

RTI Batch Setup

Last Modified on 04/10/2025 11:02 am CDT

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
Batch Name	The name of the batch.
Status	The state of the batch. Statuses include: <ul style="list-style-type: none"> Generated: plans have been generated. Generating: plans are currently generating. Draft: batch is in progress.
Plan Type	The plan associated with the batch. RTI Plan Types are created and managed in the RTI Plan Types tool.

Field	Description
Start Date & End Date	The first and last date of the intervention.
Created by:	The user who created the batch.
Requested	The number of plans requested.
Error	The number of plans that did not generate due to errors while generating.
Generated	The number of plans generated.
Detail	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
<input type="text"/>	(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

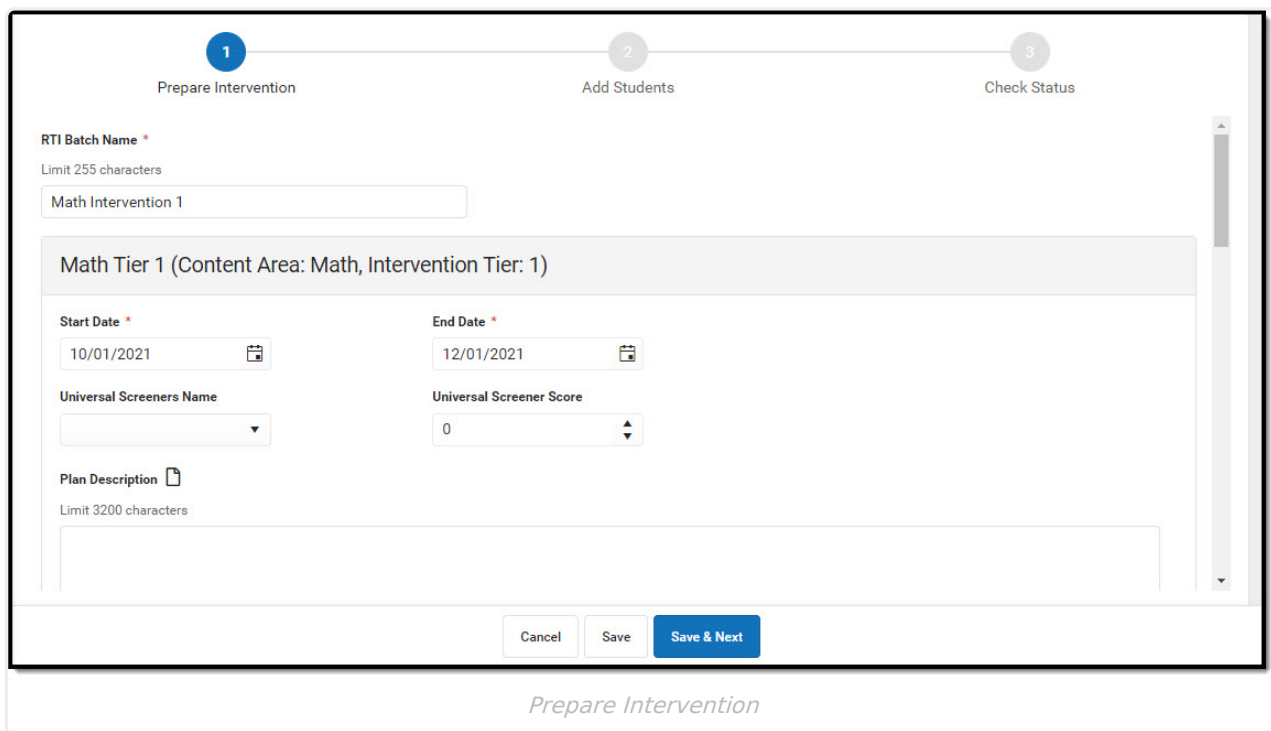
Cancel

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 Prepare Intervention 2 Add Students 3 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
RTI Batch Name <i>Required</i>	The name of the batch.
Start Date <i>Required</i>	The first day of the intervention plan.
End Date <i>Required</i>	The last day of the intervention plan.
Universal Screeners Name	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). Additional Universal Screener Name values can be added within the Attribute Dictionary .
Universal Screener Score	The score the student received on the Universal Screener.

Field	Description
Plan Description	<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 RTI Template Banks tool.</p>
Base Score	The base score of the RTI plan. Defaults to 0 (zero).
Base Score Comments	<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 RTI Template Banks tool.</p>
Goal Name	The name of the intervention goal.
Goal Type	The type of goal for the intervention. This is often used to organize goals for a school.
Goal Score	The score the student should receive to show successful completion of the intervention. Defaults to 0 (zero).
Goal Score Comments	<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 RTI Template Banks tool.</p>
Intervention Required	<p>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.</p> <p>Intervention values are created in the RTI Interventions tool.</p>
Evaluation Method/Tool	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 Attribute Dictionary .
Intervention Description	<p>A description of the intervention selected. This value is a read-only description pre-populated by the Intervention value selected.</p> <p>This value is entered and managed in the RTI Interventions tool.</p>
Link	<p>A link to any external or internal resource tied to the Intervention selected.</p> <p>This link is entered and managed in the RTI Interventions tool.</p>

Field	Description
Intervention Provider	The Intervention Provider for the RTI plan. This list is managed in the RTI Intervention Provider tool.
Intervention Position	The position of the intervention provider. This list is managed in the RTI Intervention Positions tool.
Location	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 RTI Template Banks tool.
Direct Minutes Required	The targeted number of minutes the student will receive intervention instruction per intervention delivery event.
Session Frequency Required	The number of sessions the student receives per Service Frequency.
Service Frequency Required	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.

✓ Prepare Intervention
2 Add Students
3 Check Status

Select a calendar (or multiple calendars) to retrieve students. An Ad Hoc filter may be selected, to limit the student list.

Find Students

Calendars *

21-22 Harrison High X
Select All

Filter By Ad Hoc

Select Students For Math Intervention 1

Filter By Student Name

Filter By Grade

11
▼

Filter By Group

All Groups
▼

All Students

11 Baum, Mary 161900001	Add
11 Billingford, Vern 105976	Add
11 Cardinal, Peggy M 161900006	Add
11 Dreyer, Ashwin 110755	Add
11 Haugen, Bjorn M 191900001	Add
11 Heger, Amie 116337	Add
11 Heidlinger, Amal 116367	Add
11 Heidlinger, Cydney 116368	Add
11 Heim, Kyne 116396	Add
11 Heimberger, Venn 116404	Add

»

«

Selected Students (5)

11 Abegg, Dylan V 171900001	Remove
11 Abegg, Wallace D 181900002	Remove
11 Anderson, Jana 181900003	Remove
11 Atwood, Nadia L 131900011	Remove
11 Heier, Leila 116381	Remove

Cancel

Generate & Next

Add Students

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

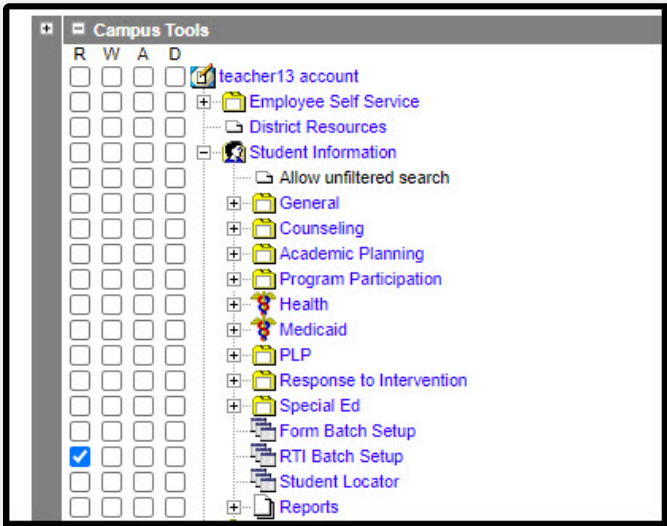
Math Tier 1: Math Intervention 1

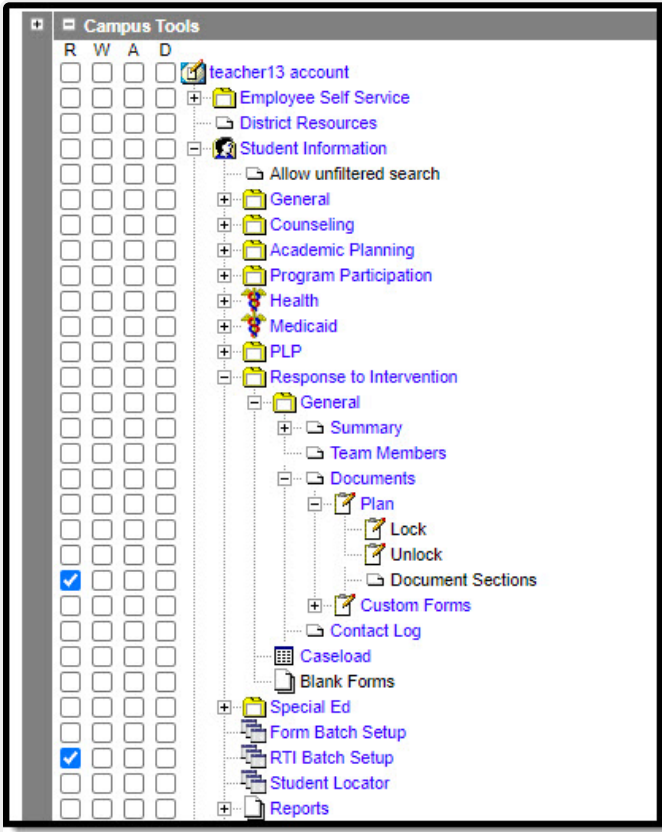
Name	Grade	Status
<input type="text"/>	(All) ▼	(All) ▼
Abegg, Dylan	11	GENERATED
Abegg, Wallace	11	GENERATED
Anderson, Jana	11	GENERATED
Atwood, Nadia	11	GENERATED
Heier, Leila	11	GENERATED

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 > Response to Intervention > RTI Batch Setup > Read</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>

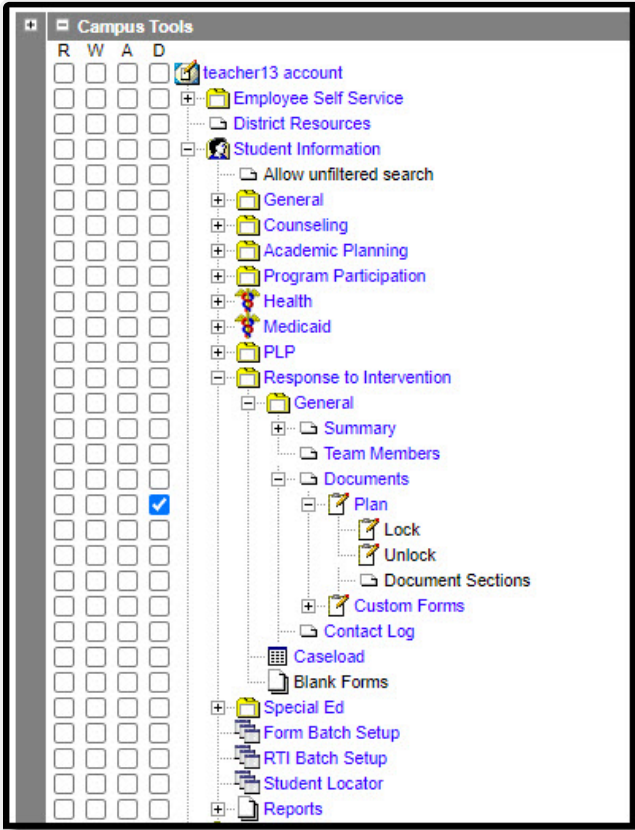
Action(s)	Tool Rights
Select an existing batch and view details	<ol style="list-style-type: none"> 1. Student Information > Response to Intervention > RTI Batch Setup > Read AND 2. Student Information > Response to Intervention > General > Documents > Plans > Document Sections > Read  <p><i>RTI Batch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

Action(s)

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

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 RTI Documents tool with Delete rights to Student Information > Response to Intervention > Documents > Plan.</p>  <p>The screenshot shows the 'Campus Tools' interface with a tree view of tools and their associated actions (R, W, A, D). The 'Delete' action is checked for the 'Plan' tool under the 'Response to Intervention' > 'Documents' hierarchy.</p> <p><i>RTI Plan Delete</i></p>