Pennsylvania Department of Education

Intervention Catalog Coordinator Navigation Guided Practice Activities

Document #C4C.4



# Intervention Catalog Coordinator Navigation Guided Practice Activities

**Guided Practice Activity #1**

Log into the Dashboard then:

1. From the Intervention List, select an intervention and find the following:
contact, levels, population, location and eligibility
2. List 7 search categories you can use to search for specific interventions
3. Describe the steps you would take to view a list of the students in your school assigned to a specific intervention.
4. From the Intervention Student Assigned List, how would you choose one student and view their information?

**Guided Practice Activity #2**

Log into the Dashboard then:

1. List the steps required to assign an intervention to a student.
2. What are the three fields that must be completed to assign an intervention?
3. Describe two changes you see on the student’s Intervention Catalog Page when you have successfully assigned an intervention.

**Guided Practice Activity #3**

1. What are the steps required to add interventions to the catalog?
2. What happens if a mandatory field is left blank?
3. Log into the Dashboard and create a sample intervention in the Intervention Catalog using the following naming convention: DELETE\_your1stname\_yourlastname. Once the Intervention is saved, used the Search feature to locate the intervention.

**Guided Practice Activity #4**

1. What are the required steps for editing an intervention?
2. Log into the Dashboard.From the Intervention List, select the intervention you previously added. Select Edit.Edit some of the fields **(not intervention name**). Save your changes

**Guided Practice #5**

What are the required steps for deleting an intervention?

**Log into the Dashboard.** From the Intervention List, select the intervention you previously added and edited. Select Delete**.** Confirm the delete

**Guided Practice #6**

Respond to the questions below. Be prepared to share your responses with the group.

1. What kind of details should you include in a review of an intervention?
2. Do you feel that these reviews will help you select effective interventions?
3. Do you think your district will use the Import Interventions feature? Why or why not?

**Guided Practice #7**

1. When would it be appropriate to enable security on an intervention? Provide an example.

# Guided Practice Activities

**Answer Key**

**Guided Practice Activity #1**

1. Answers will vary
2. Answers will vary
3. Open the Interventions list

Click MORE

Click Student List

1. Click on the student name

**Guided Practice Activity #2**

**List the 4 steps required to assign a student an intervention.**

1) Search for interventions

2) Select intervention

3) Add start and expected completion dates

4) Confirm

**What are the three fields that must be completed to assign an intervention?**

1) Start Date

2) Expected Completion Date

3) goal

**Describe the two changes you see on the student’s Intervention Catalog Page when you have successfully assigned an intervention.**

1) The circle at the top of their page changes

2) The Intervention appears on their page

**Guided Practice Activity #3**

**What are the steps required to add interventions to the catalog?**

From the Interventions tab, click “Add Intervention”

Complete all required fields

Click “Add Intervention”

**What happens if a mandatory field is left empty?**

An error message appears, the missing data fields are highlighted. The intervention cannot be saved.

**Guided Practice Activity #4**

**What are the required steps for editing an intervention?**

From the Interventions tab, click “MORE” for the intervention to be edited

Click “Edit”

Edit the fields you want to change

Click Save “Intervention”

**Guided Practice #5**

**What are the required steps for deleting an intervention?**

From the Interventions tab, click “MORE” for the intervention to be edited

Click “Delete”

Edit the fields you want to change

Click “Confirm”

**Guided Practice #6**

Responses will vary. Elicit detailed information from the participants about examples of good intervention reviews.

**Guided Practice #7**

Responses will vary. Make sure participants provide specific examples of use cases for intervention security.