

Standard Operating Procedure (SOP): Teacher Onboarding for Progress Learning

Purpose:

To guide teachers through the process of learning and implementing Progress Learning to enhance student instruction, assessment, and data-driven decision-making.

Scope:

This SOP applies to all instructional staff utilizing Progress Learning for academic support, intervention, enrichment, and assessment in grades K–12.

1. Access and Account Setup

Step 1.1: Receive login credentials from your school's Progress Learning administrator.

Step 1.2: Go to www.progresslearning.com and log in.

Step 1.3: Set up your teacher profile (name, subjects, grade level, etc.). This step is typically done by the CRT of your school.

Step 1.4: Create or import your classes using your SIS (if integrated) or manually. This is also typically completed by the CRT of your school.

2. Platform Orientation

Step 2.1: Watch the "Getting Started" training video provided on the dashboard.

Step 2.2: Review the Teacher Resource Center for training guides, FAQs, and walkthroughs.

Step 2.3: Attend the school/district PD session or live webinar training. These webinars are very beneficial at the start of using this program.

Step 2.4: Schedule optional 1:1 coaching with your campus tech coach or Progress Learning support.

3. Creating Assignments and Assessments

Step 3.1: Navigate to the "Assignments" tab. You may have to select "Assignment Builder."

Step 3.2: Choose question sets aligned to your state standards. Most of the time these are the only questions your school or district offer you to see.

Step 3.3: Customize by difficulty level, number of questions, and time limits. They will be organized into DOK levels. You can also have it to where you select a passage and all the questions pertaining to that passage will show (great for FAST Test Prep).

Step 3.4: Assign to individual students, groups, or the whole class.

Step 3.5: Preview assignments from a student's perspective to ensure clarity.

4. Monitoring Student Progress

Step 4.1: Use the "Performance" dashboard to track class and student mastery.

Step 4.2: Review data by standard, domain, and skill to identify learning gaps. The Dot graphic is the best physical representation of the data as it shows green for proficient, yellow for on level, and red for failing.

Step 4.3: Schedule interventions using the "Individualized Learning Paths" (ILPs), or it can be called "Lift-off."

Step 4.4: Share data with students to set personal learning goals.

5. Differentiation and Support

Step 5.1: Use "Galaxy Mode" or "Test Mode" for tailored practice.

Step 5.2: Group students by proficiency level using the platform's data tools.

Step 5.3: Assign remediation or enrichment tasks accordingly.

Step 5.4: Use the built-in accommodations (e.g., read-aloud, hints) for student support.

6. Parent & Stakeholder Communication

Step 6.1: Print or email progress reports to parents. Most the time, parents will have access to their child's account through Clever or another website similar.

Step 6.2: Provide login info for student access at home.

Step 6.3: Encourage parent involvement in reviewing student goals and progress.

7. Ongoing Learning & Support

Step 7.1: Attend monthly refresher webinars or PLC sessions.

Step 7.2: Join the Progress Learning educator community for tips and best practices.

Step 7.3: Submit support tickets for technical issues directly through the platform.
