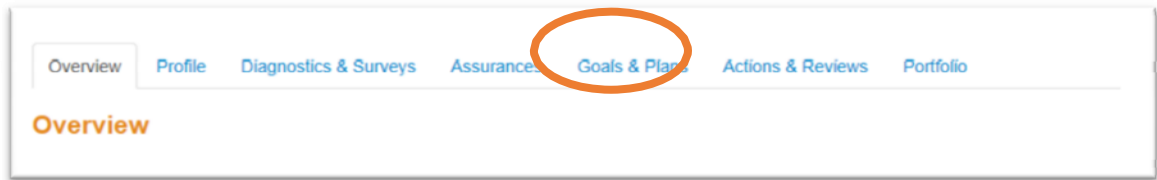


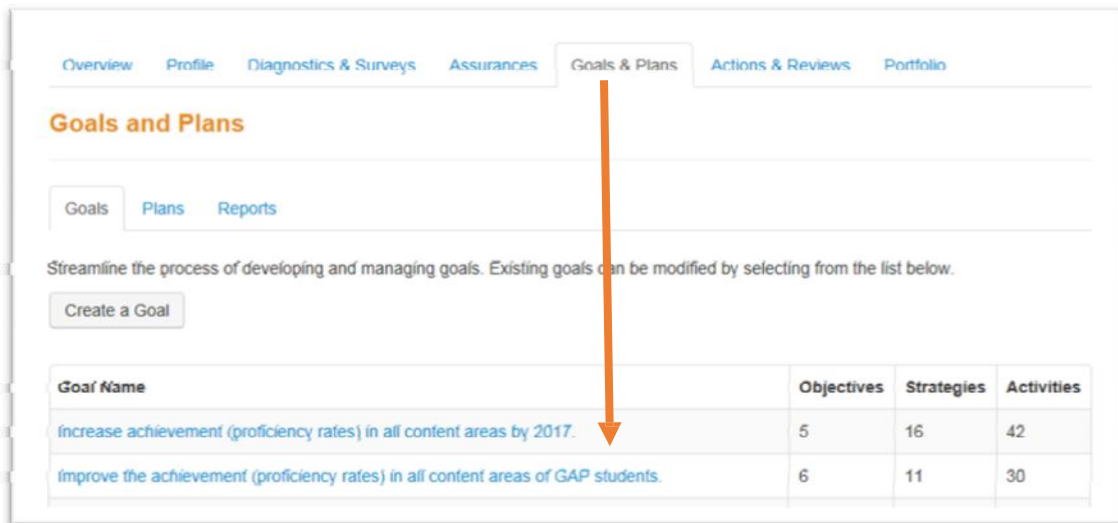
# HOW TO ADD PROGRESS NOTES TO YOUR CSIP

## Getting Started

- 1) After logging into ASSIST: <https://cas.advanc-ed.org/cas/login>, you will want to go to the tab “Goals and Plans.”



- 2) Next you will **click on the goal** for which you want to add a Progress Note (you can add Progress notes to any level of the plan – Goal, Objective, Strategy, or Activity).

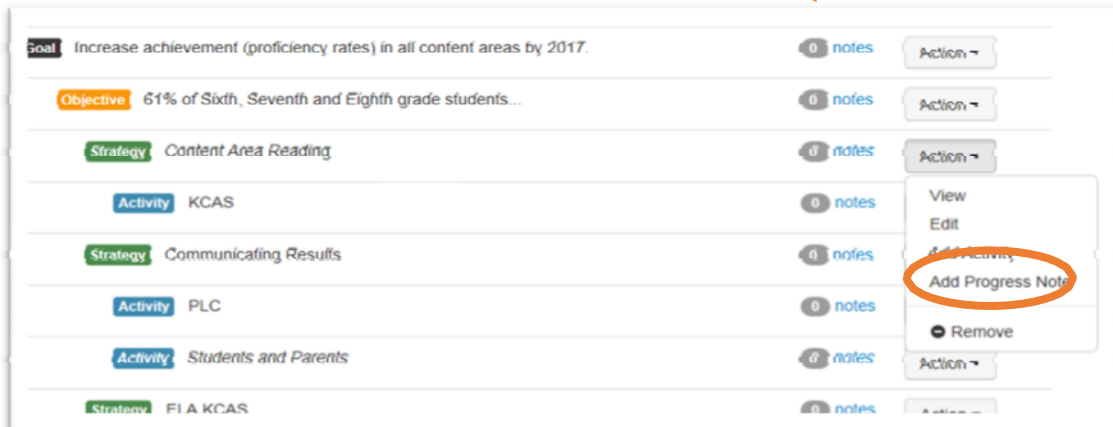


- 3) Once in the goal, you are ready to add Progress Notes.

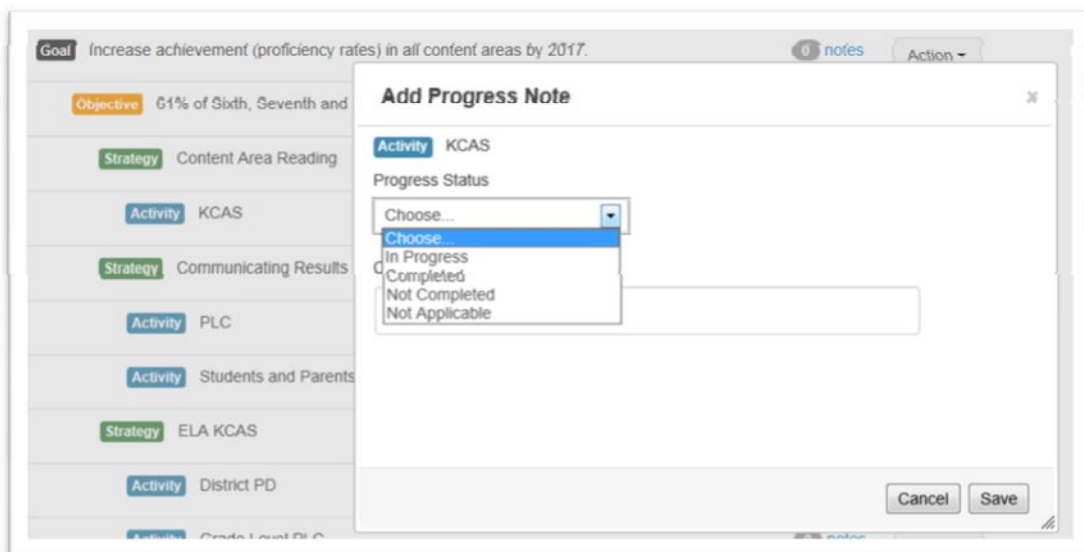
## HOW TO ADD PROGRESS NOTES TO YOUR CSIP

### Adding Progress Notes

- 4) Notice on the right at each level there is the word “notes” with a number. This will show you how many notes have been added to each level. By clicking on the word “notes”, you will be able to read all notes related to this particular line.
- 5) By **clicking on the “Action”** box, you will get an option to “Add Progress Note.”



- 6) By then **clicking on “Add Progress Note”** you will be able to add comments. Note that on the Objective level you will be asked if the objective was “Met” or “Unmet” and on the Activity level (the one shown below) you will be given the options of “In Progress”, “Completed”, “Not Completed”, or “Not Applicable.” You can add any comments you want to make in the comments box below the progress status box.
- 7) Be sure to **click “save”** once the section is completed.

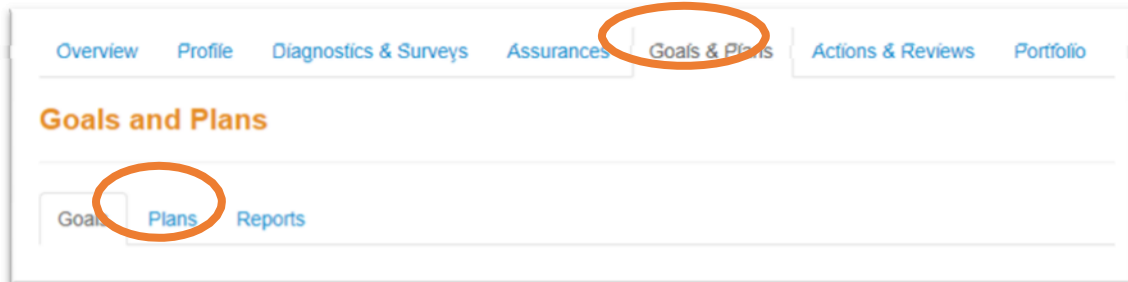


- 8) You can then add all the Progress Notes that you want at this time for the various levels (objectives, strategies, activities).
- 9) Repeat this process for each goal in your school’s CSIP.

## HOW TO ADD PROGRESS NOTES TO YOUR CSIP

### Finishing Your Progress Notes

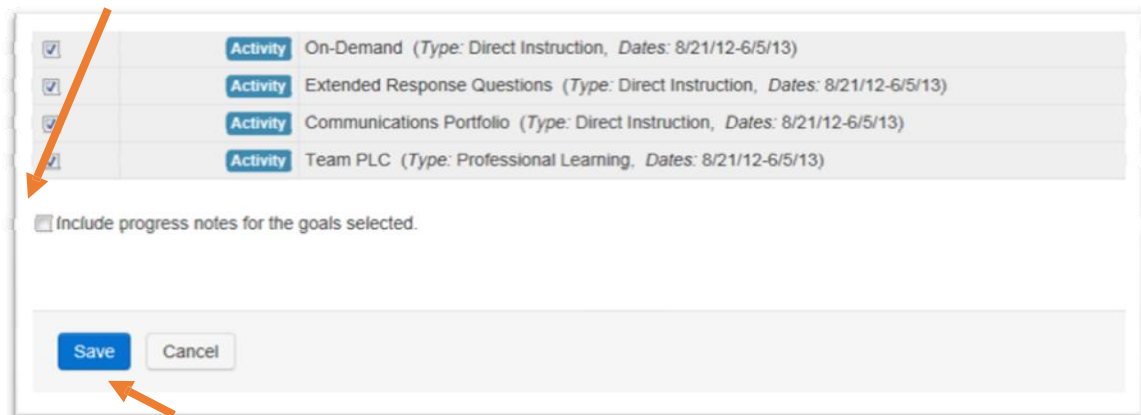
10) To finish this process, you will need to create a new CSIP (unless you checked include Progress Notes on your original CSIP). To create a new CSIP, **click on the “Goals & Plans”** tab at the top of your screen and then **click on the “Plans”** tab slightly down from the top towards the left.



11) You will then **click on “Create a Plan.”**

12) Then add a check in all boxes that were in your original plan (if you click on the box next to “Goal” the system will automatically check the objectives, strategies, and activities under that goal).

13) Next be sure to check the box at the bottom of the page that states “Include progress notes for the goals selected.”



14) Lastly, **click on “Save.”**

### **NOTES:**

- Progress Notes cannot be edited – they can be deleted if necessary.
- You can have multiple progress notes for the same line. This will allow you to monitor your implementation and impact over time and to see your school’s progress on an individual piece.
- Progress Notes will be shown at the end of the PDF of the CSIP.
- It is recommended to add Progress Notes periodically throughout the school year – this will help make sure that you are on-track with your school’s plan.

If you have any questions, feel free to contact the JCPS Planning Office:

- Florence Chang (485-3278) - [florence.chang@Jefferson.kyschools.us](mailto:florence.chang@Jefferson.kyschools.us)
- Joe Prather (485-7073) - [joseph.prather@Jefferson.kyschools.us](mailto:joseph.prather@Jefferson.kyschools.us)