

MIDATA Directions: Enter Secondary Content Area Reading Model Installation Checklist

This document describes how to enter status updates on the installation of Secondary Content Area Reading Model components in the MIBLSI Database (MIDATA). **This task can be performed by anyone with a school user role or higher access role (district, ISD, state) in MIDATA.** Once data are entered, overall scores for each school's checklist will feed up to the District Dashboard, Installation Checklists tab.

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Version: 1.0

Date: January 2018

Log into MIDATA

MIDATA login page

(https://webapps.miblsimtss.org/midata)

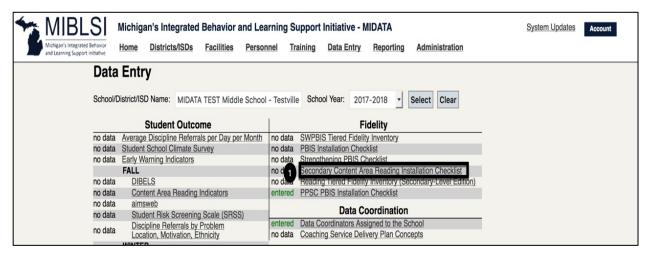
Go to School-Level Data Entry

- 1. Go to **Data Entry** in the top menu.
- Enter School Name in the text field and select the school from the dropdown menu that appears.
- 3. Select School Year.
- Click Select.



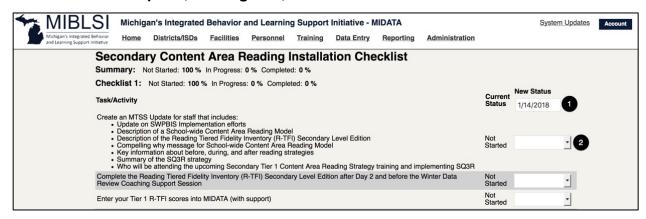
5. Select **Secondary Content Area Reading Model Installation Checklist** from the main data entry menu.



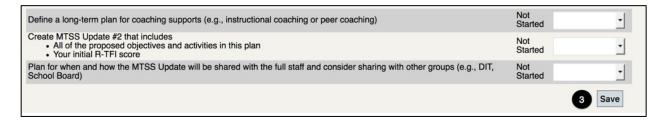


Enter Checklist Progress for the First Time

- 1. Enter the **date** of the checklist update. This field will default to the current date.
- 2. Select 'Complete, In Progress, or Not Started' for each item on the checklist.



3. Scroll to the bottom and click **Save**. You do not have to select a response to each checklist item prior to saving. Any unanswered item will be counted as 'Not Started.'

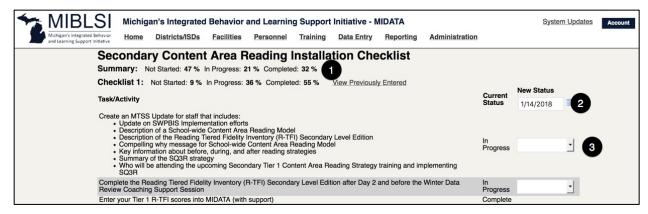


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Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI),
funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

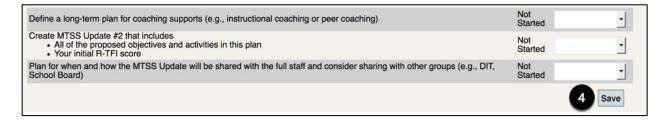


Update Checklist Progress

- 1. Once you have entered data, the summary at the top of the checklist will populate with a calculation of the percent of checklist items marked as 'Not Started, In Progress, or Completed.' In addition, saving a status update on one checklist will trigger the next checklist to appear the next time you select PBIS Installation Checklist from the main data entry menu.
- 2. Enter the date of your status update. This field will default to the current date.
- For all items not previously marked as 'Complete,' you will be prompted with a dropdown menu to select whether the item is now 'Complete, In Progress, or Not Started.'



4. Scroll to the bottom and click Save.



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