

ETR Writer Quick Start Guide

The screenshot shows the ETR Writer software interface. At the top, there is a menu bar with buttons labeled F, 1, 2, 3, 4, 5, Find, Plan, Extra, EMS, List, New, Print, and Docs. Below the menu bar, the main form is divided into several sections:

- CHILD'S INFORMATION:** Includes fields for Name, Id Number, Street, Gender, Grade, City, State (OH), Zip, Date Of Birth, District Of Residence, and District Of Service. A callout box points to the 'Student Information' button, stating: "Click to transfer data from the SEM to the ETR".
- PARENTS' / GUARDIAN INFORMATION:** Includes fields for Name, Street, City, Home Phone, Work Phone, Cell Phone, and Email. A callout box points to a person icon with a plus sign, stating: "Click to transfer the student demographic data to the parent demographics fields".
- TYPE OF EVALUATION:** Includes radio buttons for INITIAL EVALUATION and REEVALUATION, and fields for DATE OF MEETING, DATE OF LAST ETR, REFERRAL DATE, DATE PARENTS CONSENT RECEIVED.
- ETR FORM STATUS:** Includes checkboxes for Part 1: Individual Evaluator's A (separate Assessment From ETR), Part 2: Team Summary, Part 3: Documentation For Determination Of A Specific Learning Disability, Part 4: Eligibility, and Part 5: Signatures.
- Team Members:** A section with a 'Team Members' button and a 'Remove User Name' button. A callout box points to the 'Team Members' button, stating: "Click to edit team members assigned to this ETR. You must have ETR Create privileges to use this option". Another callout box points to the 'Remove User Name' button, stating: "Click to remove your name from the team members".
- INSTRUCTIONS:** Includes checkboxes for 'Lock ETR' and 'Archive ETR'. A callout box points to the 'Lock ETR' checkbox, stating: "Click to lock an ETR. This prevents the ETR from being modified. You must have ETR Lock Privileges to use this option". Another callout box points to the 'Archive ETR' checkbox, stating: "This option hides an ETR from your list of students. This option archives the ETR for all users. You can view Archived students by click on the Unarchive button on the list".

Other callout boxes include: "Click to go to the ETR page" pointing to the '2' button in the menu bar, and "Click to start a new ETR" pointing to the 'New' button in the menu bar. A callout box points to the 'Edit..' buttons in the 'District Of Residence' and 'District Of Service' fields, stating: "Click to edit pop up lists. You must have manager privileges to be able to do this.".

-To move from field to field press the Tab key. On single line fields the Return key will also work.

-The program spell checks as you type by underlining words in red.

-Data is automatically saved in a two step process. First it is stored in a memory cache on your computer and then written to the server at certain intervals. If you are disconnected from the server or your computer shuts down improperly, you could lose data. To force data to be save to the server, use Ctrl + 3 (Windows) or Cmd + 3 (Mac)

Assessment Page (1)

F 1 2 3 4 5 Jim Jones

1 INDIVIDUAL EVALUATOR'S ASSESSMENT

Click to create a new assessment page.

Click to print the current page

Click this button to insert a graphic image into the ETR page. One one image can be insert and it will only print on the bottom half of the assessment page

ASSESSMENT INFORMATION

Provide a summary of the information obtained from the assessment results per the evaluation plan including the child's strengths, areas of need and baseline data

Show Graphic

SUMMARY OF ASSESSMENT RESULTS

Transfer to: 3 B. 3 C. Summary

Highlight text in the summary section and then click one of these buttons to transfer the data to the summary or SLD page. Data from the summary will be viewable from the IEP Writer program.

ASSESSMENT INFORMATION

Provide a summary of the information obtained from the assessment results per the evaluation plan including the child's strengths, areas of need and baseline data

Hide Graphic

SUMMARY OF ASSESSMENT RESULTS

Two lines of text can be typed in this box

Copy a graphic to your computer clipboard and paste the graphic into this box. Right click in this box to paste the graphic into this field, Over sized graphics will be scaled to fit in this box.

Additional Evaluations (click row to see the evaluation)

<input type="checkbox"/>	Mary Smith	School Psychologist	Intelligence	▲
<input type="checkbox"/>	Jim Smith	Teacher	academic	
<input type="checkbox"/>				
<input type="checkbox"/>				

All of the assessments for this student will display in this list. Click on a row to go to that specific assessment.

Created By: Created on: 9/21/2009 Current User:

All PART 1 Complete Click when all assessment pages are completed

Lock Assessment Click to prevent your assessment page from being modified by other users

Hide Evaluation Click to hide your assessment page from others while it is being written

ETR-Assessment completed Click when your assessment page is completed

Click to toggle between user and district buttons. You must have ETR Create privileges to edit District buttons

Buttons Checkboxes Tables Tables 2 Other Other Evals Previous Evals View IEP Progress Report

District Values **Edit Buttons** Male Female

Wisconsin Description
Woodcock
Template

Buttons- users can store values that will insert into the summary of assessment results. Click the Edit Button to define values for the buttons. These buttons can be used to store templates, descriptions or long narratives.

Checkboxes- use this section to store lists of items that can be inserted into the summary of assessment results. Store strengths/weaknesses, recommendations, needs, implications in this area. Multiple items can be inserted in a variety of ways. This is a very helpful area.

Tables- create 1 column test tables

Tables 2- create 2 column test tables

Other- additional storage area for inserting values into the summary of assessment results.

Other evals- Allow a user to see another assessment page while on the current page.

View IEP- view the Present Levels and Profile sections from this student's IEP

Progress Report- view progress reports for this student.

You can store 22 user buttons and 22 district buttons. The district buttons are shared by everyone on the network.

Click to edit insert buttons

Return Insert Button Fields User Name: District

Type in items that can be inserted into the summary. Assign in the small text box a heading for each item. Use [name] where you want the student's name inserted and use all masculine pronouns (i.e., he instead of she). If you select female on the evaluation page the masculine words will be converted to feminine. Predefined tabs (1/2 inch) can be utilized in the text boxes by typing Option + Tab (Mac) or Ctrl + Tab (Win).

Wisconsin Description Enter the name of the button

Enter a test description to insert in the assessment summary

Enter text that you want to insert into the summary when you click the button.

The checkboxes are very helpful for storing lists on things that you can pick from and easily insert into the Summary of Assessment Results. Needs or Implications. You can store recommendations, implications, needs, strengths, weakness, etc. in this section. All entered lists are shared by all users on the network. This is the most helpful option in the ETR program.

Select a topic. You can store unlimited topics

Click to Edit or add items or topics for the checkboxes

After selecting your items, click insert to insert the items into the Assessment Summary

Determines how the items are inserted into the Assessment Summary

Leading sentences or Headings. You can select one item

You can select multiple items to insert into the summary

The Other section works well for an item analysis section. It can also be used like the buttons section. You can store an unlimited number of items and all items are shared across the network. To enter a topic, delete the current topic and enter a new topic. Then enter items in the items field. Click the arrow to insert the item into the Assessment Summary

Select a topic. You can store unlimited topics

Determines how the items are inserted into the Assessment Summary

Three different groups of items

Click to insert the item into the Assessment Summary

Insert	Ref.	Item
◀		Deficit communication skills were fou
◀		Adequate communication skills were
◀	1	Turning eyes and head toward sound
◀	2	Listening at least momentarily when spoken to by caregiver
◀	3	Smiling in response to caregiver
◀	4	Smiling in response to presence of familiar person other than caregiver

The tables section can be used to insert tables into the Summary section. You can create unlimited tables and the tables are shared across the network

Click to insert the table into the Assessment Summary

How to create a new table

1. Enter the name of the test.
2. Enter subtest names.
3. Click the radio button that is to the right of the longest subtest.
4. Add spaces (with the space bar) until the cursor is just to the left of the line underneath the selected radio button. Do this for every subtest that is shorter than the second line. If the subtest is longer than second line you should not need to add spaces.
5. Add headings for the scores columns.
6. If the table does not display properly or it displays properly and doesn't print properly you will need to make fine adjustments with the blank spaces. If a score shifts to the right, remove a few spaces. If it shifts to the left, add a few more spaces.

ETR Print Layout

You can select the pages to print to a printer or you can create a PDF file of the pages if you are using Filemaker 9 or 10. If you hold down the Shift key before clicking the Print ETR button, you'll force the print dialog boxes open. You can use this to select a different printer or to check the print settings. Click the Number Pages button to number the pages. This option will reconfigure the pages every time you print the ETR. It is recommended that you only use this option after the ETR is completely finished. The Outline Text Boxes options puts boxes around the text fields. This option might not print properly across page breaks. If this happens, uncheck this option. The Part 1:Eval will print all of the Part 1 pages for the ETR. If you want an individual Part 1 you need to print it from the Part 1 page.

Select the pages to print:

Front Page Part 2: Summary Part 4: Eligibility
 Part 1: Eval Part 3: SLD Part 5: Signatures

Outline text boxes when printing

Number Pages Check to have page numbering enabled. It is recommended to only use this option when all pages are completed.

Printer: Brother HL-2070N series,winspool,Ne01:

ETR FORM STATUS

PART 1 INDIVIDUAL/EVALUATOR ASSESSMENT (Separate Assessment from main ETR)
 PART 2 TEAM SUMMARY
 PART 3 DOCUMENTATION FOR DETERMINING THE EXISTENCE OF A SPECIFIC LEARNING DISABILITY
 PART 4 ELIGIBILITY
 PART 5 SIGNATURES

DATES

DATE OF MEETING: _____
DATE OF LAST ETR: _____
REFERRAL DATE: _____
DATE PARENTS CONSENT RECEIVED: _____

The list will sort students in alphabetical order. Click on a student to go to that student

The list will sort students in creation order. The most recently created students will sort at the top of the list. Click on a student to go to that student