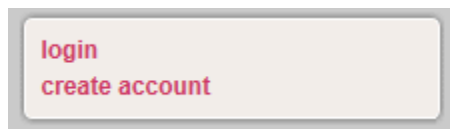


## A QuickGuide to Creating and Using Your Intervention Central Personal Account

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 is one application on Intervention Central, ChartDog GraphMaker, that allows the users to save unique student progress-monitoring graphs. However, more applications are under development and will soon be available.

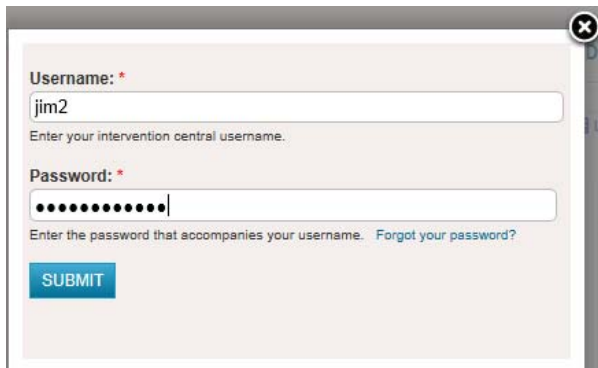
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

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.

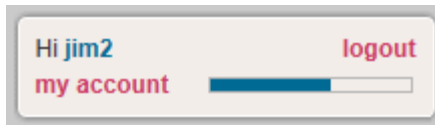


You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account.** If you want to save any data or other student information that you enter into ChartDog, 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:

A screenshot of a login form. It has a light beige background and a dark grey border. At the top right is a close button (an 'X' in a circle). The form contains two input fields: 'Username: \*' with the text 'jim2' and a placeholder 'Enter your intervention central username.'; and 'Password: \*' with a masked password '●●●●●●●●' and a placeholder 'Enter the password that accompanies your username. Forgot your password?'. Below the fields is a blue 'SUBMIT' button.

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 5 unique 'documents' (e.g., 5 unique student graphs saved on ChartDog) to your Intervention Central account. Soon we will be increasing that quota to 10 unique documents.

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., student progress-monitoring graphs), you can view these saved documents in your account by clicking on the link 'my account' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

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

 A screenshot of a web application interface. At the top, there is a navigation menu with links: Home, Academic Interventions, Behavior Interventions, Products, Workshops, CBM, Downloads, RTI Help, and Contact. Below the menu, the user is logged in as "Hi jim2" and is a "Free Trial Subscriber". A usage bar shows "Usage: 60% (3 of 5 documents used)". On the left, there is a section titled "Create a new tool document" with a "ChartDog Graphmaker" icon and link. On the right, there is a table listing saved documents.
 

Tool	Title	Date	
ChartDog Graphmaker	rainbow	09/21/2011	✖
ChartDog Graphmaker	Colin: Letter Identification	10/01/2011	✖
ChartDog Graphmaker	John: Math Computation Fluency	10/04/2011	✖

- *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 Fluency' (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 in 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), 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').