*Note: This guide assumes that you have logged into RealTime and have proper access to all of your programs.

Also note that various portions of RealTime require Adobe Reader to be installed on your computer. This includes printing out progress reports as well as goals and objectives.

If you are having issues with either of these, please submit a Help Desk ticket detailing your request through webhd.bergen.org*
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1. Entering Progress Reports
To begin the process of entering student’s progress, click on the Instruction Tab at the top of the RealTime Screen.

A menu will open up below Instruction with the following options. To proceed, click on Progress Reporting.
Once you are in the Progress Reporting tab, click on **Record G&O Progress**

The next screen will the **Search for Students** menu. You can search for students by their First Name, Last Name, Location, or any of the options listed below. When you have entered in your criteria, click **Find Students.**
After you have selected your criteria, your search results will appear. Select a student by clicking on their name. From here you will be able to enter their Progress and their PLAAFP.

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Grade</th>
<th>Case Manager</th>
<th># of objects</th>
<th>Last Date Progress Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>999015</td>
<td>Test, Hayward - ALL</td>
<td>05</td>
<td>Hayward, Edmund</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Visual &amp; Performing Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>999016</td>
<td>Test, Hidalgo - ALL</td>
<td>05</td>
<td>Burger, Susan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Language Arts Literacy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100311087</td>
<td>Test, John - ALL</td>
<td>01</td>
<td>Burger, Susan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math</td>
<td>1</td>
<td>08/30/2013</td>
</tr>
<tr>
<td>999018</td>
<td>Test, Koczwara - ALL</td>
<td>05</td>
<td>Koczwara, Susan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>English Language Arts</td>
<td>2</td>
<td>11/13/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math</td>
<td>2</td>
<td>11/13/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Science</td>
<td>2</td>
<td>11/13/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Social Studies</td>
<td>2</td>
<td>11/13/2013</td>
</tr>
<tr>
<td>123456789</td>
<td>Test, Oscar - ALL</td>
<td>05</td>
<td>Forno, Oscar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Visual &amp; Performing Arts</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: If you cannot find your student, please make sure that you are spelling the student’s first name or last name correctly. Aliases will not appear. If you still cannot find your student, please submit a helpdesk ticket.

2. Entering Student Progress and PLAAFP

After you have selected your student from the steps provided above, you will be brought to the Progress Entry Screen. This screen will have any goals and objectives that are associated with this student.

Under each Instructional Area you will have the student’s goals and objectives. To the right of each objective is where you would mark their progress by choosing one of the options.

At the bottom of each Instruction Area you will have a Comment box, which is where you will put in your PLAAFP.

Once you are completed, you can either click...

- **Save** to save your work
- **Save and Return** to return to the list of students that you searched for
• **Save and Print** to print out the progress report with your work attached

**NOTE:** If you have written your PLAAFP in another program or document and you wish to copy it into your comment box, please copy it as “PLAIN TEXT” when prompted.
Getting to Goals and Objectives (Teachers)

In order to project new goals and objectives, view current goals and objectives, or edit existing goals and objectives, you must first access your case list.

1. Accessing your Case List
Your case list can be accessed by clicking the Special Ed Tab across the top of the RealTime screen.

Once chosen, the Special Ed Tab expands to show three sub tabs, Case Management, Reports and Maintenance. The most common place to start is with the Case List. To find a student / bring up a case list, you must click on Case List.
You will now see the **Search Case List Screen**.

The drop downs on the Search Case List Screen may be used in any combination to search for student(s). If you wish to search for a student by name, you do not need to type the entire name, the system will return all students that match what is entered. Use one field or multiple fields to display one or more students you wish to view.

*Note that the **Add to My Menu icon** can be used to create a short cut to this screen.*

Press the **Display List** button after entering your search criteria to display the results.
This will bring you to the Child Study Case List.

Note, on this screen, there are instances where a student’s name will appear twice (shown by the red highlighted region above). This is caused by the fact that there is a TRANSFER event open and an ANNUAL REVIEW event being opening. You can click on the student’s name to enter their SPECIAL ED SUMMARY PAGE.
2 Navigating the Student Summary Page

Once you have reached the student’s Special Education Summary Page, you will be able to perform the following functions, noted in the picture below:

Note: Only CST can create new annual reviews/amendment events.

1. View the current year’s Goals and Objectives in REALTIME’S FORMAT

To view this current years goals and objectives in the RealTime PDF Format, click on DISPLAY PROGRESS OF CURRENT G&O (marked as #1 on the student summary page image). This will open a new tab on your internet browser displaying the currently implemented goals and objectives. A sample of the printout is shown below.
Note that the order of the content areas are not the same as they were in IEP Planet. Administration is aware and is accepting that for this year.

2. Creating Goals and Objectives under the OPEN ANNUAL REVIEW EVENT
To begin the process of creating goals and objectives for your student, please click on the ANNUAL REVIEW button (marked as #3 on the student summary page image).

You will now see the Event Details screen for the Annual Review
IEP Format, Segments and Dates
The first step of the process is to enter the beginning and ending dates for the goals you are about to create. This is done by clicking on **IEP Format, Segments and Dates**, which brings up the following screen:

The default dates are going to say that the goals and objectives are effective from **9/01/2015** to **6/30/2016**.

*Note: The Begin Date of the 1st ordered segment is the IEP's Implementation Date*
Once you have confirmed the information is correct, click the SAVE button. You will be presented with the following pop up windows:

Click **Okay**. There may be one more popup window, depending upon the date range that you have chosen saying the following:

Click **Okay**. Once completed you will be returned to the **Annual Review Event Details** Page, detailing the changes you have implemented.

![Annual Review Event Details](image-url)
Draft/Revise IEP

The next step is to enter goals and objectives for the student. To begin this process, click on DRAFT/REVISE IEP on the Annual Review Events Details Page

The next screen will ask you to select an IEP FORMAT. Click the circle next to BCSS FORMAT. Once you have selected the BCSS Format, click SAVE.

The next screen is the IEP SECTION LIST. This screen has multiple links, to different sections of the student’s progress report. The areas that are to be completed by the teacher have the suffix TEACHER ENTRY at the end of them.

To print an individual section, such as goals and objectives that you have created, click the printer icon next to the area where you have input the information to see the RealTime format of goals and objectives.
To proceed to entering goals and objectives, click on **Goals & Objectives (New Functionality)**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade</th>
<th>Event Type</th>
<th>IEP Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>999017</td>
<td>Test, Hidalgo</td>
<td>05</td>
<td>Annual Review</td>
<td>BCSS Format</td>
</tr>
</tbody>
</table>

### IEP Section List

<table>
<thead>
<tr>
<th>Step</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goals &amp; Objectives (New Functionality) - Teacher Entry</td>
</tr>
<tr>
<td>2</td>
<td>Modifications / Accommodations -- Teacher Entry</td>
</tr>
<tr>
<td>3</td>
<td>Supplementary Aides and Assistive Technologies - CST Entry</td>
</tr>
<tr>
<td>4</td>
<td>Participation in District and State Assessment Program - CST Entry</td>
</tr>
<tr>
<td>5</td>
<td>Statement of Special Education and Related Services - CST Entry</td>
</tr>
<tr>
<td>6</td>
<td>Behavioral Intervention Plan - CST Entry</td>
</tr>
</tbody>
</table>

### Goals and Objectives - Teacher Entry

There are four areas of the Goals and Objectives Entry screen. **Selected Goals** will indicate goals that were already created for the student, with the current number in parentheses. **Browse to Select and Search to Select** are two methods to go through the content libraries in RealTime. The final tab is **Free Type Additional Goals** where you can free type your own goals and objectives.

### Copying goals from previous documents

You now the ability to copy goals and objectives from a previous annual review document. To do so, you will see the button labeled “**Copy goals from “.....”**” and when you click on it, you will get a list of goals and content areas from the previous document. You can select all or certain goals that you would like to use again for your student.

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*Last Revised 7/14/2018*
Adding New Goals

If you choose to **Search for New Goals to Add** your screen will look like this:

You can search for a specific **Subject** area, a specific **Grade** or a combination of the two. Once you have put in what you want to search for, click the **SEARCH** button and your results will appear.

If you choose to **Browse Add Goals**, you will be able to select the academic areas you wish to browse, as well as the grade levels. The screen will look like the following:
You will see a list of the content areas in RealTime. To see the **STANDARDS** associated with a content area, click on the plus sign to expand the content area. Then select one of the standards that appear.
Once you have selected your standard, you will be presented with the grade levels associated with that standard. Please note that the goals, objectives, standards, and content areas generated in RealTime are pulled from the State of New Jersey and are aligned with the State’s current standards.

You may see certain grade levels missing. If your grade level is missing, you are to select the next closest grade to assign the standard to the student.

Click the + sign next to the grade to see the goals associated with that grade.

The goals associated with the grade level will now appear. To select a goal, click on the check box to the left of the goal. (You can edit the goal text, described below)

*NOTE: You can only select 1 goal at a time.*
The list will expand to display the available objectives for that Goal (plus you can always free type an objective). Select the objectives you wish to use, or none of the objectives if you wish to add your own by clicked the SELECT AND EDIT GOALS AND OBJECTIVES button.

- Hidalgo will understand music

- Hidalgo will identify the elements of music in response to aural prompts and printed music notational systems.

- Hidalgo will demonstrate the basic concepts of meter, rhythm, tonality, intervals, chords, and melodic and harmonic progressions, and differentiate basic structures.

- Hidalgo will identify the elements of music in response to aural prompts - accompany with percussion instruments

- Hidalgo will demonstrate the basic concepts of rhythm - echo and perform rhythmic patterns

A popup window will have opened on your browser similar to the image below:

1. **Objectives**
   - Standard: [Dropdown]
   - The goal listed below will appear under the standard

2. **Student Goal**
   - [Text box]

3. **Objective Description**
   - [Check box]
   - Due Date: [Calendar]
   - Condition: [Dropdown]
   - Criteria: [Dropdown]
   - Measurement: [Dropdown]

4. [Add New Objective]

5. [Save, Save & Close, Cancel]
Note the following:

1) We have simplified the goal standards process by adding content area titles. You will now only have to select the goal’s intended content area as opposed to a specific standard.

2) That the goal and objectives you chose include the student’s first name.

3) That the goal and objectives you chose and can be edited and/or deleted.

4) You can add the Due Date, Conditions, Criteria, and Measurements for each goal, just as you did in IEP Planet.

5) You can add free type objectives by typing in the text box under ADD NEW OBJECTIVE and clicking ADD

As an example, if these options above are selected for the Due Date, Conditions and Criteria, and Measurement, the result would appear as the following on a report:

By the end of this IEP, Hidalgo will identify the elements of music in response to aural prompts and printed music notational systems, with minimal assistance 80% of the time as measured by weekly problems / assessments.

Once you have completed inputting the goal, objectives, and conditions & criteria as well as chosen what standard this will fall under, click the Save and Close button at the bottom of the window to return to the list of available goals and objectives.

You will now be on the screen that will allow you to choose additional goals and objectives. Note that any goal(s) you have chosen will be highlighted in yellow:
You may continue to select additional G&O, or click the **Return to Selected Goals** button to see the list of G&O chosen for this student, or on **Return to AFA LIST** to return to the list of available content areas.

If you have selected Return to Selected goals, you will notice that you will see the content area for the goals you have just created.

Click on the **+ sign** to expand the content area to see what goals and objectives have been entered.

When you are done putting in your goals and objectives you must click **SAVE** to save the work that you have done.

To return to the **IEP SECTION LIST** from the above screen, hit **RETURN**. You will see that there will now be a **REVISED Date** and a **Username** indicating who the last person was who worked on the Goals and Objectives. The next section for teachers to complete is the Modifications and Accommodations.
Modifications / Accommodations Teacher Entry

Click on **Modifications / Accommodations Teacher Entry** to enter in the modifications for the student.

**Modifications and Supplementary Aids and Services**

State the modifications for the student to be involved and progress in the general education curriculum and be educated with nondisabled students. State the supplementary aids and services that will be provided to the student or on behalf of the student [N.J.A.C. 6A:14-3.7(e)(1)]. If the student will not be participating in the general education classroom, state the modifications and supplementary aids and services to enable the student to be involved and progress in the general education curriculum in the special education classroom. Identify any assistive technology devices and services to be provided.

- **Hidalgo does not require any modifications at the present time**

**Preschool / Readiness**

- Instructional Strategies and Techniques that Address Learning Style:
- Techniques and Activities to Support Personal-Social Development:
- Class Work Curricular Procedures:
- Additional Modifications

**All Instructional Areas**

- Modifying the Presentation of Materials
- Modifying the Environment
- Modifying Test
- Modifying the Grading
This is the list of Modifications / Accommodations. Note that they are organized as groups. When a modification should be "All Day", choose from the All Instructional Areas group. If the modification is only for Language Arts, then choose from the Language Arts Section. Only the items checked off will print in the IEP.

When you are completed hit Save.

**Entering Grades**

The instructions below will assist with accessing a class roster to maintain grades, comments and period/course attendance during the Report Card cycle.

There are two ways to enter grades in RealTime. One way is by INDIVIDUAL STUDENT, and the other way is by TEACHER AND COURSE SECTION. This will explain the process for both so you can determine which one you find more convenient.

**Grading Legend**

There are currently two grading legends in RealTime, which are similar to ones used in past years.

The Life Skills programs use the following grading legend:

- **S** = Satisfactory Progress
- **I** = Improving
- **N** = Needs Improvement
- **W** = Waived
- **IN** = Incomplete

The Behavioral programs use the following grading legend:

- **A** = Excellent
- **B** = Good
- **C** = Fair
- **D** = Needs Improvement
F = Failing
IN = Incomplete
W = Waived

If you are unsure as to which category your program falls under, please consult with your program principal.

**Entering Grades – Individual Student**

1. Click on **Student Data, Search Students, General**.

2. Type in the student’s name that you are searching for and click **Find Student(s)**.

3. When the student’s information appears on your screen click on the **Grade** tab to the left.
4. When you click on grades, you will get the following screen. To input grades, click **EDIT GRADES**:

![Image of Edit Grades screen]

5. Next, you will be able to input the grades for each one of the classes that the student has.
6. Once you have completed entering grades, you will click **SUBMIT** at the bottom of the page.

**Printing Report Cards**

1. Navigate to the Student’s grading page. (Shown below) If you would like to print out the report cards, click on the **Report Card Button**
2. The report card will be displayed on your screen. To print out this report card, click the printer icon. **USING THE BROWSERS PRINT MAY NOT PRINT OUT THE ENTIRE REPORT CARD.**

Note: If clicking the printer button prints out the report card incorrectly, then you are missing a plugin called “Crystal Reports”. Please enter a helpdesk request asking for Crystal Reports to be installed.

2a. **If you do not have “Crystal Reports” installed, then you have another option of how to print out your report card.** Click the Export button shown below.

2b. You will be given a file format for which you can export the report card to print. Click the drop down menu and select **PDF**, then click **Export**.
This will download the report card as a PDF. From here, you will be able to open the report card in Adobe Reader/PDF Viewer and print out the document.

**Entering Grades by Teacher/Course**

a. Click on **Instruction, Grade Reporting**, under **Grade Reporting** click **Grade Entry**.

b. The screen will display a Location, Teacher and Course/Section dropdown boxes. The boxes will be pre-set with teacher’s course information.

c. Click on the down arrow next to the Course/Section box to select the Course/Section to update. Click **Submit** to continue.
d. The class roster for the current marking period will appear. Please take the time to verify that you are updating the correct class by checking the top information bar. The students enrolled in this class will appear in alphabetical order below this information bar.

e. **About the ticker – Do not be alarmed.** The ticker is there to protect your data entry. If you get distracted or walk away from this task without clicking the Save button you will not lose the data due to the session timing out from “no activity”. If the timer gets to “0 seconds left” the data on the page will be saved even if you have not clicked the Save button at the bottom of the page.

f. Type in the grade. It is not necessary to enter upper case for letter grades or comments; the program will adjust the text and validate the entry.

g. When you have finished maintaining all of the students in this Course/Section click on the **Save Grade Changes** button to save your work.
The screen below will appear. Check the data on this screen. Validate the number of students and records updated. If there is ever a discrepancy leave the screen active or print the screen and contact technology via the helpdesk.

### Grades have been saved.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course/Section</td>
</tr>
<tr>
<td>Students Updated</td>
</tr>
<tr>
<td>Records Updated</td>
</tr>
<tr>
<td>Time Saved</td>
</tr>
</tbody>
</table>

#### PLAAFP Surveys

CST now has the ability to request a PLAAFP survey for a student. When a PLAAFP survey is sent to you, the notification envelope in RealTime will become green.

To begin, click on the GREEN ENVELOPE

You will be brought to a list of messages, where the unread ones are in **BOLD**, similar to your e-mail. Click on the unread message to see what CST has sent you:

- Oscar Forne | 08-22-2018 11:43:00 AM | Survey Request: Oscar Test

Read the message and the last line will have a hyperlink that says “CLICKING HERE” which will bring you to the PLAAFP entry screen. Please note that in this message, CST will tell you the deadline for the PLAAFP SURVEY SUBMISSION.

The next screen you will see if the page where you can access your current surveys. To access your survey, click on the **PLAAFP** text under **SURVEY**
Once you selected PLAAFP, you will then be able to complete the sections that your student receives. Please be advised that the system will show you all the different areas that are available, not just the ones specific to your student. Do not worry, as the system will only generate a printout based off of what you entered. For example, if you see SPEECH, but your student does not receive speech, it will not print as long nothing has been entered under that section.

To complete a section, click on the (COMPLETE SECTION) button.

Once you do that, the text window will open and you can enter in the required comments for your PLAAFP survey. Once you are done, be sure to hit SAVE.

You are able to save the survey and work on it later when you need, by clicking the SAVE button at the bottom of the window.
Once you have completed the survey and have no further revisions, please click the **SUBMIT SURVEY TO CST** button at the bottom of the page so that CST has your survey results on file for the student. If CST needs to, they can send you the survey back to you for revisions. The process will be the same as noted above.

Please note that after you submit the survey results to CST, you will no longer be able to revise it.