

## **RTI Template Banks**

Last Modified on 04/09/2025 3:34 pm CDT

#### Tool Search: RTI Template Banks

Template Banks allow you to create canned comments and location values which staff members can select when filling out an RTI plan.

≡	Infinite Campus	Q Search for a tool or student				
	RTI Template Banks ☆ Student > Student Information Settings > RTI Template Banks					
Temp	New Bank Category	New Bank Field  Save  Delete  Bank Field Editor  Academic Intervention  Template Start date: Mentor:  Active				
	Image 1: RTI Template Banks Tool					

See the RTI Template Bank Tool Rights article for information related to tool rights for this tool.

## **Prerequisites**

• Plan Types must be established (preferably for all Content Areas).

# **Create a New Bank Category**

Before Bank Field values can be created, Bank Categories must be created. Bank Categories are used to tie canned comments and locations to a specific Content Area and Intervention Type.

For example, in Image 2, the bank category has a Content Area of *Behavior* and a Intervention Tier of *2*. The bank field values created under this bank category will only be available for use by staff entering information on a RTI plan which is using a plan type with a Content Area of Behavior and an Intervention Tier of 2.

|--|

#### To Create a New Bank Category:

- 1. Select the New Bank Category icon. The Template Bank Category editor will appear.
- 2. Enter the **Name** of the template bank category.
- 3. Enter the **Content Area(s)** of the template bank category. All Bank Field values created for this category will be tied to this Content Area which will determine when it is available for use in RTI plans.
- 4. Enter the **Intervention Tier**. All Bank Field values created for this category will be tied to this Intervention Tier which will determine when it is available for use in RTI plans.
- 5. Select the **Save** icon. You are now able begin creating and assigning Bank field values to this bank category (see Image 3).

Over the second sec
Template Bank         Image: Dehavior Tier 2         Image: Test Bank Category         Test Bank Category         Test Bank Field         Image: Test Bank Field

Image 3: Example of Selecting a Bank Category for a Bank Field

## **Create a New Bank Field**

Bank Fields determine which field on the RTI the canned information will populate and what that canned information will be.

New Bank Category Template Bank     Behavior Tier 2	New Bank F	Bank Field Editor *Bank Category
Indiana Test Bank Category		Test Bank Category   Template Type  Plan Description  Name Canned description  Canned description
		Template This is where you would enter a canned plan description a teacher could select when creating an RTI plan for a student.   Active

#### To Create a New Bank Field:

- 1. Select the New Bank Field icon. The Bank Field Editor will appear on the right.
- 2. Select a **Bank Category**. This determines what category the bank field will be housed under in the tool as well as ties the field to the Content Area and Intervention Tier of the plan type of the bank category.
- 3. Select the **Template Type**. This indicates which field on the RTI plan the canned information will be available for. See the sections below for an example of each option.
- 4. Enter the **Name** of the canned information. This is the name that will appear in the list of available bank field options for selection for the Plan Description field on the RTI Plan.
- 5. Enter the **Template** text which will populate the field selected in the Template Type dropdown list on the RTI plan (for example, see Image 7).
- 6. Select the **Save** icon. The template can now be used by staff members to select when filling out an RTI plan.

## **Plan Description Templates**

Bank Fields with a Template Type of Plan Description are available for use in populating the Plan Description field on the RTI Plan (if the Content Area and Intervention Tier of the Bank Category match those of the RTI plan type).

	nk Field 🖺 Save 😣 Delete			
Template Bank Behavior Tier 2 Test Bank Category Canned description	Bank Field Editor  Bank Category  Test Bank Category  Test Bank Category  Template  This is where you would enter a canned plan description a teacher could select when creating an RTI plan for a student.  Active			
Image 5: Example of a Plan Description Template Type				

For example, the Bank Field created for the Plan Description field in Image 5 can be selected for use in the RTI plan by clicking the small white square next to the Plan Description field name (see Image 6).

Save Save & Continue  RTI Plan Outline Intervention Plan Student Demographics Parent/Guardian Information RTI Team Meeting	Print  Intervention Plan Content Area Tier Behavior 2 Universal Screener Name Universal Screener Score Plan Description Plan Description Plan Description Plan Description Plan Base Score Base Score Base Score Com Test Bank Category(1) Canned description	– 🗆 🗙 kField/loadFroi
--	---	--------------------------

Image 6: Select a Canned Plan Description on an RTI Plan

Once the template is selected (Canned description in Image 6), the text entered in the Template field of the Bank Field (Image 5) will populate the Plan Description field on the RTI plan (Image 7).

🖺 Save 🏼 🔿 Save & Continue	合 Print				
RTI Plan Outline Intervention Plan Student Demographics Parent/Guardian Information RTI Team Meeting	Intervention Plan Content Area Behavior Universal Screener	Tier 2	*Start Date Universal Screener Score	*End Date	-
	Plan Description		description a teacher could s	elect when creating an	

Image 7: Example of the Canned Plan Description Appearing in the Plan Description Field

## **Base Score Comment Templates**

Infinite Campus

> Bank Fields with a Template Type of Base Score Comments are available for use in populating the Base Score Comments field on the RTI Plan (if the Content Area and Intervention Tier of the Bank Category match those of the RTI plan type).



For example, the Bank Field created for the Base Score Comments field in Image 8 can be selected for use in the RTI plan by clicking the small white square next to the Base Score Comments field



name (see Image 9).

Save Save & Continue RTI Plan Outline Intervention Plan Student Demographics Parent/Guardian Information RTI Team Meeting	Print     Intervention Plan Content Area Behavior Universal Screener N     Plan Description     Base Score     Goal Name	Base Score Commen	"Start Date       "End Date         Universal Screener Score       Image: Chrome         Image: Chrome       Image: Chrome         Image: C
	*Goal Score	Goal Score Comme	Tempite Bank  Te
Image 9: S	Select a (	Canned B	Base Score Comment on an RTI Plan

Once the template is selected (Canned Base Score Comment in Image 9), the text entered in the Template field of the Bank Field (Image 8) will populate the Base Score Comments field on the RTI plan (Image 10).

Save Save & Continue RTI Plan Outline Intervention Plan Student Demographics Parent/Guardian Information RTI Team Meeting	Print Intervention Plan Content Area Behavior Universal Screener Plan Description Base Score Base Score	Tier 2 Name Base Score Comments	*Start Date Universal Screener Sc 0	ore comment that	
Image 10: Example of		d Base Score C e Comments Fi	, ,	pearing in the	Base

## **Goal Score Comment Templates**

Bank Fields with a Template Type of Goal Score Comments are available for use in populating the Goal Score Comments field on the RTI Plan (if the Content Area and Intervention Tier of the Bank Category match those of the RTI plan type).

New Bank Category Template Bank Behavior Tier 2 Test Bank Category Canned Base Score Comment Canned description Canned Goal Score Comment	k Field Save S Delete Bank Field Editor Bank Category Test Bank Category ▼ Template Type Goal Score Comments ▼ Name Canned Goal Score Comment Template This is where you would enter a canned Goal Score comment that teachers could select when creating an RTI plan for a student.
---	--

Infinite Campus

For example, the Bank Field created for the Goal Score Comments field in Image 11 can be selected for use in the RTI plan by clicking the small white square next to the Goal Score Comments field name (see Image 12).



Once the template is selected (Canned Goal Score Comment in Image 11), the text entered in the Template field of the Bank Field (Image 10) will populate the Goal Score Comments field on the RTI plan (Image 12).

Save Save & Continue RTI Plan Outline Intervention Plan Student Demographics	Goal Name	Goal Type	•
Parent/Guardian Information RTI Team Meeting	*Goal Score	Goal Score Comments This is where you would enter a canned Goal Score comment that teachers could select when creating an RTI plan for a student.	
		Evaluation Method/Tool	
Image 13: Example of the	Canned Goal .	Score Comment Appearing in the Goal Score Comments Fi	eld

## **Location Templates**

Bank Fields with a Template Type of Location are available for use in populating the Location field



on the RTI Plan (if the Content Area and Intervention Tier of the Bank Category match those of the RTI plan type).

😌 New Bank Category 🕒 New Ban	k Field 🕒 Save 😵 Delete				
Template Bank Behavior Tier 2 Test Bank Category	Bank Field Editor   Bank Category  Test Bank Category   Template Type  Location  Template  School  Template  School  ✓  Active				
Image 14: Example of a Location Template Type					

For example, the Bank Field created for the Location field in Image 14 can be selected for use in the RTI plan by clicking the small white square next to the Location field name (see Image 15).

🕒 Save 🔸 Save & Continue	🔁 Print	
RTI Plan Outline Intervention Plan Student Demographics Parent/Guardian Information RTI Team Meeting	Evaluation Method/To	of A
	Description	
	Link	Tamplete Park Cooole Chrome
	Intervention Provider	Template Bank - Google Chrome -      ×
	Intervention Position	Template Bank
	Te	Test Bank Category(1)
	Minutes per session "Direct	Session frequency ** sessons per *Service Frequency weet •
Image 15	: Selecting a C	Canned Location on an RTI Plan

Once the template is selected (School in Image 15), the text entered in the Template field of the Bank Field (Image 14) will populate the Location field on the RTI plan (Image 16).

Minutes per session *Direct	Session frequency *# sessions per	
	*Service Frequency	week <b>v</b>

# **Add Universal Screener Name Values**

Although not set up in the Template Banks tool, it is important to establish Universal Screener Name values within the Attribute/Dictionary. This ensures users have proper values to select when



creating an RTI Plan. If no Universal Screener Name values are created, the only available value for users to select is "Other".



#### To add Universal Screener Name values:

- 1. Go to the Attribute/Dictionary.
- 2. Expand the **Plan** table.
- 3. Select the **Dictionary** for **Universal Screener Name** and begin entering Universal Screener Name values.
- 4. When finished, select **Save**.



Values entered and saved within the Universal Screener Name area of Attribute/Dictionary will now be available for selection within RTI Plans (see Image 17).