



# **Behavior Observation Tracking System (BOTS) User Manual**

**Northwest Regional ESD**



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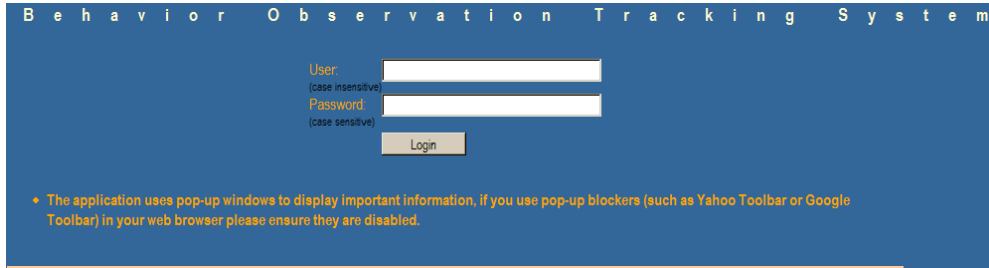
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## **Introduction to BOTS**

The Behavior Observation Tracking System (BOTS) is an electronic student database that allows teachers to document student behavior over time. Using BOTS, teachers can monitor students' daily progress toward behavioral goals. Teachers can also review and run reports on students' behavioral history. BOTS makes student information accessible and easy to track. Ultimately, the database assists teachers in enhancing students' success in and out of the classroom.

# Logging into BOTS

Enter your user name and password.



Behavior Observation Tracking System

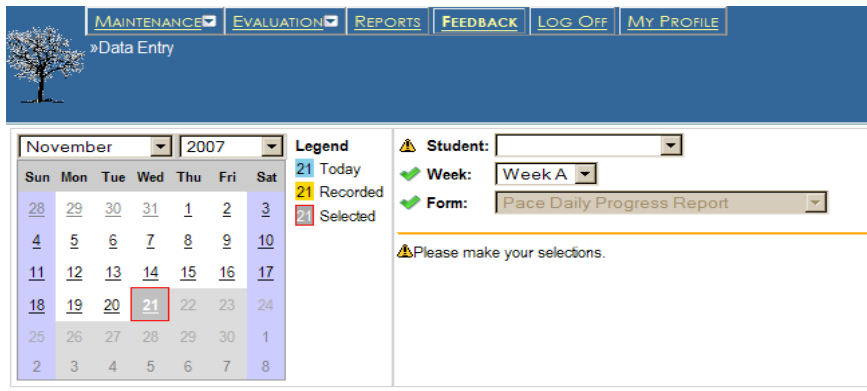
User (case insensitive)

Password (case sensitive)

Login

• The application uses pop-up windows to display important information, if you use pop-up blockers (such as Yahoo Toolbar or Google Toolbar) in your web browser please ensure they are disabled.

Logging in will bring you to the main student data screen.



MAINTENANCE EVALUATION REPORTS FEEDBACK LOG OFF MY PROFILE

»Data Entry

November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Legend

- 21 Today
- 21 Recorded
- 21 Selected

Student:

Week: Week A

Form: Pace Daily Progress Report

Please make your selections.

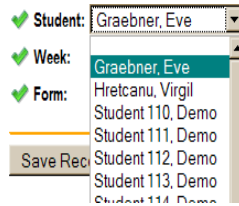
See the next section, Evaluation – Entering Student Data, for an explanation of how to use this screen.

## Evaluation – Entering Student Data

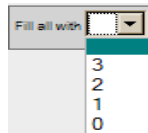
Begin by navigating to **Evaluation**, the main student screen. This screen automatically loads when you log in, but if you need to get back to it at any time, select **Evaluation** from the menu at the top of your screen.



1. Select the student that you will be entering data for by clicking on the drop-down window next to **Student**. Select the applicable week.



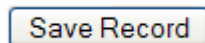
2. Once the student has been selected, the student's goals will appear. The scoring table on the right hand side of the screen will describe the grading or rating scale being used.
3. To enter student performance for individual goals, select the drop-down menu within each column.
4. You can also auto-fill in each column using the **Fill all with** option in the upper left hand corner.



5. You can reset the columns back to a blank value by clicking the **Reset grid** link next to the **fill all with** option. Clicking this will clear anything you have entered, so be sure you want to reset before you click it.



6. Don't forget to click **Save Record** when you have finished.

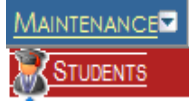


# Building Student Goals and Schedules

## Selecting and Adding Students

To create a new schedule for an existing student:

1. Select *Maintenance > Students* from the main menu.



2. If you are altering an existing student schedule, type the student's name in the **Search Student or add a New One** box.
3. A menu of student names appears. Select the student whose schedule you wish to create.

To add a new student:

1. Select *Maintenance > Students* from the main menu.
2. Enter the student's first and last name.
3. Select the student's grade level.
4. Select the scoring table you will be using for this student.  
*Note: Only one scoring table may be available.*

## Building the Schedule

To build the student's schedule:

1. Click the **Week Schedule** tab.
2. Click the **<no period>** link to assign the period number.
3. Click the **<no class>** link to assign a specific class to the period.

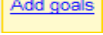
A screenshot of a table for a Monday schedule. The table has a yellow background and a blue header 'Monday'. Below the header is a table with four columns: 'Sort', 'Del', 'Goal', and '<no period>'. The '<no period>' and '<no class>' links are in red text. The table is partially obscured by a yellow box.

Monday			
<a href="#">Sort</a>	<a href="#">Del</a>	<a href="#">Goal</a>	<a href="#">&lt;no period&gt;</a> <a href="#">&lt;no class&gt;</a>

*NOTE: There are ten (10) periods available for each day. Fill out only as many periods as you have at your site.*

## Building Goals

To add goals to the student's schedule:

1. Click the **Add goals** link. 
2. A new section opens up that contains a list of goals to choose from.

3. Select the goals needed for the student's schedule, then click on **Add Selected Goals**.

It is now possible to copy the schedule created to other days. If you wish to do so:

1. Click on the link Copy this day's schedule to other day(s).

[Copy this day's schedule to other day\(s\)](#)

2. The tab expands. Select the days you want to copy the schedule to and click **Apply**.

*If you will be using the same schedule for the entire week, simply put a checkmark in all the days of the week listed. Once applied, as you click through to the other days of the week on the schedule you will see that the schedule and goals were carried over from the first day.*

### **Students with Similar Schedules**

If you have a student with a schedule already built that you wish to use for another student:

1. Click on **Load schedule from student**.

[Load schedule from student](#)

2. A list of students will appear. Select the student whose schedule you wish to copy and click the **Load** button.

If you wish to copy the schedule you just built to another student:

1. Click on **Copy schedule to student(s)**.

2. The tab expands. Select the students you wish to copy the schedule to and click **Copy**.

The screenshot shows a software interface with four tabs: "Copy this day's schedule to other day(s)", "Load schedule from student", "Copy schedule to student(s)", and "Save this schedule as a template". The "Copy schedule to student(s)" tab is active. Below the tabs, a message reads: "The selected students' schedules will be automatically changed." Below this message is a list of student names, each with a checkbox to its left. The list includes: Hretcanu, Virgil; Student 110, Demo; Student 111, Demo; Student 112, Demo; Student 113, Demo; Student 114, Demo; Student 115, Demo; Student 116, Demo; Student 117, Demo; Student 118, Demo; Student 121, Demo; Student 122, Demo; Student 123, Demo; Student 124, Demo; Student 125, Demo; Student 127, Demo; Student 128, Demo; Student 129, Demo; Student 130, Demo; Student 131, Demo; Student 132, Demo; Student 134, Demo; Student 135, Demo; Student 137, Demo; Student 138, Demo; Student 140, Demo; Student 141, Demo; Student 142, Demo; Student 143, Demo; Student 155, Demo; Student 156, Demo; Student 159, Demo; Student 164, Demo; Student 165, Demo; Student 177, Demo; Student 180, Demo; Student 288, Demo; Student 289, Demo; Student 291, Demo; Student 294, Demo; Student 314, Demo; Student 320, Demo; Student 98, Demo. A "Copy" button is located at the bottom right of the list area.

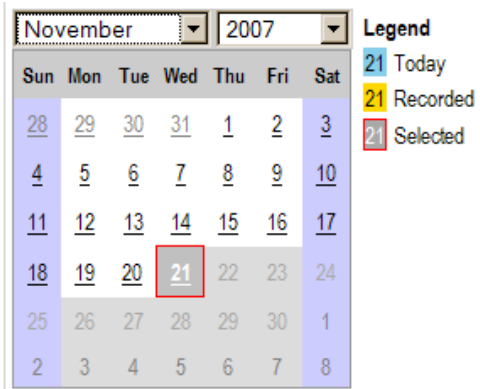
If you wish to use the schedule as a template for future schedules:

1. Click on **Save this schedule as a template**.
2. Name the template.
3. Click **Save**.

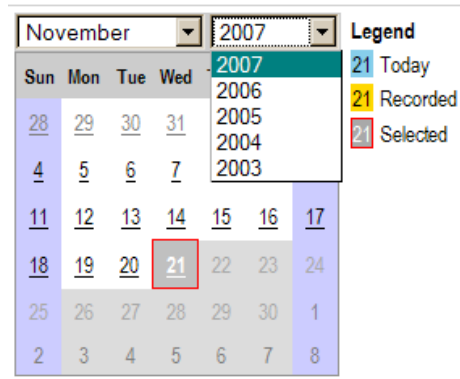
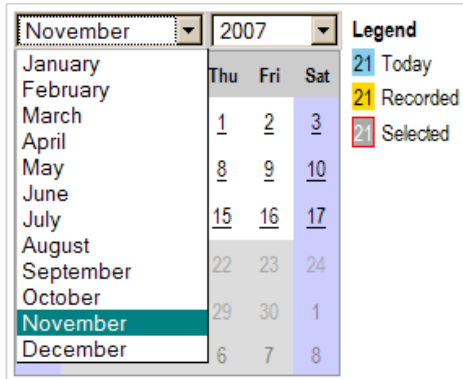


## Using the Calendar Feature

The **Evaluation** screen contains a calendar in the upper-left-hand corner that displays the current day, month, and year. The **Legend** on the right-hand side of the calendar highlights the current date in blue, and dates with recorded scores in yellow. The date you have selected is outlined in red.



To view a student's scores for a previous day, month, or year, select the student you wish to view, then use the drop-down menus in the calendar to adjust the day, month, and year accordingly.



# Viewing and Running Reports

## Report Types

BOTS offers several different types of reports. To access the reports menu, select the **Reports** tab.



## Goal List

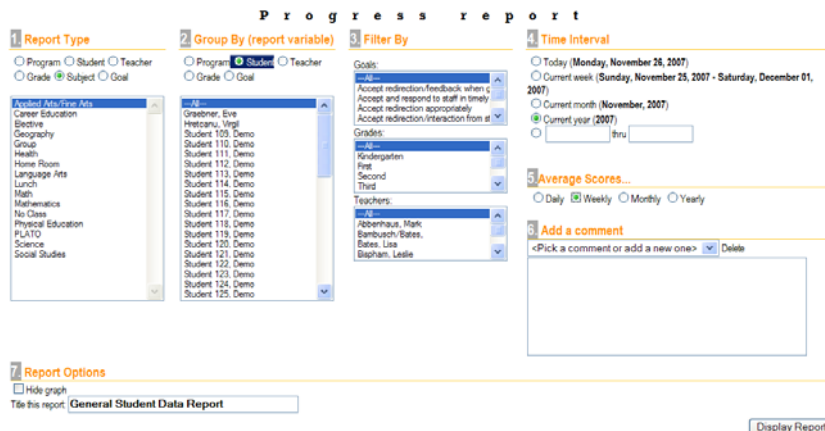
This report provides a list of all the student behavioral goals used by your site.

1. To run, select **Goal List** under the **Maintenance Report** heading.  
[Maintenance Reports](#)  
[Goal List](#)
2. To print, select the **Printer-friendly** link.  
[Printer friendly](#)
3. Go to **File** and select **Print**.

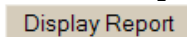
## General Student Data Report

To run this report:

1. Select **General Student Data Report** under the **Student Data Reports** tab.  
[Student Data Reports](#)  
[General Student Data Report](#)  
[Student Progress Report](#)  
[Quantitative Goals Student Report](#)  
[Student Progress Report w/ Incidents](#)
2. Select Report Type, Group, Filter, Time Interval, and Average Scores as desired. You may select any or all subjects and students and filter the information by goal, grade, or teacher.



3. Click the **Display Report** button at the bottom right-hand corner of the screen.



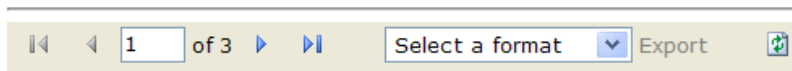
- The report opens in a new window.

General Student Data Report			
Run Date: 11/26/2007		Data grouped: weekly	
Subject: Applied Arts/Fine Arts		Time interval: Current year (01/01/07-12/31/07)	
Student 110, Demo		Student 111, Demo	
05/2007	95.68%	05/2007	100%
06/2007	99.07%	06/2007	95.37%
07/2007	98.15%	07/2007	88.89%
08/2007	98.46%	08/2007	95.83%
09/2007	98.77%	09/2007	90.74%
10/2007	98.15%	10/2007	100%
11/2007	100%	11/2007	100%
12/2007	96.43%	12/2007	100%

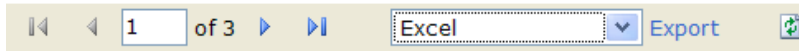
To export this report to Excel:

- In the report menu, locate the drop-down menu that says **Select a format**.

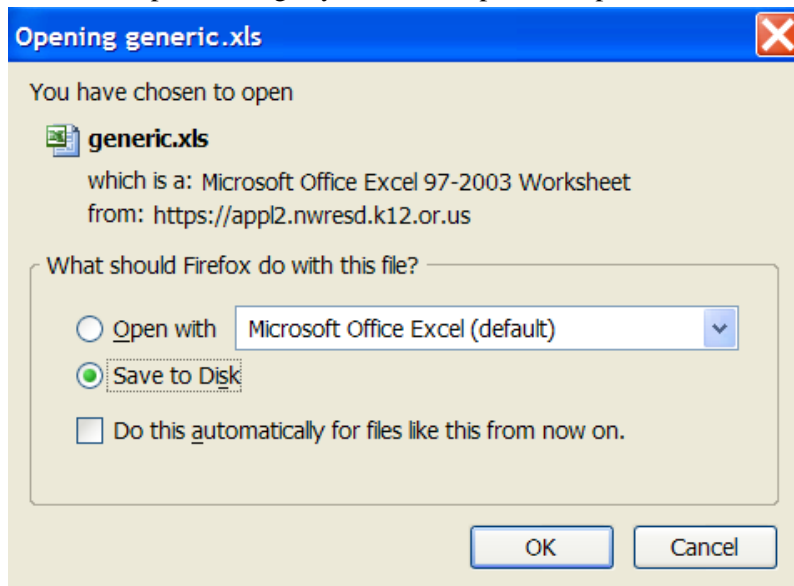
**Behavior Tracking System**



- Select **Excel**.



- A window opens asking if you wish to open the report or save it.



4. Select **Save to Disk** and click **OK**.  
*NOTE: Although **Save to Disk** is automatically selected, the **OK** button may be greyed out. To fix this, select the **Open With** option but DO NOT click **OK**, then re-select the **Save to Disk** option. Click the **OK** button again.*

5. The report automatically downloads.
6. To open it, navigate to your desktop (or wherever you have chosen to save the file) and locate the Excel file. It will likely be named “generic.”
7. Double-click the Excel file.



8. The report opens in Excel.

To export the report to PDF:

1. Use the **Select a format** drop-down menu to select **Acrobat(PDF) file**.
2. Click once on **Export**.
3. A window displays asking if you want to open the file or save it.
4. Select **Save to Disk** and click **OK**.

*NOTE: Although **Save to Disk** is automatically selected, the **OK** button may be greyed out. To fix this, select the **Open With** option but DO NOT click **OK**, then re-select the **Save to Disk** option. Click the **OK** button again.*

5. The report automatically downloads.
6. To open it, navigate to your desktop (or wherever you have chosen to save the file) and locate the PDF file. It will likely be named “generic.”
7. Double-click the PDF file.



8. The report opens in Acrobat Reader.

## Student Progress Report

To run the report:

1. Select **Student Progress Report** under the **Student Data Reports** tab.
2. Select Students, Goals, Filters, Time Interval, and Average Scores as desired. You may select any or all goals and filter the information by grade, teacher, or subject as desired. However, you may only select one student at a time.

**P r o g r e s s   r e p o r t**

**1. Students**

- Gräebner, Eve
- Hriecanu, Virgil
- Student 109, Demo
- Student 110, Demo
- Student 111, Demo
- Student 112, Demo
- Student 113, Demo
- Student 114, Demo**
- Student 115, Demo
- Student 116, Demo
- Student 117, Demo
- Student 118, Demo
- Student 119, Demo
- Student 120, Demo
- Student 121, Demo
- Student 122, Demo
- Student 123, Demo
- Student 124, Demo
- Student 125, Demo
- Student 126, Demo

**2. Goals**

- All---
- Participate
- Prepared
- Appropriate**
- Follow Directions
- Interact appropriately with peers
- remain disengaged from staff interver
- School appropriate words

**3. Period Filters**  
(Select periods that satisfy the following criterias)

Grades:

- All---
- Kindergarten
- First
- Second
- Third

Teachers:

- All---
- Abbenhaus, Mark
- Bambusch/Bates,
- Bates, Lisa
- Bispham, Leslie

Subjects:

- All---
- Applied Arts/Fine Arts
- Career Education
- Elective
- Geography

**4. Time Interval**

Today (Monday, November 26, 2007)

Current week (Sunday, November 25, 2007 - Saturday, December 01, 2007)

Current month (November, 2007)

Current year (2007)

[ ] thru [ ]

**5. Average Scores...**

Daily  Weekly  Monthly  Yearly

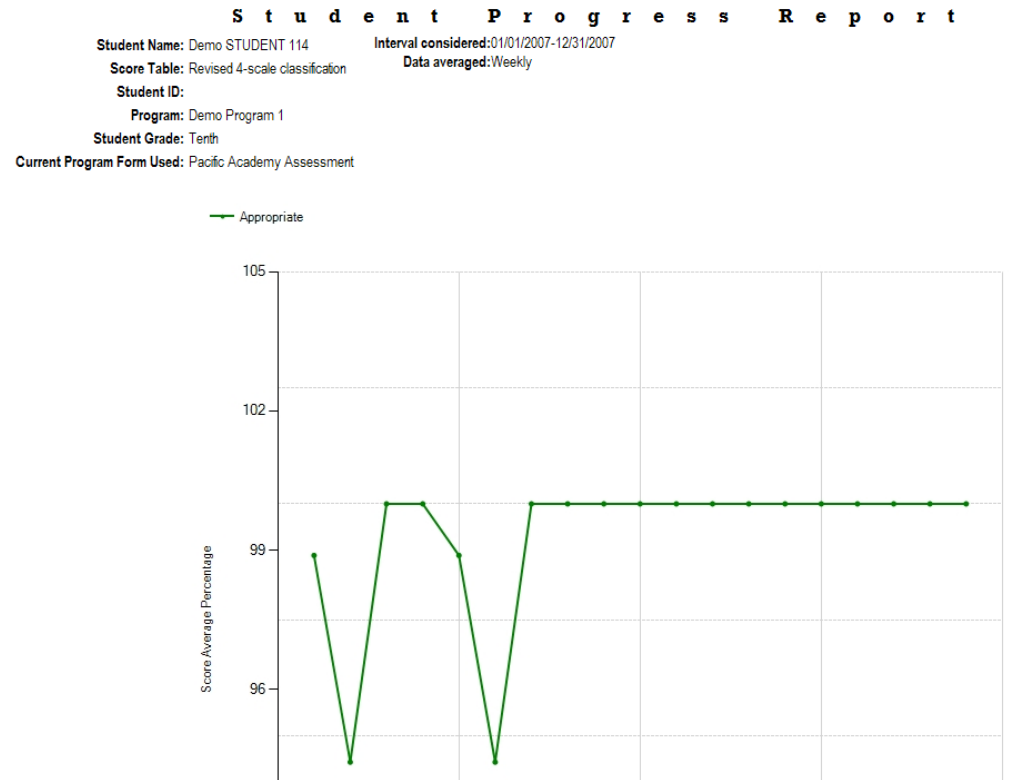
**Report >**

3. Click the Report button at the bottom right-hand corner of the screen.

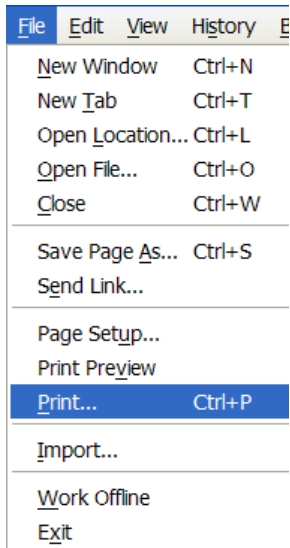
Report >

4. The report opens in a new window.

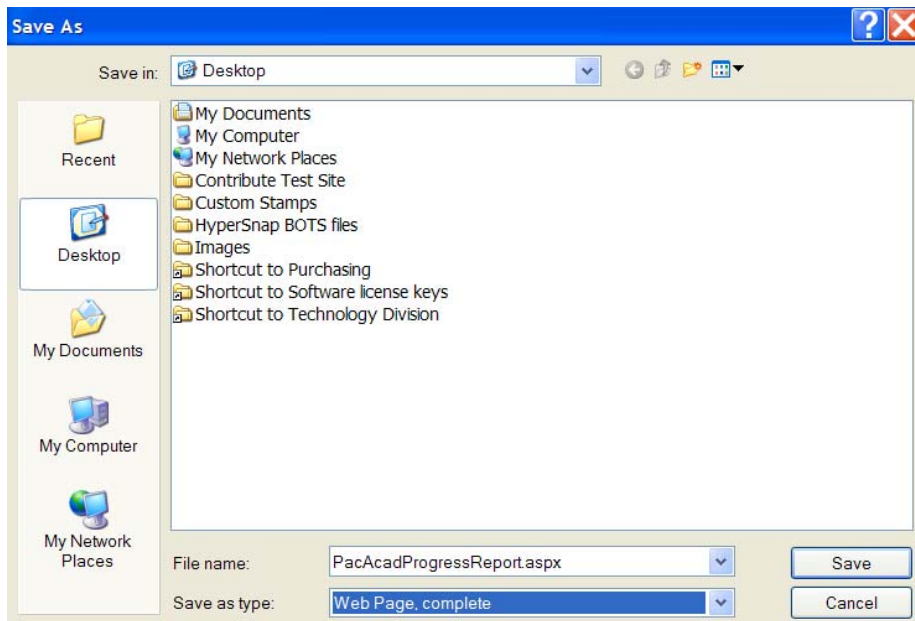
Behavior Tracking System



5. To print this report, go to *File > Print*. The print window displays. Click **OK**.



6. To save a copy of this report instead of printing, go to *File > Save Page As...* Save as a **Web Page, complete** (the default format).



## Quantitative Goals Student Report

To run this report:

1. Select **Quantitative Goals Student Report** under the **Student Data Reports** tab.
2. Select Students, Quantitative Goals, Time Interval, and Average Scores as desired. You may only select one student at a time.

**Q u a n t i t a t i v e   g o a l   p r o g r e s s   r e p o r t**

**1. Students**

- Græbner, Eve
- Hietcanu, Virgil
- Student 109, Demo
- Student 110, Demo
- Student 111, Demo
- Student 112, Demo
- Student 113, Demo
- Student 114, Demo
- Student 115, Demo
- Student 116, Demo
- Student 117, Demo
- Student 118, Demo
- Student 119, Demo
- Student 120, Demo
- Student 121, Demo
- Student 122, Demo
- Student 123, Demo
- Student 124, Demo
- Student 125, Demo
- Student 126, Demo

**2. Quantitative Goals**

- All--
- Bonus
- Consequences/STDO
- Self Time Out

**4. Time Interval**

Today (Monday, November 26, 2007)

Current week (Sunday, November 25, 2007 - Saturday, December 01, 2007)

Current month (November, 2007)

Current year (2007)

[ ] thru [ ]

**5. Average Scores...**

Daily  Weekly  Monthly  Yearly

**Report >**

3. Click the **Report** button at the bottom right-hand corner of the screen.
4. The report opens in a new window.
5. To print this report, go to *File > Print*. The print window displays. Click **OK**.
6. To save a copy of this report instead, go to *File > Save Page As...* Save as a **Web Page, complete** (the default format).

## Student Progress Report w/ Incidents

To run this report:

1. Select **Student Progress Report w/ Incidents** under the **Student Data Reports** tab.
2. Select Students, Goals, Filters, Time Interval, and Average Scores as desired. You may select any or all goals and filter the information by grade, teacher, or subject. However, you may only select one student at a time.

**P r o g r e s s   r e p o r t**

**1. Students**

- Græbner, Eve
- Hietcanu, Virgil
- Student 109, Demo
- Student 110, Demo
- Student 111, Demo
- Student 112, Demo
- Student 113, Demo
- Student 114, Demo
- Student 115, Demo
- Student 116, Demo
- Student 117, Demo
- Student 118, Demo
- Student 119, Demo
- Student 120, Demo
- Student 121, Demo
- Student 122, Demo
- Student 123, Demo
- Student 124, Demo
- Student 125, Demo
- Student 126, Demo

**2. Goals**

- All--
- Prepared
- Participate
- Appropriate
- Follow Directions
- Draw only during free time
- Remain on topic 75% of the time
- Use age appropriate tone of voice
- Use appropriate coping skill
- refrain from engaging in sexualized ta
- Test goal

**3. Period Filters**  
(Select periods that satisfy the following criteria)

Grades:

- All--
- Kindergarten
- First
- Second
- Third

Teachers:

- Abbenhaus, Mark
- Bambusch/Bates,
- Bates, Lisa
- Bispham, Leslie

Subjects:

- All--
- Applied Arts/Fine Arts
- Career Education
- Elective
- Geography

**4. Time Interval**

Today (Monday, November 26, 2007)

Current week (Sunday, November 25, 2007 - Saturday, December 01, 2007)

Current month (November, 2007)

Current year (2007)

[ ] thru [ ]

**5. Average Scores...**

Daily  Weekly  Monthly  Yearly

**Report >**

3. Click the **Report** button at the bottom right-hand corner of the screen.

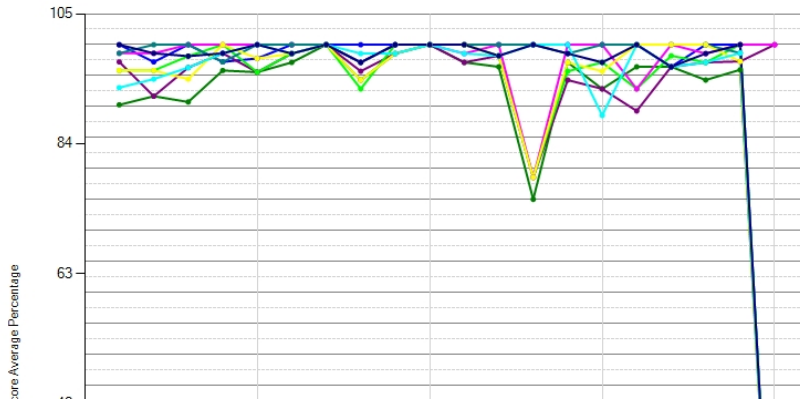
- The report opens in a new window.

Behavior Tracking System

**S t u d e n t P r o g r e s s R e p o r t**

Student Name: Demo STUDENT 110 Interval considered: 01/01/2007-12/31/2007  
 Score Table: USER CUSTOM VALUES (Fraction Values) Data averaged: Weekly  
 Student ID:  
 Program: Demo Program 1  
 Student Grade: Tenth  
 Current Program Form Used: Pacific Academy Assessment

— Appropriate      — Participate      — Remain on topic 75% of the time      — Use age appropriate tone of voice  
— Draw only during free time      — Prepared      — Test goal      — Use appropriate coping skill  
— Follow Directions      — refrain from engaging in sexualized talk/behavior



- To print this report, go to *File > Print*. The print window displays. Click **OK**.
- To save a copy of this report instead, go to *File > Save Page As...* Save as a **Web Page, complete** (the default format).



## Additional Options

### Maintaining Your Account


To view or change your login ID and password, select **My Profile** in the main menu.





You may type in a new login ID, password, or email address as desired.

**User Profile for Pacific Academy generic Admin** **Update**

---

**Full name:**  (max 100 characters) 

**Login id:**  (max 10 characters) 

**Password:**  (max 20 characters) 

**Email:**  (max 100 characters)

### User Support

If you experience problems using BOTS, or if you have suggestions for improvement and would like to let Northwest Regional ESD know, select the **Feedback** button in the BOTS menu window.



Select the type of issue and include your comments in the **Message** box. Click **Submit**.

---

Please let us know if you have any ideas to make this application better.

---

Type:  Bug, malfunction, error. Please describe in detail, you may even copy&paste the error message.  
 Suggestion, idea  
 Need support, help  
 Other

---

Message:

---

**Submit**

Your IP Address: 172.16.14.85  
Your Browser: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.8.1.9)  
Gecko/20071025 Firefox/2.0.0.9