



Academic Survival Skills Checklist Maker



Create customized step-by-step checklists to train students in academic survival skills.

Academic Survival Skills Checklist Maker: User Manual

Success in school depends on the student acquiring effective 'academic survival' skills. For example, how effectively does the student study, manage time, take notes, or complete homework? The Academic Survival Skills Checklist Maker is a free application that allows teachers, students, and parents to assemble 'how to' checklists that can be used to train students in essential academic-support skills.

Once you have created a unique academic survival-skills checklist, you can download that checklist in text or PDF format and even email it to others. And if you have a free Intervention Central account, you can also save checklists that you create online for later retrieval. You can access the Academic Survival Skills Checklist Maker at:

<http://www.interventioncentral.org/tools/academic-survival-skills-checklist-maker>

Frequently Asked Questions: This manual provides step-by-step instructions in FAQ format in how to use the Academic Survival Skills Checklist Maker.

About the Author: The *Academic Survival Skills Checklist Maker* application was created by Jim Wright, a certified school psychologist and school administrator. Jim is a national trainer on Response to Intervention and also created the Intervention Central (www.interventioncentral.org) website, a free source of intervention and assessment resources for schools.

If you are interested in Jim's workshops on academic and behavioral interventions, you can email him at jim@jimwrightonline.com.

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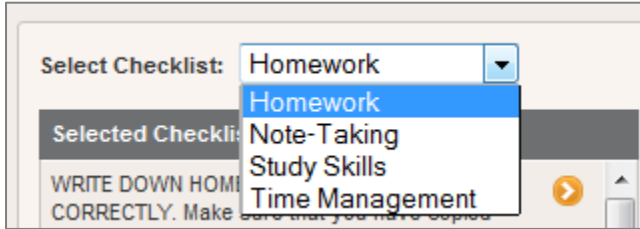
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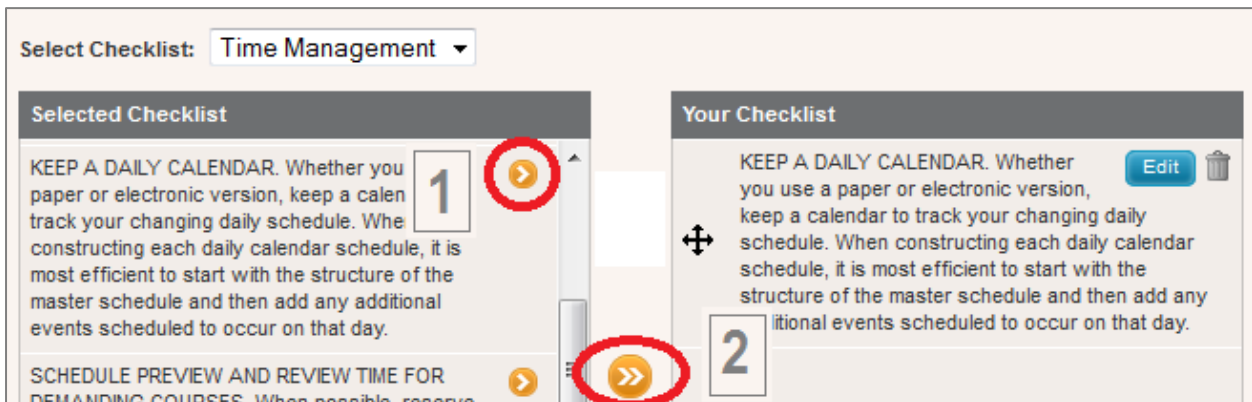
How Do I Load and View Different Groups of 'Academic Survival' Checklist Ideas?

You can select various groups of 'academic survival' checklist ideas by selecting any of the 'Select Checklist:' drop-down menu choices. Academic survival-skill ideas for the selected category will then download from the application data-base into the 'Selected Checklist' box for your review.



How Do I Select Specific Ideas for my Academic Survival Skills Checklist?

You can select an idea for your academic-skills survival checklist by clicking on the arrow next to any item in the 'Selected Checklist' box (item 1 in the figure below). The item will then appear in the 'Your Checklist' box, where it will be included in the customized checklist that you are creating. TIP: You can also select ALL of the items in the 'Selected Checklist Box' to load into the 'Your Checklist' box by clicking the double-arrow icon (item 2 in the figure below).



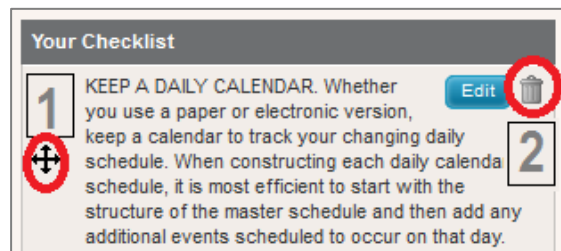


What Operations Can I Perform on Selected Academic Survival Skill Ideas?

Edit Academic Survival-Skill Ideas. You can edit the text of any of the ideas appearing in the Academic Survival Skills Checklist Maker. Click on the 'edit' button next to an academic survival-skill idea that you have selected and loaded into the 'Your Checklist' box (item 1 in the figure below). A 'Selected Items' window will then open displaying the academic survival skill in an editable box labeled 'Text' (item 2 in the figure below). Make any edits that you like to the idea and then click the 'apply' button at the bottom of the 'Selected Items' window. The window will close and the survival-skill idea will be updated with your edits in the 'Your Checklist' box.



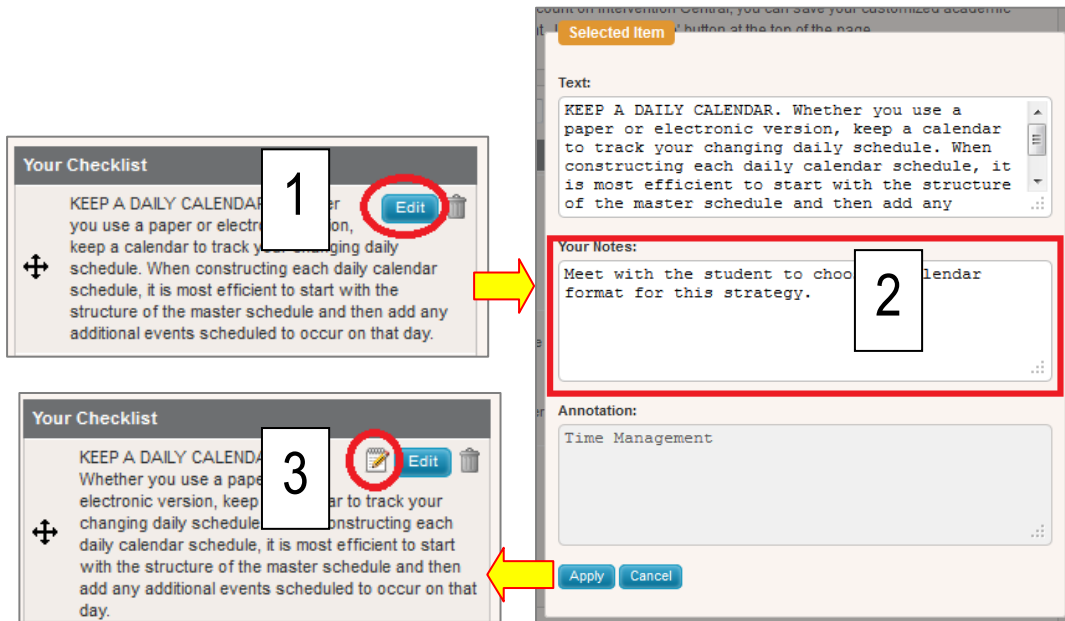
Delete or Change the Order of Survival-Skill Ideas. You can also perform the following operations on selected academic survival-skill ideas: (1) To change the order of any items in your list, drag it up or down in the 'Your Checklist' box using the drag-and-drop control appearing on the left (item 1 in the figure to the right) (1) To delete an item from your list, click on the garbage can icon on the right (item 2 in the figure to the right).





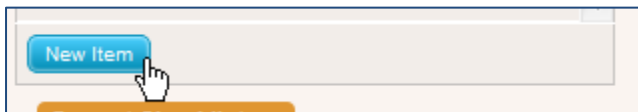
How Do I Add My Own Notes to Selected Academic Survival-Skill Ideas?

The Academic Survival Skill Checklist Maker allows you to customize individual survival-skill ideas by adding your own notes. Click on the 'Edit' button next to any idea in the 'Your Checklist' box (item 1 in the figure below) to open an editing window. You can add any notes you choose to the 'Your Notes' box in this window (item 2). When you click the 'Apply' button, your notes will be saved and the editing window will close. You will then see a 'notepad' icon appear next to the survival-skill idea containing your notes (item 3).



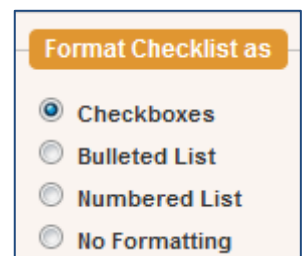
How Can I Add My Own Academic Survival-Skill Ideas to This Plan?

If you would like to insert an idea into your plan and do not see it in this application, you can enter your own academic survival skill. Click on the 'New Item' button at the bottom of the 'Your Checklist' box. A window will open into which you can type the text of your idea. Then click 'Apply' to close the window. Your strategy will then appear as one of the academic survival-skill elements in the 'Your Checklist' box.



What Formatting Options Are There for 'Bulleting' My Selected Survival-Skill Ideas?

This application gives you several options for formatting the list of academic survival skills that will appear in your final checklist. Just below the 'Your Checklist' box is a set of radio-button choices (see figure at right) that present your bulleting options. You can choose to format your customized checklist as a series of checkboxes, bullets, a numbered list, or to have no formatting.





How Do I Create, Save, Email, and Print Reports With This Application?

This application offers several options for creating reports in both PDF (Adobe Acrobat) and Rich Text Format (compatible with Microsoft Word and Google Docs). You create reports in the section 'Printing Options' at the bottom of the screen.

Click on the Tab of Your Preferred Report Format. The several report choices are grouped by tabs, with each report type assigned to its own tab.

All report formats offer these shared features:

Title Your Report. You can give your report any title that you choose. Just type that title into the 'Report Title' box (item 1 in figure below). If you do not assign a name to your report, it will be assigned the name of this application.

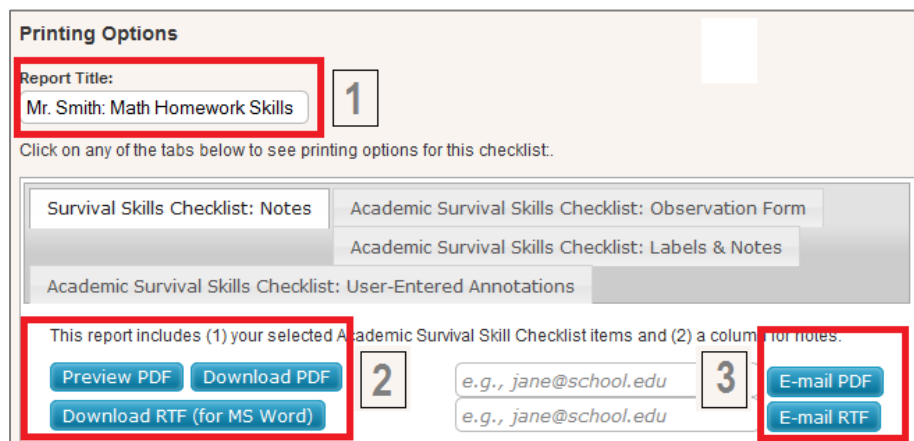
Preview and Generate Reports. After clicking on the tab of a particular report format, you will see several options for creating and viewing reports.

Preview PDF. This button allows you to preview the report in PDF format within your browser and view it before downloading the document (item 2 in figure below).

Download PDF. This button allows you to download your document in PDF format to save or to print (item 2 in figure below).

Download RTF. This button downloads your document in RTF (Rich Text Format), allowing you to save it as a Microsoft Word- or Google Docs-compatible document (item 2 in figure below). (NOTE: If you want to edit your document or add notes to it after download, this is an ideal formatting option.)

Email Report. You can type in an email address and email a PDF or RTF version of the report to a colleague (item 3 in figure below).



Select the Report that Best Meets Your Needs. You have two report formats in the Academic Survival Skills Checklist Maker, described in the table below:

Report Formats: Academic Survival Skills Checklist Maker



<p><i>TAB 1: Academic Survival Skills Checklist: Notes.</i> This report includes (1) your selected Academic Survival Skill Checklist items and (2) a column for notes.</p>
<p><i>TAB 2: Academic Survival Skills Checklist: Observation Form.</i> This form includes (1) your selected Academic Survival Skill Checklist items, (2) a column to verify whether the student possesses each survival skill (Y/N), and (3) a column to list the information used to verify each skill (Observation/Interview/Work Product).</p>
<p><i>TAB 3: Academic Survival Skills Checklist: Labels & Notes.</i> This report includes (1) your selected Academic Survival Skill Checklist items, (2) a column labeling each item's Survival-Skill category, and (3) a column for notes .</p>
<p><i>TAB 4: Academic Survival Skills Checklist: User-Entered Annotations.</i> This report includes (1) your selected Academic Survival Skill Checklist items and (2) a column to display any user-entered annotations that you saved as part of your checklist .</p>

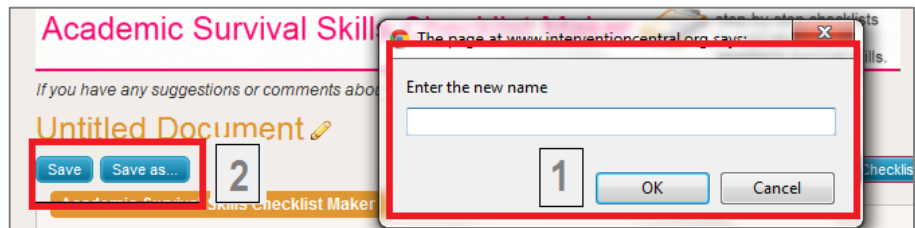
How Do I Save Online Those Academic Survival-Skills Checklists That I Have Created?

The Intervention Central website that hosts the Academic Survival Skills Checklist Maker allows users to create free personal accounts. With an account, you can save customized academic survival-skill checklists that you have created, as well as user-entered report titles and notes.

For a quick primer on how to create a free Intervention Central account, see the section that appears later in this manual, *A QuickGuide to Creating and Using Your Intervention Central Personal Account*.

If you have created a personal Intervention Central account and are logged into your account while using the Academic Survival Skills Checklist Maker you can save your customized checklists in two steps:

1. **Name Your Academic Survival-Skills Checklist 'Document'.** To name your checklist, click on the title 'Untitled Document' that appears at the top of the page. As your cursor hovers over this title, you will see an edit icon (pencil) appear. Click once on the title and a window will open (item 1 in



the figure to the right) prompting you to 'Enter the new name' of your document. Once you enter the new title and close the window, your customized checklist will bear the new name.

2. **Click the 'Save' Button.** When you click the 'Save' button (item 2 in the figure above), your customized checklist will be saved to your account, along with its current title, user-selected academic survival skills, user-entered notes, etc.
3. **[Optional] To Make a Copy of a Plan, Click the 'Save as...' Button.** If you have created a customized checklist and wish to create a copy/clone of it, use the 'Save as...' button. For example, if you create a checklist suitable for a student who needs to work on homework completion, you may wish to 'clone' this checklist to use with another student. Simply change the title of the checklist to designate the second student and click 'Save as...'. A copy of your academic survival-skill checklist will then be saved to your account under the new name.



How Do I Cite This Application and Manual in a Research Paper?

1. Here is a suggested research citation format for the Academic Survival Skills Checklist Maker online application:

Wright, J. (2012). *Academic Survival Skills Checklist Maker* [Online Database]. Retrieved on [insert date] from <http://www.interventioncentral.org/tools/academic-survival-skills-checklist-maker>

2. Here is a suggested research citation format for this user manual:

Wright, J. (2012). *Academic Survival Skills Checklist Maker: User Manual*. Retrieved on [insert date] from <http://www.interventioncentral.org>



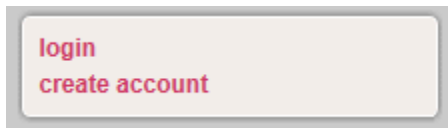
A QuickGuide to Creating and Using Your Intervention Central Personal Account

The Intervention Central website (<http://www.interventioncentral.org>) now allows users to create free personal accounts where they can save 'documents' created with select online applications.

At present, there are several applications on Intervention Central-- including the ChartDog GraphMaker, the Behavior Report Card Maker, the Intervention Planner for Behavior, and others--that allow the users to save unique documents. More applications are under development and will soon be available.

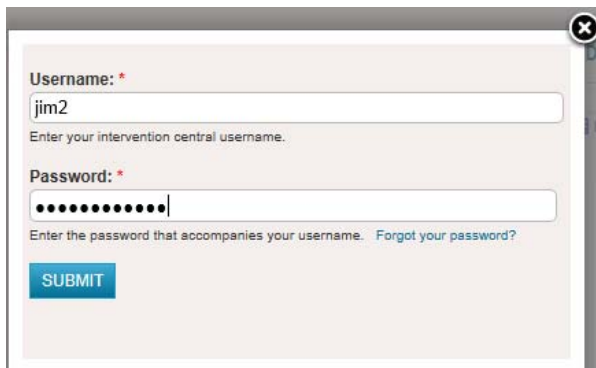
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

1. **Create an Intervention Central Account.** If you have not yet created an account, click on the 'create account' link in the upper right-hand corner of any webpage on the site.

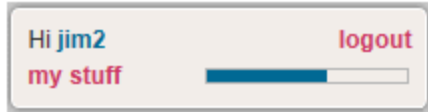


You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account.** If you want to save any data or other student information that you enter into ChartDog GraphMaker or the Behavior Report Card Maker, you must first *have logged in* to your Intervention Central account! So whenever you visit the website, you may want to get into the habit of logging in immediately. To sign in, you simply click on the 'login' link in the upper right-hand corner of any webpage on the site. A login box will appear prompting you for your Username and password:



When you are successfully logged in, the links in the upper right-hand corner of web pages on the site change to signal your account information. Your Username is displayed, along with a shaded bar that indicates what percentage of your quota for saved documents you have filled.



NOTE: At present, you are allowed to save up to 40 unique 'documents' (i.e., ChartDog student graphs and/or Behavior Report Cards) to your Intervention Central account.

You can also log out of your account at any time. It is generally a good practice for you to log out of Intervention Central whenever you decide to leave the site.

3. **Opening Saved or New Documents.** If you are logged in and wish to access documents previously saved to your account (e.g., ChartDog student progress-monitoring graphs or Behavior Report Cards), you can view these saved documents in your account by clicking on the link 'my stuff' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

When you click the 'my stuff' link, a box opens that displays in table form all documents that you have saved:

The screenshot shows a user interface for a logged-in user named 'jim2'. On the left, there is a section titled 'Create a new tool document' with two options: 'Behavior Report Card Maker' and 'ChartDog Graphmaker'. On the right, there are two tables listing saved documents. The first table has one row: Behavior Report Card Maker, Roy's Report Card, 11/02/2011, with a delete icon. The second table has three rows: ChartDog Graphmaker, Colin: Letter Identification, 10/01/2011; ChartDog Graphmaker, John: Math Computation Speed, 10/06/2011; and ChartDog Graphmaker, Brian Haskins: Rdng Intv, 10/07/2011. Each row in the second table has a delete icon.

Tool	Title	Date	
Behavior Report Card Maker	Roy's Report Card	11/02/2011	

Tool	Title	Date	
ChartDog Graphmaker	Colin: Letter Identification	10/01/2011	
ChartDog Graphmaker	John: Math Computation Speed	10/06/2011	
ChartDog Graphmaker	Brian Haskins: Rdng Intv	10/07/2011	

- *To Open Saved Documents.* Click on the title of any saved document and that document will automatically load for you to view and update. For example, if the user 'jim2' clicks on the saved ChartDog Graphmaker document 'John: Math Computation Speed' (above), that document will automatically load into ChartDog for the user to update as needed.
 - *To Delete Saved Documents.* If you would like to delete a previously saved document, click on the 'Delete' icon () next to the document. An alert box will open asking you to confirm the delete action.
 - *To Open a New Document.* If you would like to open a new document in the application, click on the name or icon of the application that appears under the 'Create a new tool document' title on the left side of the box listing your saved documents. The selected program will load and you can then enter information, name the document, and save that new document to your account.
4. **Saving a Document to Your Account.** If you are logged in to your account, are using an application that allows you to save documents (e.g., ChartDog GraphMaker, Behavior Report Card Maker), and wish to save a document, simply click on the 'Save Document' button that appears in the application. If you had assigned a name to your document (e.g., by naming your chart in ChartDog), the document will be saved with that name.



Unnamed documents that you save will be assigned generic names (e.g., an unnamed ChartDog chart will be saved as 'My Chart'; a Behavior Report Card will be saved as 'Untitled Document').