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 InterventionsTo 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
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| * 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
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| 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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