


# EXCEED<sup>®</sup> RTI

## Entering a Note

Description	Action
<p>You can add a note to a student's information that is helpful for documenting important events that impact a student's performance.</p> <p><b>Key Point:</b> This is not the area where RTI Team meeting notes should be stored. See Events.</p>	<ul style="list-style-type: none"> <li>• Go to your Student List</li> <li>• Click on the student's name</li> <li>• Click on <b>Notes</b> in the gray Profile Area</li> <li>• Click the  <b>Add New Note</b> button located towards the top right</li> </ul>
<p>A text box will appear.</p>	<ul style="list-style-type: none"> <li>• Use the calendar to indicate the date of the new information</li> <li>• Type in the information</li> </ul>
<p>If the note is to be displayed on the student's graph click check <b>More Options</b>.</p> <p><b>Key Point:</b> The note will appear on all graphs for the time period indicated. If you want it to only appear for RTI Math or RTI Reading click on the Admin Use Only dropdown menu button and select.</p>	<ul style="list-style-type: none"> <li>• Type in a short title</li> <li>• Check the box <b>Major Event (Show on Graphs)</b></li> <li>• Click the <b>Save</b> button</li> </ul>
<p><b>Key Point:</b> Notes can be edited up to 31 days. Please follow the district guidelines when entering notes. All information contained in EXCEED is considered an Educational Record.</p>	