Pennsylvania Department of Education

Course 4C: Intervention Coordinator Navigation

Quick Start Guide

Document #C4C.3



# Quick Start Guide: Intervention Catalog Coordinator

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| **Intervention Catalog** | |
| Viewing Interventions  To access the Intervention Catalog, click on the tab labeled “Interventions”  View interventions by clicking on the Interventions List tab |  |
| Assigning Interventions:  To assign an intervention to a student:   * Click on s student name to access student data * Search for an intervention on that student’s Intervention Catalog page |  |
| * Scroll to the intervention you want to assign and select Assign Intervention |  |
| Add Intervention to the catalog:   * Go to the Interventions tab in the Dashboard * Click Add Intervention * Fill in intervention details |  |
| Edit existing Intervention details:   * Select the Intervention you wish to edit * Select the More button from the menu * Select Edit |  |
| Delete Intervention from the catalog:   * Select the Intervention you wish to delete * Select the More button from the menu * Select Delete |  |
| Import Interventions into the catalog:   * Select the Import Interventions tab, under Interventions * Select a District from the drop down menu * Select the Interventions you wish to import |  |
| Assign an Intervention to a Watch List   * Select the intervention you wish to assign * Click the More button * Click Assign to Watch List |  |
| Enable intervention security   * Click the button in the Security column to change the status * On the Edit security screen click the restricted button * select staff members who can view or edit this intervention * Click confirm |  |
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