

# RTI Batch Setup

Last Modified on 02/03/2026 11:05 am CST

[Select Plan Type](#) | [Prepare Intervention](#) | [Add Students](#) | [Check Status](#) | [Tool Rights](#)

Tool Search: RTI Batch Setup

The RTI Batch Setup tool assigns intervention plans to a group of students. A list of historical RTI batches display on the list screen.

RTI Batches are school and calendar-specific.

RTI Batch Setup ☆

[Student Information](#) > [Response to Intervention](#) > RTI Batch Setup

RTI Batch Dashboard

Filter By Batch Name

Filter By Plan Type

(ALL) ▼

Filter By Batch Status

(ALL) ▼

Math Intervention 1

Status: GENERATED

Plan Type: Math Tier 1

Start Date & End Date: 10/1/21 - 12/1/21

Created by: Demo Administrator

Requested: 5

Error: 0

Generated: 5

Detail

New

RTI Batch Setup List Screen

See the [Response to Intervention \(RTI\) Tool Rights article](#) for information about rights needed to use this and related RTI tools.

Batches can be searched and filtered by Batch Name, Plan Type, and/or Batch Status.

Field	Description
<b>Batch Name</b>	The name of the batch.
<b>Status</b>	The state of the batch. Statuses include: <ul style="list-style-type: none"> <li>Generated: plans have been generated.</li> <li>Generating: plans are currently generating.</li> <li>Draft: batch is in progress.</li> </ul>

Field	Description
<b>Plan Type</b>	The plan associated with the batch. RTI Plan Types are created and managed in the <a href="#">RTI Plan Types</a> tool.
<b>Start Date &amp; End Date</b>	The first and last date of the intervention.
<b>Created by:</b>	The user who created the batch.
<b>Requested</b>	The number of plans requested.
<b>Error</b>	The number of plans that did not generate due to errors while generating.
<b>Generated</b>	The number of plans generated.
<b>Detail</b>	Click the Detail button to view the batch information.

Click **New** to create a new batch. The Select Plan Type screen displays.

## Select Plan Type

The **Select Plan Type** screen displays all active plan types available. RTI plan types are predetermined formats that designate the Content Area, Intervention Tier, and editors available within the RTI plan. All plans assigned to a student via the RTI Batch tool display on the [RTI Documents](#) tool.

RTI Plan Types are created and managed in the [RTI Plan Types](#) tool.

Select Plan Type

Name	Content Area	Intervention Tier
	(All)	(All)
AES Reading Tier 1	Reading	1
AES Reading Tier 2	Reading	2
AES Reading Tier 3	Reading	3
Behavior Tier 1	Behavior	1
Behavior Tier 2	Behavior	2
Behavior Tier 3	Behavior	3
Initial Behavior Plan	Behavior	1
Math Tier 1	Math	1

Cancel

Select Plan Type Screen

Select a plan type to create. The **Prepare Intervention** screen displays.

## Prepare Intervention

The **Prepare Intervention** screen is used to set up the student(s) plan. Enter a **Name** for the batch and any information into the fillable fields. Any data entered into the form on the Prepare Intervention screen applies to ALL student plans.

1

2

3

Prepare Intervention

Add Students

Check Status

RTI Batch Name \*  
Limit 255 characters  
Math Intervention 1


Math Tier 1 (Content Area: Math, Intervention Tier: 1)

Start Date \*  
10/01/2021

End Date \*  
12/01/2021

Universal Screeners Name

Universal Screener Score  
0

Plan Description   
Limit 3200 characters

Cancel

Save

Save & Next

Prepare Intervention

Field	Description
<b>RTI Batch Name</b> <i>Required</i>	The name of the batch.
<b>Start Date</b> <i>Required</i>	The first day of the intervention plan.
<b>End Date</b> <i>Required</i>	The last day of the intervention plan.
<b>Universal Screeners Name</b>	<p>The intervention assessment given to students in the school. This is oftentimes the state assessment test (i.e., Wisconsin Knowledge and Concepts Examinations (WKCE), etc).</p> <p>Additional Universal Screener Name values can be added within the <a href="#">Attribute Dictionary</a>.</p>
<b>Universal Screener Score</b>	The score the student received on the Universal Screener.
<b>Plan Description</b>	<p>A description of the plan. You can enter this description manually or select a template bank by clicking the template bank icon.</p> <p>Canned plan descriptions are created in the <a href="#">RTI Template Banks</a> tool.</p>
<b>Base Score</b>	The base score of the RTI plan. Defaults to 0 (zero).
<b>Base Score Comments</b>	<p>Any comments about the base score for the RTI plan. You can enter this comment manually or select a template bank by clicking the template bank icon.</p> <p>Canned base score comments are created in the <a href="#">RTI Template Banks</a> tool.</p>
<b>Goal Name</b>	The name of the intervention goal.
<b>Goal Type</b>	The type of goal for the intervention. This is often used to organize goals for a school.
<b>Goal Score</b>	The score the student should receive to show successful completion of the intervention. Defaults to 0 (zero).
<b>Goal Score Comments</b>	<p>Any comments about the goal score for the plan. You can enter this comment manually or select a template bank by clicking the template bank icon.</p> <p>Canned goal score comments are created in the <a href="#">RTI Template Banks</a> tool.</p>

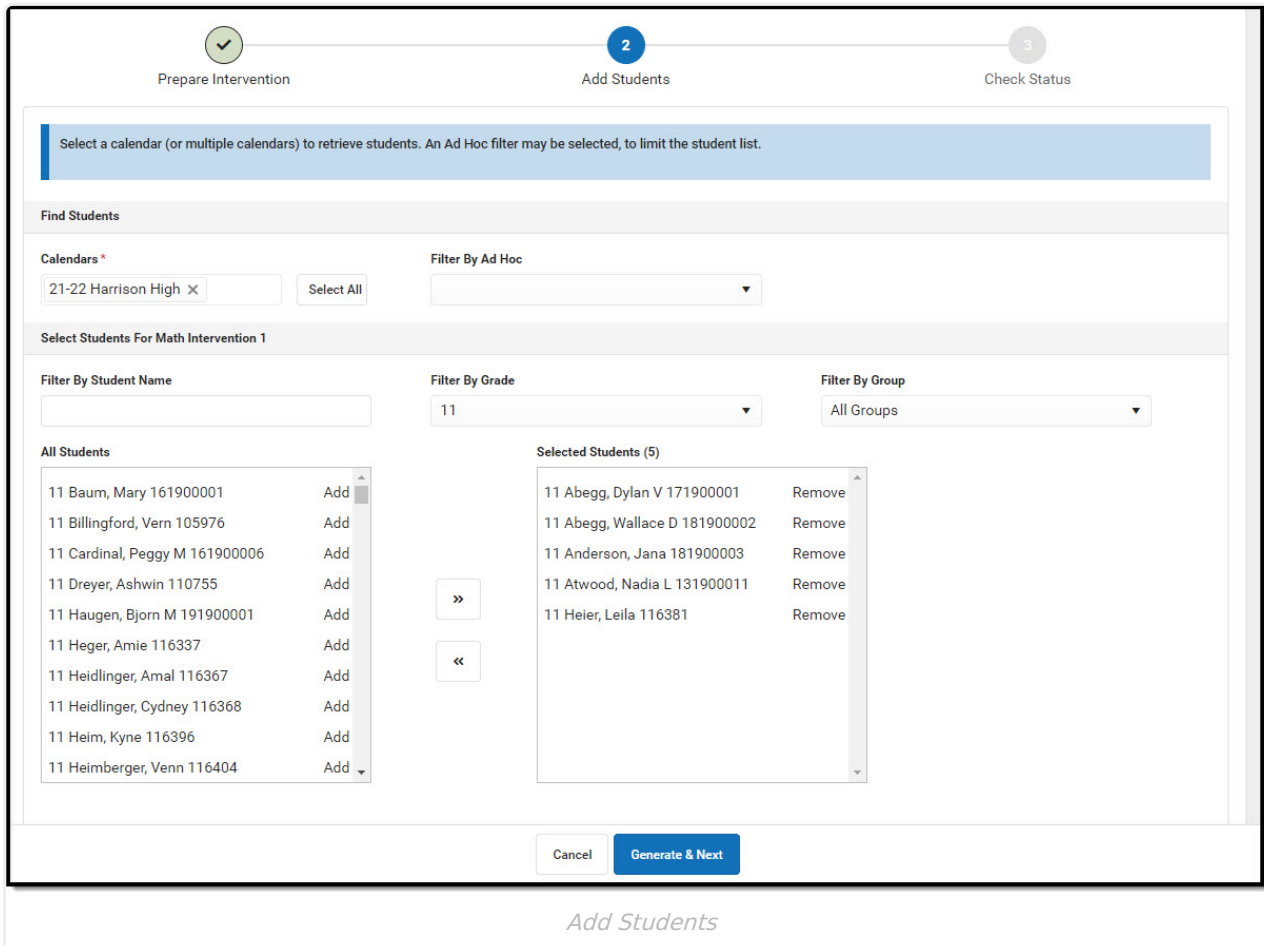
Field	Description
<b>Intervention</b> <i>Required</i>	The intervention used for the intervention plan. Interventions are tied to specific Content Areas and Intervention Tiers (or all of them if none are specified in the intervention). Each plan type has one content area and one-tier. Intervention values are created in the <a href="#">RTI Interventions</a> tool.
<b>Evaluation Method/Tool</b>	The method or tool the intervention provider is going to use to measure the student's intervention progress. This list is set up in the <a href="#">Attribute Dictionary</a> .
<b>Intervention Description</b>	A description of the intervention selected. This value is a read-only description pre-populated by the Intervention value selected.  This value is entered and managed in the <a href="#">RTI Interventions</a> tool.
<b>Link</b>	A link to any external or internal resource tied to the Intervention selected.  This link is entered and managed in the <a href="#">RTI Interventions</a> tool.
<b>Intervention Provider</b>	The Intervention Provider for the RTI plan.  This list is managed in the <a href="#">RTI Intervention Provider</a> tool.
<b>Intervention Position</b>	The position of the intervention provider.  This list is managed in the <a href="#">RTI Intervention Positions</a> tool.
<b>Location</b>	The location in which the intervention is delivered. You can enter the location manually or select a template bank by clicking the template bank icon.  Canned location values are created and managed in the <a href="#">RTI Template Banks</a> tool.
<b>Direct Minutes</b> <i>Required</i>	The targeted number of minutes the student will receive intervention instruction per intervention delivery event.
<b>Session Frequency</b> <i>Required</i>	The number of sessions the student receives per Service Frequency.
<b>Service Frequency</b> <i>Required</i>	The frequency in which the student will receive intervention delivery from an Intervention Delivery staff member.

Click **Save** to save progress or **Save & Next** to select students.

## Add Students

The **Add Students** screen selects which students will have the plan associated with them. The **All Students** section displays all students from the Calendar, Ad hoc Filter, Grade, and/or [Blended Learning Group](#) selected. Students can also be searched by Student Name for selection. See the [Blended Learning Groups](#) article for more information.

Selecting an individual student's name adds that student to the **Selected Students** list and vice versa.



Click **Generate & Next** to create the batch plans or **Cancel** to go back. The **Check Status** screen displays.

## Check Status

The **Check Status** screen is used to view the status of the plans. Statuses on this screen include: Generated, Error, or Deleted.

**Note:** Individual RTI plans generated using the batch can only be modified using the [RTI Documents](#) tool.

1 Prepare Intervention
2 Add Students
3 Check Status

Math Tier 1: Math Intervention 1

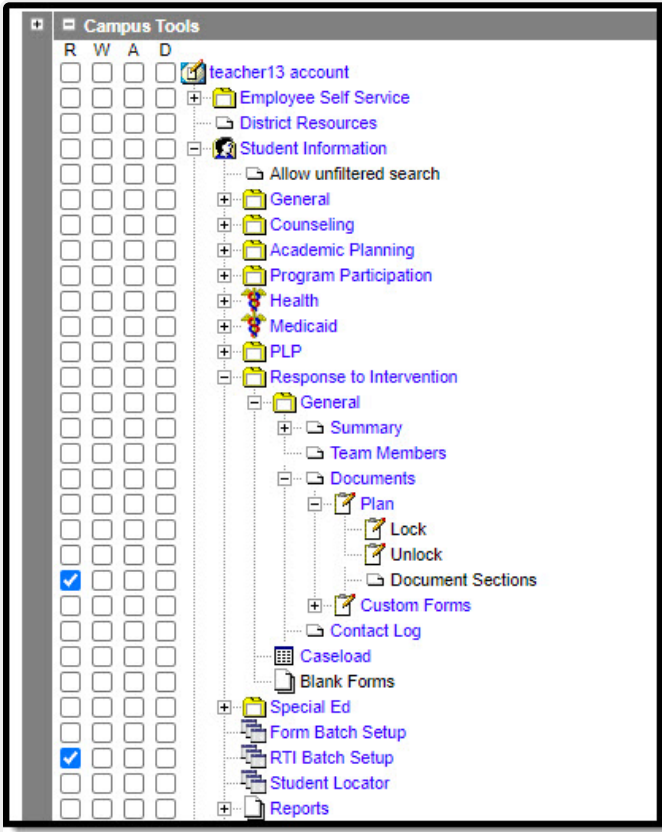
Name	Grade	Status
<input type="text"/>	(All) ▼	(All) ▼
Abegg, Dylan	11	<span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px;">GENERATED</span>
Abegg, Wallace	11	<span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px;">GENERATED</span>
Anderson, Jana	11	<span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px;">GENERATED</span>
Atwood, Nadia	11	<span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px;">GENERATED</span>
Heier, Leila	11	<span style="border: 1px solid green; border-radius: 5px; padding: 2px 5px;">GENERATED</span>

*Check Status*

## Tool Rights

See the [Student Information Tool Rights](#) article for additional information on the tool rights needed to create an RTI Plan for an individual student using the RTI Documents tool.

Action(s)	Tool Rights
View the RTI Batch tool and existing batches on the list screen	<p>Student Information &gt; Response to Intervention &gt; RTI Batch Setup &gt; <b>Read</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> <p style="text-align: center; margin-top: 10px;"><i>RTI Batch Setup Read</i></p>

Action(s)	Tool Rights
Select an existing batch and view details	<ol style="list-style-type: none"> <li>1. Student Information &gt; Response to Intervention &gt; RTI Batch Setup &gt; <b>Read</b> AND</li> <li>2. Student Information &gt; Response to Intervention &gt; General &gt; Documents &gt; Plans &gt; Document Sections &gt; <b>Read</b></li> </ol>  <p><i>RTI Batch Setup Read and RTI Document Sections Read</i></p>
Create new RTI batch, select students, generate plans	<ol style="list-style-type: none"> <li>1. Student Information &gt; Response to Intervention &gt; RTI Batch Setup &gt; <b>Read, Write, Add,</b></li> <li>2. Student Information &gt; Response to Intervention &gt; General &gt; Documents &gt; Plans &gt; Document Sections &gt; <b>Read and Write</b></li> </ol>

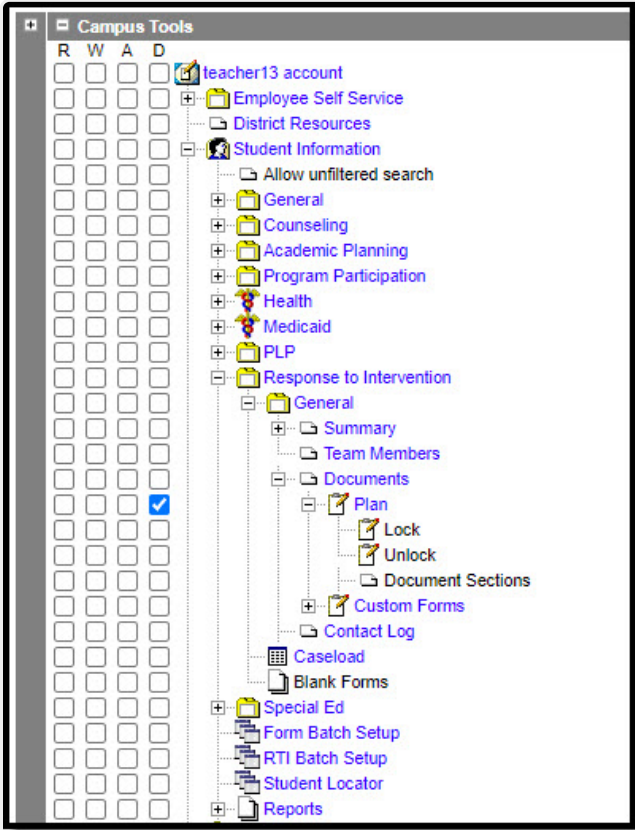


## Action(s)

Tool	R	W	A	D
teacher13 account				
Employee Self Service				
District Resources				
Student Information				
Allow unfiltered search				
General				
Counseling				
Academic Planning				
Program Participation				
Health				
Medicaid				
PLP				
Response to Intervention				
General				
Summary				
Team Members				
Documents				
Plan				
Lock				
Unlock				
Document Sections				
Custom Forms				
Contact Log				
Caseload				
Blank Forms				
Special Ed				
Form Batch Setup				
RTI Batch Setup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Locator				
Reports				

*RTI Batch Setup Read, Write, Add and RTI Document Sections Read, Write*

**Note:** users will need appropriate rights to their Calendar and Student Search in order to create batches.

Action(s)	Tool Rights
Delete	<p>At this time, RTI Batches cannot be deleted. RTI plans generated using the batch can be deleted on the <a href="#">RTI Documents</a> tool with <b>Delete</b> rights to Student Information &gt; Response to Intervention &gt; Documents &gt; Plan.</p>  <p>The screenshot shows the 'Campus Tools' interface with a tree view of tools and their permissions. The 'Delete' checkbox is checked for the 'Plan' tool under the 'Response to Intervention' &gt; 'Documents' path.</p> <p><i>RTI Plan Delete</i></p>