

Quick Guide to PLPs (Personal Learning Plans in Infinite Campus)
Step by Step for PLP – Fall 2012
(Subject to change)

Log into I.C.

Use the search tab to search for student

Go back to index tab

Open student information on left

Click PLP

Team Members Tab

Build team members using Find & Link or Fetch ClassroomTeachers

Document Tab

Select new document

Click box to create new plan

Select PLP box

Create document

Enter Start Date-the day you started services

Enter End Date-**October 1st**

Plan Name-PLP (or whatever plan you are doing: Rtl plan, ILP, etc.)

***Enter Original Start Date for ILP and Exit Date for ILP here

Plan Type-use drop down and pick literacy emphasis

Learning Addressed-choose from the drop down for focus

Hit Save and Continue

Assessment

Get Current Test Information-will provide what is in I.C. (ie. CSAP and DIBELS)

Assessment Summary-drop down gives you summary of tests (ie. AIMSweb and DRA)

Enter or copy and paste testing data in if not in there

Click print in plan box

Hit Save and Continue

Learning Attributes

***Some plan will have this section. Please fill out accordingly.

Goals and Objectives

Goal Name-fill with ie. Literacy, Math, Behavior, Writing

Select New Goal

Goal-Copy and paste from AIMSweb, other data sources or can use the drop down if want

Associated Standard-choose from the drop down

Associated course-leave blank

Current Performance-choose from drop down

Success Indicators-Click Consistent progress towards goals, once clicked it will say "All progress monitoring and intervention changes will be documented in AIMSweb"

Goal Assessment Criteria-Click on drop down box and select progress monitor on a regular basis

Associated Test-pick AIMSweb (unless using another test)

Accountable Teacher-select teacher

Save and Continue

Services

Select New Service Provided

Service drop down-pick service

Service provider-pick from drop down

Service position-pick from drop down

General Ed Location-type in classroom

Start Date-Starting date of services

End Date-Last day of services

Minutes per session and Session frequencies-fill all red in

Click box to display on print

Save and continue

PLP team meeting

Select New Team Meeting

Meeting date as conferences (or what your building chooses)

Meeting time leave blank

Meeting location as classroom (or what your building chooses)

Minutes of Plan Meeting (ie. Fall Parent Teacher Conferences, Rtl team meeting, etc.)

Click all boxes of Invited/Attended

Click Print Plan box

Do another Minute to add Spring Conferences

Save and Continue

Student Demographics

Save and Continue

Parent/Guardian Information

[Save and Continue](#)

To Upload Documents into the PLP

Under the document tab you are able to upload any additional documentation that would add to the PLP here.

Printing

Hit Print icon at top to preview

Print

Lock plan when complete for PLP to show up on roster

Go to Document tab, highlight plan, click lock/unlock icon

Additional useful information inside the PLP

Contact Log

Use to documents parent communication

Use to document tier 1 interventions

Additional useful information outside the PLP

Accommodations

Under the "General" section for the student information you will find an accommodations tab to document accommodations students are receiving.