



TN PULSE: Goal Progress Monitoring Manual

For Users and Administrators

Tennessee Department of Education | August 2024

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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, overall student outcomes, and the likelihood that a student with a disability will meet the goals set in the IEP. The teacher uses goal progress monitoring to evaluate the effectiveness of intervention and modify instruction in response to data.

Reporting is the critical 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. It is important to keep in mind that annual goals and short-term objectives must be written in a measurable way. For the graphing feature of the progress monitoring tool to display meaningful data, the annual goal or objective must be written to include a clear target of mastery (score, percentage, etc.) and a single observable behavior (the skill the student is working to achieve) that can be monitored.

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

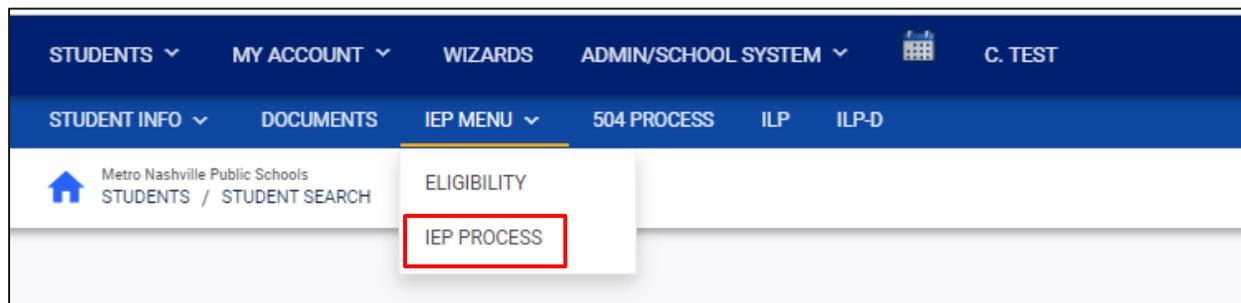
Goals

1. After logging into TN PULSE, 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.

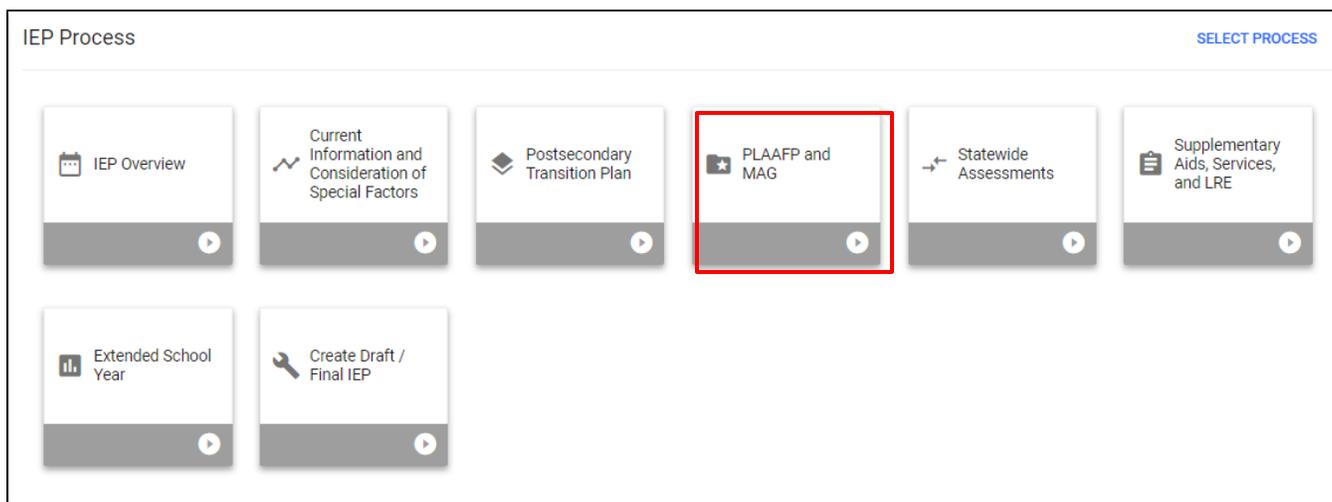
The screenshot shows the 'STUDENTS' menu in TN PULSE. The 'Student Criteria' section is active, and the 'VIEW MY CASELOAD' button is highlighted. Below this, a table lists students assigned to the user as IEP Case Manager. The student 'Benjamin Sept 6 Test' is highlighted with a red box.

CP	Proj Elig	IEP End	School	Grade	First Name	Middle Name	LastName	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	SEETUNSDT615T0	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	SEETUNSDT618T1	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 **IEP 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.



4. 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 that will be included 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
Avery will attend (sit still, eyes on teacher, hands to self, quiet voice) to a task during large and small group instruction across settings for a 10 minute period with no more than 1 teacher prompt in 4 out of 5 trials as measured by teacher charted data

Anticipated Start Date 05/09/2023  Complete By 01/17/2024 

Progress Measurement Methods

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

ADD MORE

SAVE ADD ANOTHER GOAL

5. In the **Progress Measurement Method** section, users must add any data sources used to monitor the progress of the goal. Select a **Progress Monitoring Data Source** from the dropdown menu.

Progress Measurement Methods

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

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	<div style="border: 1px solid gray; padding: 2px;"> Count Score/Percent Other </div>		mm/dd/yyyy	

ADD MORE

SAVE ADD ANOTHER GOAL

Objectives

- To include short-term objectives, select the **Add Objectives and Benchmarks** button below the **Progress Measurement Methods** section. Please note, short-term objectives are not required for

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

students unless the student is assigned to take the alternate state assessment.

- 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: Avery will attend (sit still, eyes on teacher, hands to self, quiet voice) to a task during large and small group instruction across settings for a 10 minute period with no more than 1 teacher prompt in 4 out of 5 trials as measured by teacher charted data by 01/17/2024

Objective Statement
 Avery will attend to an adult directed activity for 10 minutes or engagement in activity, by looking toward presenting adult/presented materials in 4 out of 5 trials as measured by teacher data

Anticipated Start Date
05/09/2023

Complete By
01/17/2024

- 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**.

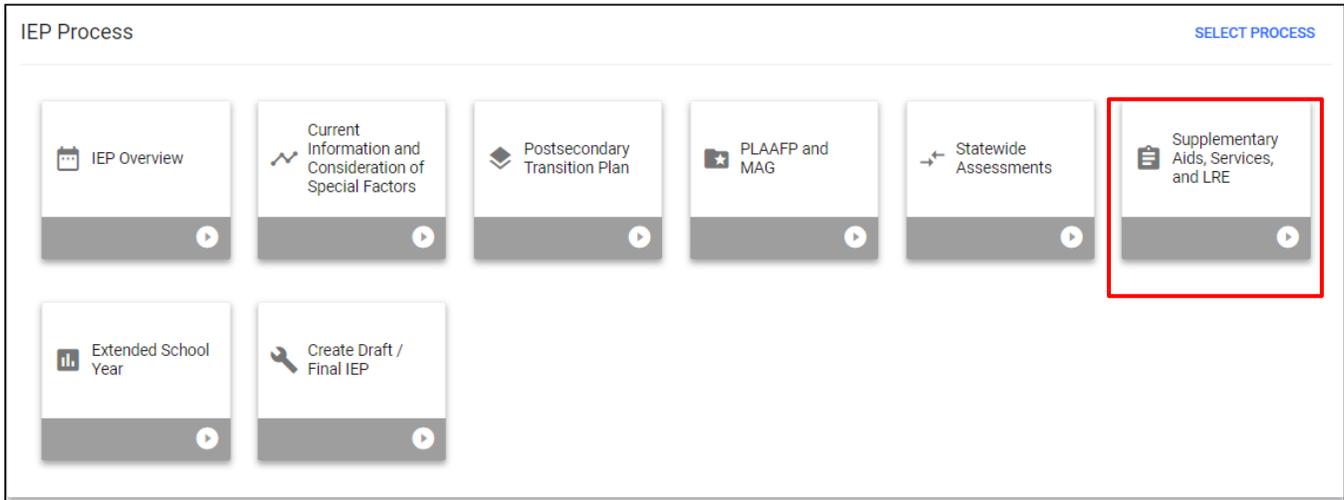
Progress Measurement Method	Score Type	Target Score	Target Date	Del
Other: Exit Ticket Data	Number Correct	10	06/22/2023	
Data Collection			mm/dd/yyyy	

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

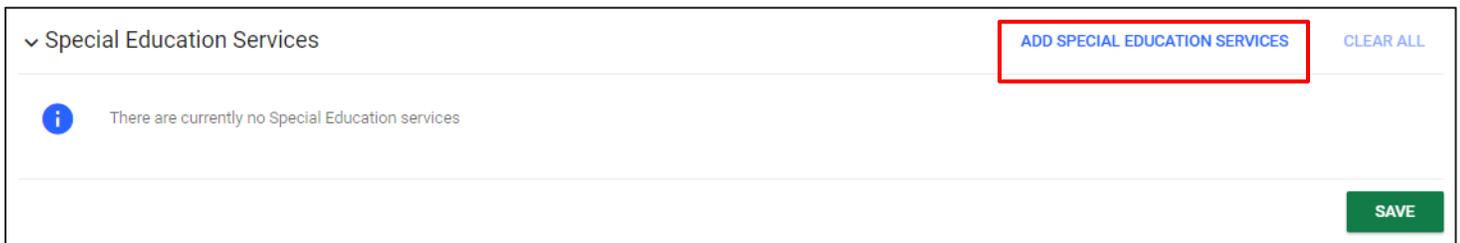
Finalizing IEP Goal/Objective Progress Monitoring Set-Up

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 click the **Special Education Services** tab.



Under the **Special Education Services** or **Related Services** tabs, select **Add Special Education 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. If using the custom service option, please remember that a service is a type of specialized instruction, support, or intervention, and is not a *person* or a setting (e.g.,



inclusion, ELA, etc.).

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 critical** 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**, click **Log Progress Monitoring Changes for Existing IEP**. Users do not need to select this button if creating a new IEP or new IEP addendum. 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 **PLAAFP 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

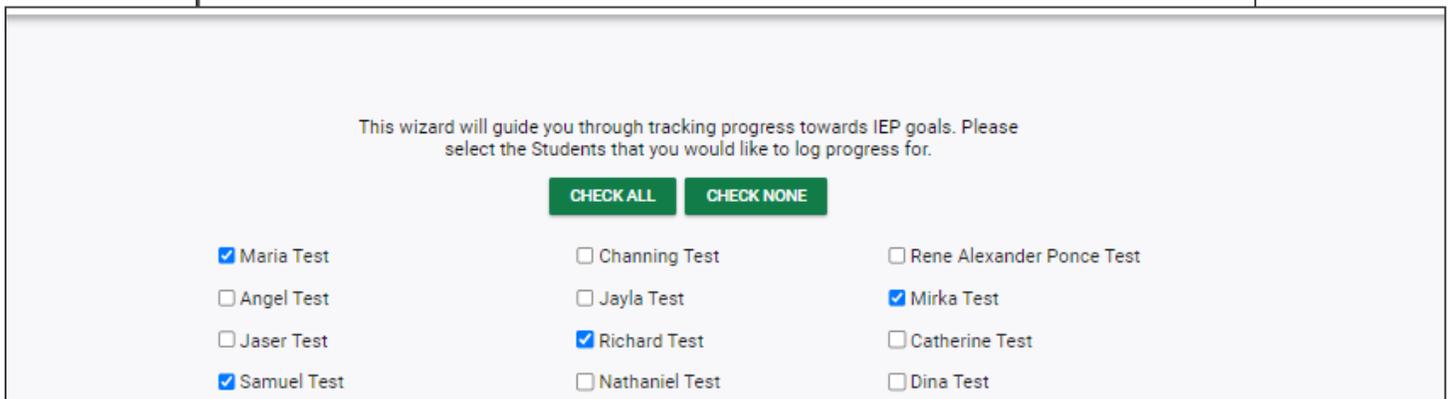
IEP Progress Monitoring Wizard

The IEP Progress Monitoring Wizard is where the user will enter student goal data which will be



graphed and included on the progress report.

- 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.

Log Goal Progress

EXPAND EVERYTHING COLLAPSE EVERYTHING EXPAND ALL GOALS COLLAPSE ALL GOALS

Goal: Given and object, picture or word, Maria will provide synonyms/antonyms and use them in a sentence in 4 out of 5 opportunities as measured by SLP observation and data collection over 3 consecutive data sessions.

PM Assessment: Data Collection

LOG SCORES

Progress Graphs

No data has been logged.

- 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 on **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

Submit Cancel

Note: Users can select **No Score** if the student was absent or if there was not an opportunity for the goal to be addressed during the session. Selecting **No Score** will exclude the score from the graph instead of plotting a zero.

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

Goal: When given 2 step directions across all educational settings, Angel will follow the directions without prompting for 4 out of 5 data collection occurrences as measured by teacher data collection.

PM Assessment: Data Collection

LOG SCORES

Progress Graphs

Data Collection - With fewer than ____ prompts (Hover over a point to see the value)

Click an item in the legend to hide it from the graph

*ROI Slope is based on With fewer than ____ prompts per Instructional Week

- Progress Line
- Target Line
- No Scores
- Student ROI (2.37 With fewer than ____ prompts)

Del?	Event ID	Subject Area	Date Administered	Provider	With fewer than ____ prompts (Target: 1)	No Score	Comments
<input type="checkbox"/>	4714495	Teacher Observation	06/23/2023	Anna Test	0	<input type="checkbox"/>	
<input type="checkbox"/>	4714495	Teacher Observation	06/24/2023	Anna Test	1	<input type="checkbox"/>	good work today!
<input type="checkbox"/>	4714495	Teacher Observation	06/26/2023	Anna Test	1	<input type="checkbox"/>	
<input type="checkbox"/>	4714495	Teacher Observation	06/28/2023	Anna Test	2	<input type="checkbox"/>	Exceeded expectations today
<input type="checkbox"/>	4714495	Teacher Observation	06/30/2023	Anna Test		<input checked="" type="checkbox"/>	Absent

SAVE

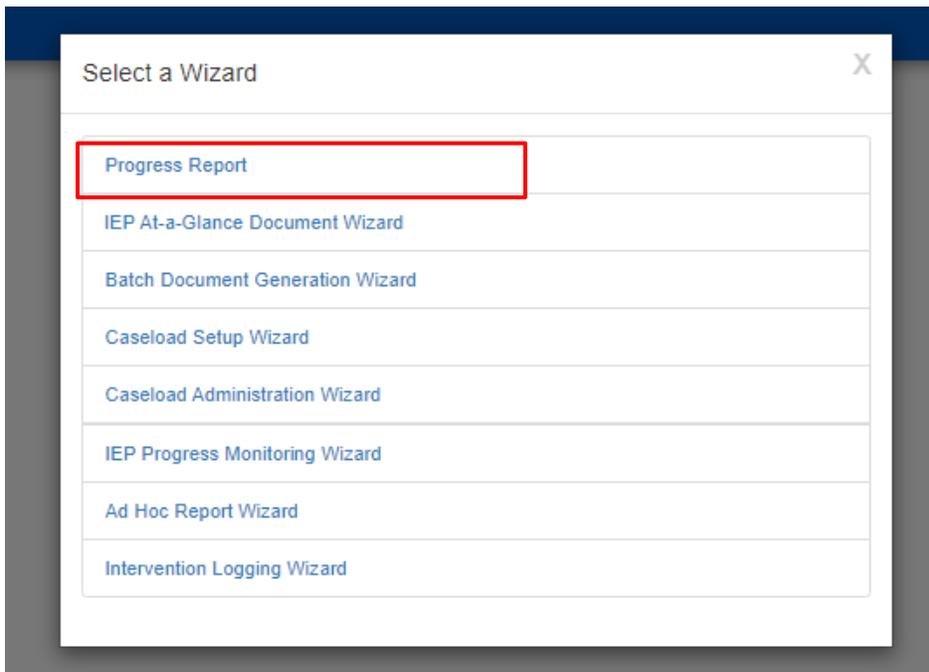
How to Generate a Progress Report Document

As of July 2024, users will be using the **Progress Report Wizard** to generate a Progress Report document. This document will combine the GPM Document graphs and data with the Progress Report.

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



- 2) Click the **Progress Report Wizard**



- 3) The school year will auto-populate. Select the **Reporting Period** from the dropdown provided. *Please Note: These reporting periods correlate to the reporting periods entered in the district calendar.* Select the Students for whom you would like to update status and/or generate Progress Reports. Only students who have a current valid and final IEP / ISP will show in this list. Students who transferred

into this school system with events but without detailed historical information may show as having a current IEP / ISP, but will also not appear below and will need a new IEP / ISP before a Progress Report can be created.

- 4) 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**. Click **Continue**.

This wizard will guide you through generating Progress Reports for your Students.
Please be sure to select the correct Reporting Period.

School Year: 2024-2025 Reporting Period: Reporting Period 1
Reporting Period 2
Reporting Period 3
Reporting Period 4

Select the Students for whom you would like to update status and/or generate Reports.
Students that do not have a currently valid final IEP / ISP will not show in this list.
Students who transferred into this school system with events but without detailed information may show as having a current IEP / ISP, but will also not appear below and will need a new IEP / ISP before a Progress Report can be created.

<input checked="" type="checkbox"/> June Admin	<input checked="" type="checkbox"/> Keon Test
<input checked="" type="checkbox"/> Eric Test	<input checked="" type="checkbox"/> Kerbi Oakley Test
<input checked="" type="checkbox"/> Abby Test	<input checked="" type="checkbox"/> Lena Test
<input checked="" type="checkbox"/> Angela Test	<input checked="" type="checkbox"/> Penelope Test
<input checked="" type="checkbox"/> Benjamin Test	<input checked="" type="checkbox"/> Sheryn Test
<input checked="" type="checkbox"/> Donald JenStudent Test	<input checked="" type="checkbox"/> Susan Test
<input checked="" type="checkbox"/> IEP Training Test	

(13 Available Students)

4. The **Annual Goal, Begin Date & End Date** will automatically be pulled in from the PLAAFP and MAG tile in the IEP process. Select the **Status** from the Status dropdown. Enter text in the **Status Narrative** textbox. This will be pulled into the Progress Report document.

Progress Report-New Emma Training Test (2024-2025 - Reporting Period 1) (Student 1 of 1) [NEW MAIL!](#)

SKIP THIS STUDENT

Annual Goal: test test test test test test

Begin Date: 03/26/2024

End Date: 09/23/2025

Status: Goal Has Been Met

Status Narrative: (for Progress Report)

▼ PM Assessment: Other - Current Score: 70

Progress Graphs

Other - Score (Hover over a point to see the value)

Click an item in the legend to hide it from the graph

*ROI Slope is based on Score per Instructional Week

- Progress Line
- Target Line
- No Scores
- Student ROI (11.82 Score)

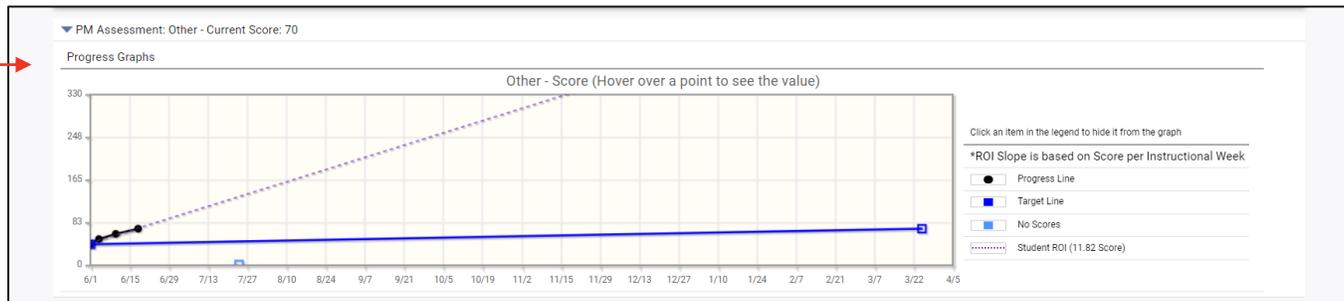
- 5) The graphs created in the IEP Progress Monitoring wizard will be generated beneath each goal or objective. To expand the section to view the graph, click the **arrow**.

SKIP THIS STUDENT

Annual Goal: test test test test test
 Begin Date: 03/26/2024
 End Date: 03/25/2025
 Status: Goal Has Been Met
 Status Narrative: (for Progress Report)

PM Assessment: Other - Current Score: 70

There are no Objective for this Annual Goal.



- 6) On the bottom of the page, options will be available for generating the **Progress Report** document. **Create Cumulative Report** checkbox will be automatically checked but can be deselected if desired. If this box is selected, the document will include progress information from all reporting periods that has progress reports completed during the current IEP/ IEP Amendment event for the student. If this box is deselected, the Progress Report will only include progress information for the currently selected reporting period.
- 7) To include the **data points and comments** that were added in the **IEP Progress Monitoring Wizard** beneath each graph, click the checkbox below.

Create Cumulative Report

Click here to include the data points and comments beneath each graph

JUST UPDATE THE DATABASE

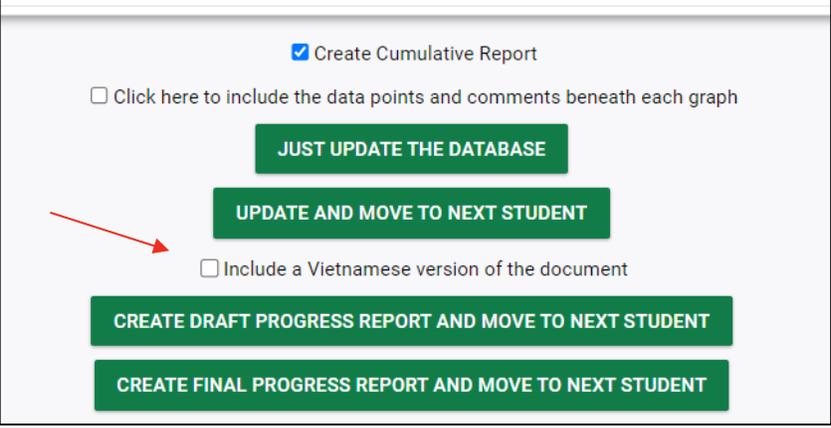
UPDATE AND MOVE TO NEXT STUDENT

Include a Vietnamese version of the document

CREATE DRAFT PROGRESS REPORT AND MOVE TO NEXT STUDENT

CREATE FINAL PROGRESS REPORT AND MOVE TO NEXT STUDENT

- 8) If the student has a document language chosen on the personal page, an option for translation will appear. Click 'Include _____ version of the document' to translate in chosen language. To save progress, click **Just Update The Database**. Select **Update and Move to Next Student** to save progress and continue to the next student in the queue. To create a **Draft or Final Progress Report**, click the desired option. If other students were selected on the first page of the wizard, the system will guide you to the next student in the queue.



The screenshot shows a wizard interface with the following elements:

- Create Cumulative Report
- Click here to include the data points and comments beneath each graph
- JUST UPDATE THE DATABASE** (button)
- UPDATE AND MOVE TO NEXT STUDENT** (button)
- Include a Vietnamese version of the document
- CREATE DRAFT PROGRESS REPORT AND MOVE TO NEXT STUDENT** (button)
- CREATE FINAL PROGRESS REPORT AND MOVE TO NEXT STUDENT** (button)

A red arrow points to the "UPDATE AND MOVE TO NEXT STUDENT" button.

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