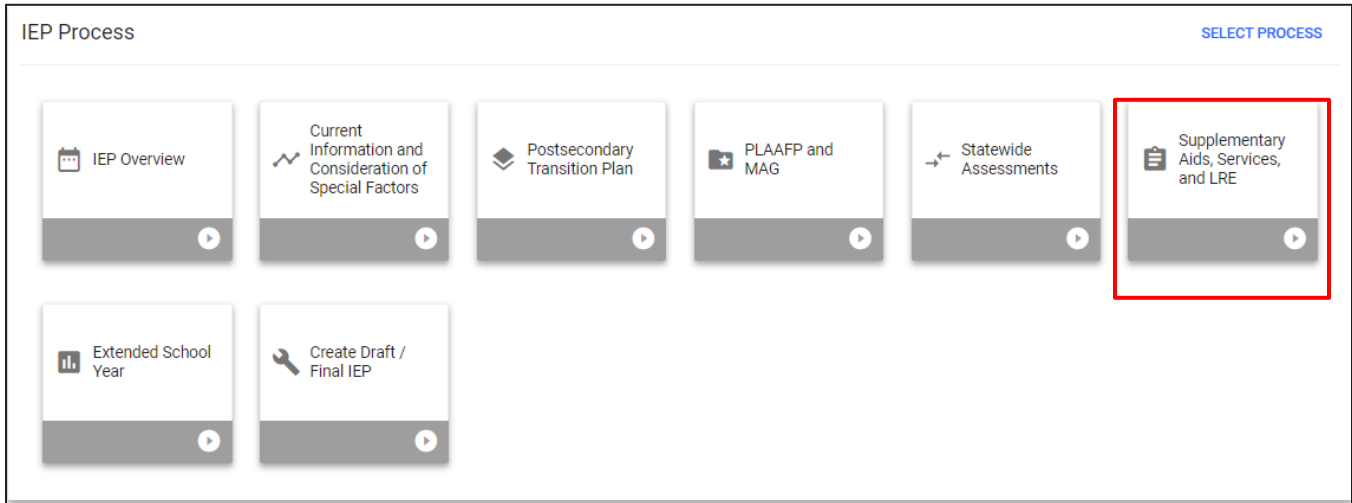
Progress Measurement Method	Score Type	Target Score	Target Date	Del
Other: Exit Ticket Data	Number Correct	10	06/22/2023	
Data Collection	<input type="text" value="mm/dd/yyyy"/>			

ADD MORE **SAVE AND ADD ANOTHER OBJECTIVE BENCHMARK** **SAVE**

Finalizing IEP Goal/Objective Progress Monitoring Set Up

Once you have completed the process for the current goal and its objectives, select **Save and Continue** at the bottom of the page and complete this process for each goal included in the student's IEP.

To continue the process of logging and finalizing goals, select the **Supplementary Aids, Services, and LRE** tile from the **IEP Process Menu**. Then scroll down to the **Special Education Services** box.



Under the **Special Education Services** or **Related Services** boxes, select **Add Special Education (or Add Related Services)** to provide details for a specific service. A pop-up window will appear. Follow the steps from the drop-down options and click **Save** to return to the previous window or **Add Another Service** to include additional services. If a service is not listed in the **Service** drop-down menu, check the box next to **Custom Special Education Service** to manually enter a service.



Add Special Education Service



Custom Special Education Service

Service

Academic Readiness



Session Length

30

minutes

hours

Frequency (# sessions)

3

Per (time period)

week



Consultation

Start Date

06/14/2023



End Date

10/26/2023



Provider

Other



If Other

Emma Test

Location

General Education



Serving School

Sample School



CLOSE

SAVE

ADD ANOTHER SERVICE

Once services are added, select the **link icon** to the right of the designated service. This button allows users to associate goals and objectives with the selected service. **This step is essential** in successfully setting up **Goal Progress Monitoring**.

Special Education Services

ADD SPECIAL EDUCATION SERVICES CLEAR ALL

Listening Comprehension

Position	Service Type	Duration	Frequency	Location
	Listening Comprehension	30 minutes	3 times/W	General Education

Start Date: 06/13/2023 End Date: 09/28/2023 Team Member Responsible: Teacher Test

Associated Goals and Objectives: No

Serving School: *Sample School

Consultation

LOG PROGRESS MONITORING CHANGES FOR EXISTING IEP SAVE

Note: If goals and services are being updated for an existing IEP, return to the previous window, and click **Log Progress Monitoring Changes for Existing IEP**. Users do not need to select this button if creating a new IEP. The goals will be logged and updated when the IEP is finalized on the **Create Draft/Final IEP** page.

The list of goals and objectives added on the **PLAAPF and MAG** page will appear. Check the box(es) next to the goals you wish to associate with the selected service. Click **Save** once completed.

Associate Goals/Objectives

Check the boxes for the goals and objectives you want to associate with this service.

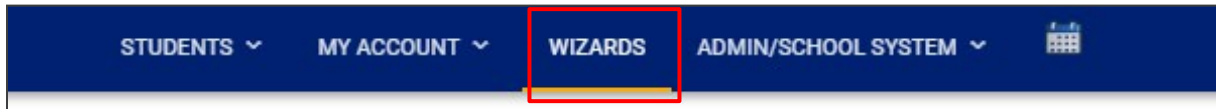
Listening Comprehension

Goal	Objective	Goal/Objective Text
<input checked="" type="checkbox"/>		Student will listen to a small group read aloud and answer 3 comprehension questions with less than 1 redirect By 12/27/2023
	<input checked="" type="checkbox"/>	test By 12/27/2023

CLOSE SAVE

IEP Progress Monitoring Wizard

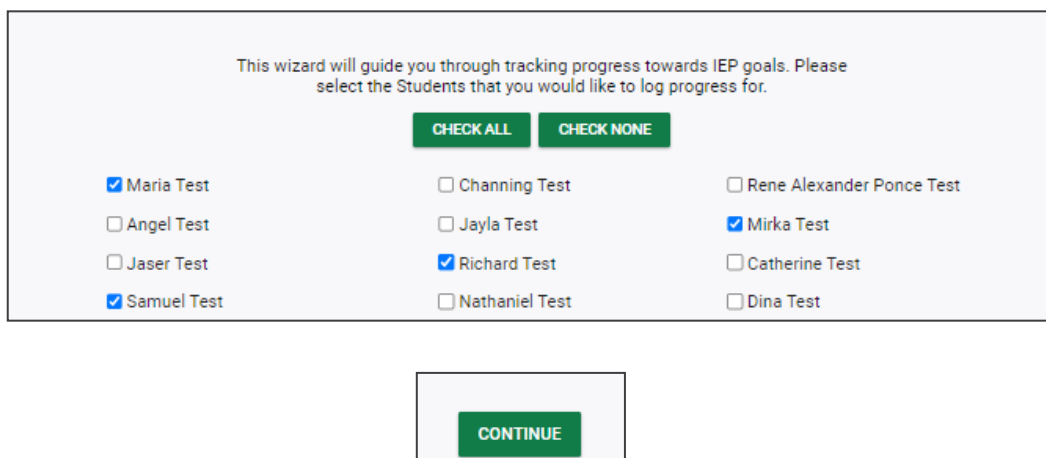
- 1) To log progress for the goals previously entered in the **IEP Process**, select **Wizards** from the **Main Menu**.



- 2) Click **IEP Progress Monitoring Wizard**.



- 3) A list of students who have goals established with a finalized IEP will appear. Choose **Check All** to select all students or check the boxes next to the appropriate student(s). Select **Continue**.



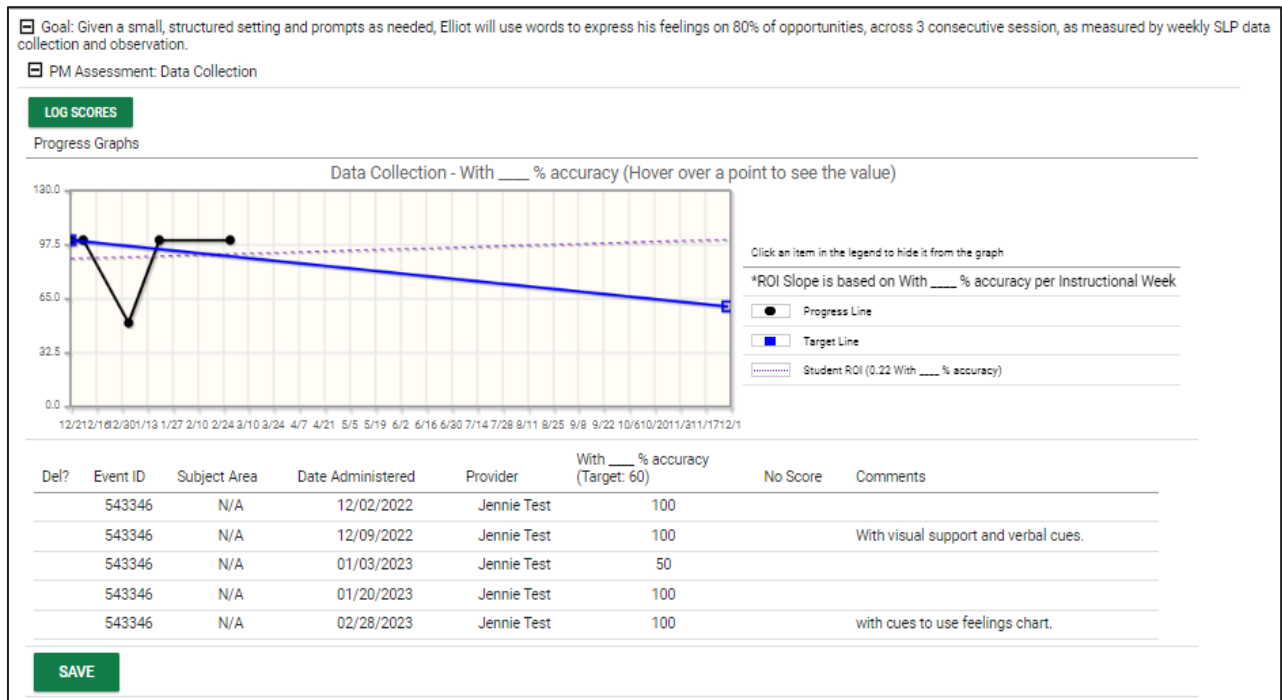
- 4) One student will display at a time along with his/her goals. Select **Expand Everything, Expand All Goals**, or the **square button** to expand the goals. Select **Log Scores** to begin adding data points for the designated goal.

- 5) The pop-up window below will appear. Include the **Date** and **Score** for each session. The score text box should only include a score. If notes are necessary, please include them in the **Comments** section next to the **Score** field. These comments can be included in **the IEP Goal Progress Monitoring Document**. Click **Submit** when complete.

Subject	Date	___ of 5 trials (Target: 4)	No Scores	Comments
Related Service	05/25/2023	2	<input type="checkbox"/>	
Related Service	05/30/2023	2	<input type="checkbox"/>	
Related Service	06/01/2023	3	<input type="checkbox"/>	
Related Service	06/06/2023	4	<input type="checkbox"/>	Making great progress in the past week!
Related Service	06/12/2023		<input checked="" type="checkbox"/>	Student was absent today

Note: Users can select **No Score** if the student was absent or unable to provide a score during the session. Selecting **No Score** will exclude the score from the graph instead of plotting a zero.

- Once scores are submitted, a graph will populate showing progress and trends for the student for each goal and objective. This graph will appear on the **IEP Goal Progress Monitoring** document.

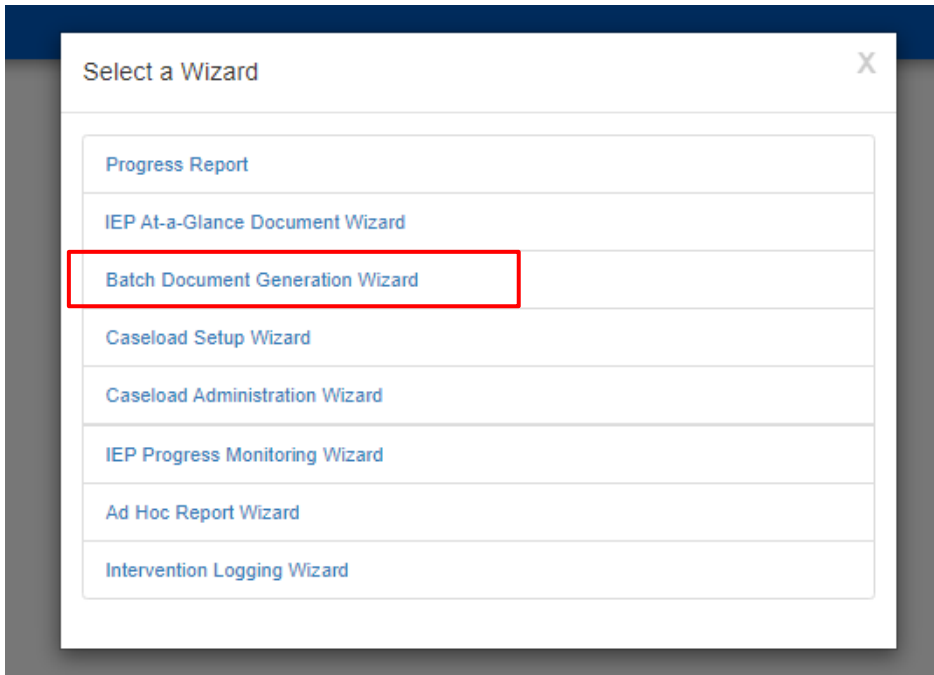


How to Batch Generate GPM Documents

- From the **Main Menu**, click the **Wizards** Tab



- Click the **Batch Document Generation Wizard**



- 3) Search for specific students using the search criteria or scroll to the bottom of the page and select, **View My Caseload** to batch print for students assigned to your caseload. To view students previously searched for, click **Display Previous Search Results**.

Behavioral Health Services Physical Therapy Aide in General Education Setting
 Counseling Services Psychological Service Sign Language Interpreter
 Hearing/Audiology Services Recreation Services Assistive Technology Services
 Nursing Services School Health Services Speech and Language Therapy
 Occupational Therapy Rehabilitation Counseling Vision Services
 Other Services Social Work Services Orientation and Mobility Services

AT-Adaptive Switches AT-Enlarged Print AT-Word Processing
 AT-Assistive Listening Device AT-Screen Magnification Brailled textbooks
 AT-Adapted Eating Utensils AT-Speech Generating Device AT-Voice/Audio Recorder
 AT-Adapted Keyboard AT-Speech to Text Special Transportation
 AT-Adapted Writing Tool(s) AT-Text to Speech

Primary Option: 01 03 05 07 09 Blank
 02 04 06 08 10

Non-Eligibility Determination: Only include Students that have a Non-Eligibility Determination event affecting their current status

Secondary Options: 01 03 05 07 09 Blank
 02 04 06 08 10

Extended School Year: Only include Students with at least one service marked as ESY

Sort List By:

- A list of students will appear. Select individual students or click the **Check All** button to select every student listed below. To undo the **Check All** option, select **Check None**. Next to documents, click **IEP Goal Progress Monitoring Graphs Document**. Once completed, click **Create Draft** or **Create Final**. If a draft is generated it will be saved for 30 days.

Please select the Students for whom you wish to create a document and then select the document to be created below.

Aiden Sept 6 Test Jace Jade Greening Alden Rosalyn Ransom
 Emily JenStudent Test Hannah James Griffith Steven Catherine Rose Stiffier
 Emmett Sept 6 Test Peyton Clifton Guthrie Jayten Troy Swoape
 Damran Allen Ashby Kayson Rose Holmes Hannah Marie Taylor
 Oliver Edward Barkes Serenity Castillo Jones Brianna Dakota Terry
 Jaydin Lewis Burgess Jacob Lynn Labeau Fred G Test
 Morgan Marie Collins Sofia Isabel Ledbetter Jackson Test Test
 Bryson B Dudziak Preston Ray Looper James Jherome Whiteaker
 Havana Ezell Jamison Dean McGhee Leonardo Witold Williams
 Robert Katriel Ferrell Tymber Rayne Moore Dayana James Williamson
 Kristav Rawley Floyd Lola Jacine Parm Iker Bratten Wilson

Documents: IEP Goal Progress Monitoring Graphs Document

5. Check the box to include data point details and comments beneath each graph on the pdf. Next, select a **date range** or **progress report period** (if applicable) of the data points you wish to provide.


Fill out the information below and click the 'Create Draft Document' button to schedule a batch generation of the [IEP Goal Progress Monitoring Graphs Document](#) for the selected Students. The document will be generated for all 8 selected Students based upon the information in their records and entered below.


IEP Goal Progress Monitoring Graphs Document

Check here to include the data points details and comments beneath each graph

Select one of the following:

The date range for which comments will display:

Start Date: 

End Date: 

Or, the Progress Report Period: *No reporting periods available*

CREATE DRAFT DOCUMENT

Note: Only one option is required. Select **Create Draft Document**.

Important reminder: When batch generating, the system will begin generating documents at 6 p.m..

Your Draft IEP Goal Progress Monitoring Graphs Document batch has been scheduled to be generated at 6 PM.

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