

Multi-Tiered System of Supports (MTSS) Guidance Document

Integrating the Early Warning System into the PLC Process

To access Business Intelligence Gateway (B.I.G.), you must be on the district server accessible when you are on district property.

1. Go to the B.I.G. website
<https://big>
2. On the bottom right side of the screen, there is a column labeled Report Catalog. From this column you can either click **Early Warning System** or select **Add** and the **Early Warning System** link will embed into Your Favorite Reports column.

Report Catalog	
Report Name	Favorites
Absenteeism Dashboard	Add
ACCESS/WIDA Report	Add
ACT Student Scores	Remove
Attendance Appeal Eligibility	Add
Average Daily Attendance (ADA) Tracking	Remove
Behavior Entry Validation	Add
Blended Learning Designations	Remove
Cohort Validation	Add
Credit Attainment	Remove
Early Warning System	Remove
Elementary/Middle School Dashboard	Remove
English Learners (EL)	Remove

Your Favorite Reports	
Report Name	Favorites
ACT Student Scores	Remove
Average Daily Attendance (ADA) Tracking	Remove
Blended Learning Designations	Remove
Credit Attainment	Remove
Early Warning System	Remove
Elementary/Middle School Dashboard	Remove
English Learners (EL)	Remove

3. If you haven't done so already, click the **Early Warning System** link to open the report.
4. Select the pertinent information for your report.

School Year	<input type="text" value="20-21"/>		School Name	<input type="text"/>	
Grade Level	<input type="text" value="01,02,03,04,05,06,07,08,09,10,11,12"/>		Risk Category	<input type="text" value="High Risk,Low Risk,Moderate Risk"/>	
Actively Enrolled	<input type="text" value="Yes"/>				

5. Click **View Report** on the far-right side of your screen.
6. The report can be viewed in B.I.G. or exported in Excel for sorting purposes.

View Report

Word
Excel

7. Sort by Risk (within B.I.G., find the Risk column and click the arrow(s) in that column to sort A-Z and click a second time to sort Z-A. Or you can filter by Risk Category (see Step 4).

Risk Category ⌵

8. Use the data within the report on B.I.G. or in the Excel format to support discussions within your PLC to guide discussion on student needs and possible targeted interventions to support students.

Suggestion:

- Use the guiding questions to establish site supports/interventions and guide discussion.
- Fill out the PLC Early Warning System Problem-Solving Process (K-9)