



Winsor Learning, Inc.

# SIBS Portal Access & User Guide

This guide helps SIBS Online Resource Center users to access the SIBS portal and use the tools provided. If you have any issues or questions about this document or how to access the site, please call our support line 8AM-5PM CST Monday through Friday at 800-321-7585.

# SIBS Portal Access and User Guide

This document is designed to help you get access to the SIBS Online Resource Center Portal.

## SIBS Access Security

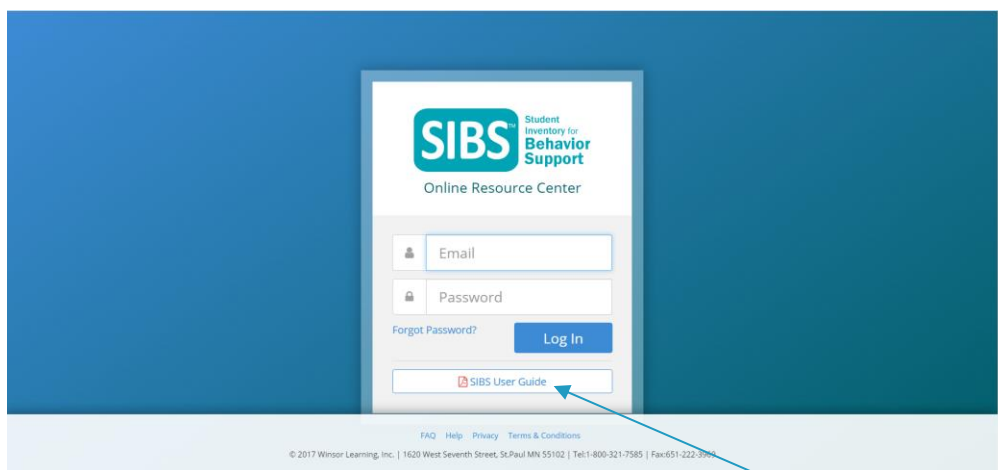
SIBS Portal Sign In is managed by state of the art security within the site. This creates the highest level of security for our portal users. We will not share any of your information with others and will never sell your information to any third party. Do not share your User ID and Password with anyone.

## Invitation Email

Winsor Learning will send an email inviting you to join the SIBS Portal. The email will direct you on the process to access the portal. Follow the directions onscreen. Note: You can only access the portal if you or your organization has purchased a user license.

Here is the SIBS portal web address: [www.sibsonline.com](http://www.sibsonline.com)

Once you enter the portal address the following login screen will be displayed:



To download a SIBS Resource Center User Guide visit [click here](#).

Please contact us if you have any questions or issues with the login procedure.

SIBS Support Team  
800-321-7585

## Sign In

The system needs to authenticate your Username and Password identity and verify with our Portal. This process might take a moment, but the Portal Home page should load within 30 seconds. You should see a Dashboard similar to the one below, but with YOUR DATA!

**SIBS** Student Inventory for Behavior Support

Cases Documents Reports My Account Search

### Dashboard

**Case Report**  
A case report is a summary of all observations within a case.  
Select a case:  
[Dropdown]  
Run Report

**Observation Report**  
An observation report is a summary of all observation intervals within an observation.  
Select a case:  
[Dropdown]  
Select an observation:  
[Dropdown]  
Run Report

**Cases In Progress**

Case #	Student	# of Observations	Status	Action
43	Student, Test	15/15	In Progress	Report View
42	DOFFING, JP	15/15	In Progress	Report View
41	Student, Test	0/0	In Progress	Report View

## SIBS User Dashboard

When you see the screen above, you are now signed in and ready to use the SIBS Online Resource Center Portal.

- From the User Home page you can navigate to the various areas of the portal. There are three main areas – Cases, Document Library and Reports.

The **User Dashboard** shows cases you are assigned. You may choose case to edit and update from this screen. There is also a report generation area accessible from this screen.

From **Cases** you can search by case or by student and choose the case you choose to update or view. You can also create a new case from the **Cases** page.

**SIBS** Student Inventory for Behavior Support

Cases Documents Reports My Account Search

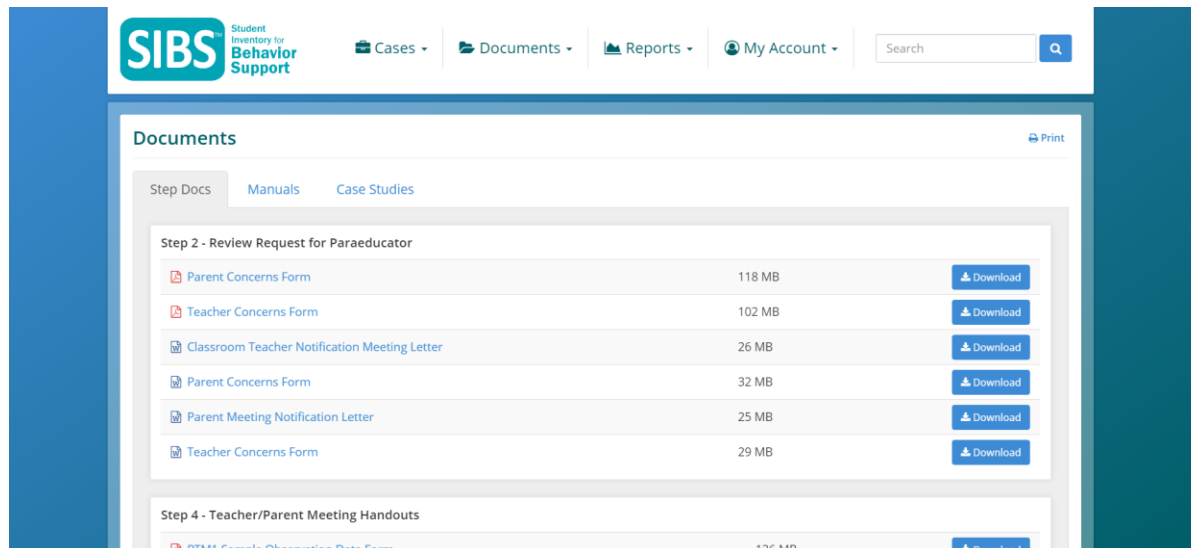
### Cases

Print

Cases [All] [Enter keyword] Search Reset New Case

Case #	Student	# of Observations	Status	Action
12	Rohrer, Nathan	75/75	Complete	Report View
11	Kidd, Armando	90/90	In Progress	Report View
10	Bytwerk # 2, Sebastian	90/90	In Progress	Report View
9	Bytwerk, Sebastian	15/15	In Progress	Report View
8	Bytwerk, Sebastian	15/15	In Progress	Report View
7	Bytwerk, Sebastian	30/30	In Progress	Report View
6	Bytwerk, Sebastian	30/30	In Progress	Report View
5	Bytwerk, Sebastian	15/15	In Progress	Report View
4	Bytwerk, Sebastian	0/0	In Progress	Report View
3	Kirgis, Dale	90/90	In Progress	Report View
2	Caliso, John	0/15	In Progress	Report View

In **Documents** you will find copies of documents that you will need to run your SIBS process. They are categorized in three tabs. **Step Docs**, **Manuals** and **Case Studies**



The **Step Docs** area contains reference documents and templates used to communicate with student advocates and your fellow educators. Documents that need some editing to be shared with other users and advocates are not able to be edited within the portal. The system is designed this way so templates will not get corrupted by the many users it serves.

- Documents need to be downloaded to your system first.
- We suggest you create a folder on your system to store these SIBS templates and documents.
- You may edit the documents and upload them back into the portal. Information on uploading files is available under the SIBS Case Editing section (page 10) of this document.

To learn more about a given document access the **Process Manuals**. The **Manuals** section has our helpful Process Manuals that provide a step by step description of the SIBS process and how to execute a case. Depending on your role, whether you are a Team Leader or an Observation Team Member, there is a manual for you.

The **Case Studies** area provides actual cases from around the country. This reference resource presents multiple cases that illustrate how the SIBS process is being used. Educators learn how decisions are made using the data gathered from observations and how these decision lead to positive outcomes for students and schools.

## Add a New Case

- To add a new case, start at the Cases screen and select **New Case**

The screenshot shows the SIBS (Student Inventory for Behavior Support) interface. At the top, there's a navigation bar with 'Cases', 'Documents', 'Reports', and 'My Account'. Below this is a 'Cases' section with a table of existing cases. A blue arrow points from the 'New Case' button in the top right of the 'Cases' section to the 'New Case' button in the top right of the page.

Case #	Student	# of Observations	Status	Action
12	Rohrer, Nathan	75/75	Complete	Report View
11	Kidd, Armando	90/90	In Progress	Report View
10	Bytwerk # 2, Sebastian	90/90	In Progress	Report View
9	Bytwerk, Sebastian	15/15	In Progress	Report View
8	Bytwerk, Sebastian	15/15	In Progress	Report View
7	Bytwerk, Sebastian	30/30	In Progress	Report View
6	Bytwerk, Sebastian	30/30	In Progress	Report View
5	Bytwerk, Sebastian	15/15	In Progress	Report View
4	Bytwerk, Sebastian	0/0	In Progress	Report View
3	Kirgis, Dale	90/90	In Progress	Report View
2	Caliso, John	0/15	In Progress	Report View

The system will automatically assign a number to the new case.

The screenshot shows the 'New Case' form. It has two main sections: '1. Identify Student:' and '2. Select Case Manager:'. The first section has a dropdown for 'Student' and a 'Number' field. The second section has a dropdown for 'Case Manager'. The form is set against a background of the SIBS interface.

- First, you may select an existing student or create a new student. Then you choose the client. This will be one of the sites your team has been assigned. Then you select a Case Manager. You do so by selecting a name of authorized users from the pull down menu next to each function.
- Once you have entered your desired information click **Create Case**. Your new case has now been created.

## SIBS Cases – Case Detail

From the list of cases on your dashboard you may choose to **View** a case.

Case #	Student	# of Observations	Status	Action
12	Rohrer, Nathan	75/75	Complete	Report View
11	Kidd, Armando	90/90	In Progress	Report View
10	Bytwerk # 2, Sebastian	90/90	In Progress	Report View
9	Bytwerk, Sebastian	15/15	In Progress	Report View
8	Bytwerk, Sebastian	15/15	In Progress	Report View
7	Bytwerk, Sebastian	30/30	In Progress	Report View
6	Bytwerk, Sebastian	30/30	In Progress	Report View
5	Bytwerk, Sebastian	15/15	In Progress	Report View
4	Bytwerk, Sebastian	0/0	In Progress	Report View
3	Kirgis, Dale	90/90	In Progress	Report View
2	Caliso, John	0/15	In Progress	Report View

When you choose View, the **Case Detail** page appears.

**Case # 11** Report Edit

Student: Armando Kidd Case Created: November 14, 2014

Student #: Case Status: In Progress

**Observations** Add

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
352	N/A	Completed	15/15	11/05/2014 @ 09:09 AM	39	50	View Report
353	N/A	Completed	15/15	11/06/2014 @ 03:01 AM	41	13	View Report
354	N/A	Completed	15/15	11/03/2014 @ 09:06 AM	34	54	View Report
355	N/A	Completed	15/15	10/28/2014 @ 07:15 AM	18	29	View Report
356	N/A	Completed	15/15	11/11/2014 @ 10:00 AM	38	26	View Report
357	N/A	Completed	15/15	10/28/2014 @ 08:20 AM	58	11	View Report

**Observation Team** Edit

No team members on this case

**Case Documents** Choose a file or drag it here.

No documents for this case

**Case Notes** Add

No notes for this case

From the **Case Details** page you will have access to all data and documents created by you or your colleagues. **Case Documents** can be utilized to store all the documentation that accumulates during the execution of the SIBS Observational Process.

**SIBS™ Student Inventory for Behavior Support**

Cases Documents Reports My Account Search

### Case Detail

Back to Case Listing Print

**Case # 3** Report Edit

Student: Dale Kirgis Case Created: August 6, 2014

Student #: Case Status: In Progress

**Observations** Add

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
58	N/A	In Progress	15/15	08/06/2014 @ 04:27 AM	53	38	View Report
60	N/A	In Progress	15/15	08/06/2014 @ 06:12 AM	85	4	View Report
62	N/A	Completed	15/15	08/06/2014 @ 06:27 AM	9	53	View Report
64	N/A	Completed	15/15	08/07/2014 @ 04:42 AM	62	23	View Report
65	N/A	Completed	15/15	08/07/2014 @ 10:12 AM	37	25	View Report
66	N/A	Completed	15/15	08/07/2014 @ 09:42 AM	44	1	View Report

**Observation Team** Edit

No team members on this case

**Case Documents** Choose a file or drag it here.

No documents for this case

**Case Notes** Add

No notes for this case

## Adding the SIBS Observation Team

After the case has been created, you can define an Observation Team. Members selected from the list of users at your site will be the only ones who are able to view files created for this Case.

**SIBS™ Student Inventory for Behavior Support**

Cases Documents Reports My Account Search

### Case Detail

Back to Case Listing Print

**Case # 11** Report Edit

Student: Armando Kidd Case Created: November 14, 2014

Student #: Case Status: In Progress

**Observations** Add

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
352	N/A	Completed	15/15	11/05/2014 @ 09:09 AM	39	50	View Report
353	N/A	Completed	15/15	11/06/2014 @ 03:01 AM	41	13	View Report
354	N/A	Completed	15/15	11/03/2014 @ 09:06 AM	34	54	View Report
355	N/A	Completed	15/15	10/28/2014 @ 07:15 AM	18	29	View Report
356	N/A	Completed	15/15	11/11/2014 @ 10:00 AM	38	26	View Report
357	N/A	Completed	15/15	10/28/2014 @ 08:20 AM	58	11	View Report

**Observation Team** Edit

No team members on this case

**Case Documents** Choose a file or drag it here.

No documents for this case

**Case Notes** Add

No notes for this case

- To select members of the Case Observation Team, click **Edit** from the **Case Detail** page.

- Once the Team window loads, select all the members on the team. Simply check the members you want on the Case Team and click OK. If you want to remove a member from the Case Team, un-check the member and click OK.

Note: The list will only contain members that have been defined as a user of the SIBS Site for the given organization. If there is someone you want to add and they are not on the list, contact Winsor Learning at 800-321-7585 and we can add the member to the SIBS Site.

## Adding an Observation to a Case

Start at the **Case Detail** page and select **Add**

The screenshot shows the SIBS Case Detail page for Case # 11. The page has a top navigation bar with 'SIBS Student Inventory for Behavior Support' and links for 'Cases', 'Documents', 'Reports', and 'My Account'. A search bar is also present. The main content area is titled 'Case Detail' and includes a 'Back to Case Listing' and 'Print' link. The case information shows 'Student: Armando Kidd', 'Case Created: November 14, 2014', and 'Case Status: In Progress'. There are 'Report' and 'Edit' buttons for the case. Below this is the 'Observations' section, which contains a table of existing observations. An 'Add' button is located at the bottom right of the observations table. To the right of the main content area are sections for 'Observation Team', 'Case Documents', and 'Case Notes', each with an 'Add' button. A blue arrow points from the 'Add' button in the 'Observations' section to the text 'Add' in the instruction above.

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
352	N/A	Completed	15/15	11/05/2014 @ 09:09 AM	39	50	<a href="#">View</a> <a href="#">Report</a>
353	N/A	Completed	15/15	11/06/2014 @ 03:01 AM	41	13	<a href="#">View</a> <a href="#">Report</a>
354	N/A	Completed	15/15	11/03/2014 @ 09:06 AM	34	54	<a href="#">View</a> <a href="#">Report</a>
355	N/A	Completed	15/15	10/28/2014 @ 07:15 AM	18	29	<a href="#">View</a> <a href="#">Report</a>
356	N/A	Completed	15/15	11/11/2014 @ 10:00 AM	38	26	<a href="#">View</a> <a href="#">Report</a>
357	N/A	Completed	15/15	10/28/2014 @ 08:20 AM	58	11	<a href="#">View</a> <a href="#">Report</a>

This will launch a new 45 minute Observation input screen.

Note: The rest of this page has been intentionally left blank. See next page for 45 minute Observation input screen.



**Interval Edit**

Interval #1

Start Time: 03:58 PM Duration (seconds): 180

Contact by Teacher: 0 0 1 2 3 4 5 6

Contact by Child: 0 0 1 2 3 4 5 6

Narrative:

**Self-Regulation**

- ☒ Pro-Work Behavior
  - ☐ Sitting When Required
  - ☐ Attention Strong/No Re-explanation Required
  - ☐ Sustained Work Effort for Activity/Project
  - ☐ Focusing On Seat-work/Teacher Direction
  - ☐ Patiently Works/Takes Turns
  - ☐ High Productivity/Completes Work
- ☒ Non-Engaged Behavior
  - ☐ Restless/Fidgety/Physical Movement
  - ☐ Weak Attention/Re-explanation Required
  - ☐ Low Productivity/Incomplete Work
  - ☐ Inattentive for Work/Taking Turns

**Participation Level**

- ☒ Pro-Work Behavior
  - ☐ Raising Hand w/ Defined Purpose
  - ☐ On Topic Answers to Questions
  - ☐ Contributes to Whole Group w/Teacher Question
  - ☐ Contributes to Whole Group w/o Teacher Question
  - ☐ Collaborates w/ Peers in Small Group
- ☒ Non-Engaged Behavior
  - ☐ Infrequently Raises Hand During a Lesson
  - ☐ Non-contribution to Whole Group w/ Teacher Question
  - ☐ Non-contribution to Whole Group w/o Teacher Question
  - ☐ Non-collaboration w/ Peers in Small Group w/o Teacher
  - ☐ Consistently Inconsistent/Offensive

This screen is 1 of 15 input screens for each narrative interval.

You are now ready to enter the observation **Intervals**, Interpersonal Contact and Key Functional Descriptor choices for each 1 of 15 narratives you have collected during your 45 minute observation.

- Enter the narrative for 1 of 15 Three-Minute **Intervals** in the box in the middle of the input screen.
- Enter the Contact Teacher or Contact by Student Observed this 1 of 15 intervals.
- Choose the Key Functional Descriptors based on the narrative above by clicking the box next to the Key Functional Descriptor you would like to select.
- Click **Save & Next**

The system will advance to 2 of 15 - 3 Minute Record of Observation input screen.

- Continue the same steps above until all 15 – 3 minute **Interval** input screens are complete. When all 15 of 15 observation records are complete, the submit button will activate.
- Click **Save**

Below is an example of a completed input Screen

Note: The rest of this page has been intentionally left blank. See next page for image.

**Interval #2**

Start Time: 03:48 AM Duration (seconds): 180

Contact by Teacher: 1 0 1 2 3 4 5 6

Contact by Child: 0 0 1 2 3 4 5 6

**Narrative:**  
Dale wrote his name on a whiteboard. He had to be prompted multiple times to write his name. He then went to the bathroom, while in the bathroom he was looking at all the pictures. He spent most of his time in the bathroom. The teacher helped him adjust his clothing when he came back into the classroom.

**Self-Regulation**

**Pro-Work Behavior**

- ☒ Sitting When Required
- ☒ Attention Strong/No Re-explanation Required
- ☐ Sustained Work Effort for Activity/Project
- ☐ Focusing On Seat-work/Teacher Direction
- ☐ Patiently Works/Takes Turns
- ☒ High Productivity/Completes Work

**Non-Engaged Behavior**

- ☒ Restless/Fidgety/Physical Movement
- ☒ Weak Attention/Re-explanation Required
- ☐ Low Productivity/Incomplete Work
- ☐ Non-patience for Work/Taking Turns
- ☐ Often Contacts Peers w/ Off Topic Comments
- ☐ Non-sustained Work Effort for Activity/ Project

**Participation Level**

**Pro-Work Behavior**

- ☐ Raising Hand w/ Defined Purpose
- ☐ On Topic Answers to Questions
- ☐ Contributes to Whole Group w/Teacher Question
- ☐ Contributes to Whole Group w/o Teacher Question
- ☐ Collaborates w/ Peers in Small Group

**Non-Engaged Behavior**

- ☐ Infrequently Raises Hand During a Lesson
- ☐ Non-contribution to Whole Group w/ Teacher Question
- ☐ Non-contribution to Whole Group w/o Teacher Question
- ☐ Non-collaboration w/ Peers in Small Group w/o Teacher
- ☐ Consistently Incorrect/Off-topic

When **Save** is pushed on the last interval, the system returns to the **Case Detail** page. The system is now ready to generate a report of the 45 minute observation.

## Generate a Report of a 45 Minute Observation

Once the data has been completed on each of the 15 - 3 minute observation records, the system is ready to generate a report of the 45 minute observation.

Start at the **Case Detail** Page

**SIBS** Student Inventory for Behavior Support

Cases Documents Reports My Account Search

**Case Detail** Back to Case Listing Print

**Case # 11** Report Edit

Student: Armando Kidd Case Created: November 14, 2014

Student #: Case Status: In Progress

**Observations** Add

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
352	N/A	Completed	15/15	11/05/2014 @ 09:09 AM	39	50	View Report
353	N/A	Completed	15/15	11/06/2014 @ 03:01 AM	41	13	View Report
354	N/A	Completed	15/15	11/03/2014 @ 09:06 AM	34	54	View Report
355	N/A	Completed	15/15	10/28/2014 @ 07:15 AM	18	29	View Report
356	N/A	Completed	15/15	11/11/2014 @ 10:00 AM	38	26	View Report
357	N/A	Completed	15/15	10/28/2014 @ 08:20 AM	58	11	View Report

**Observation Team** Edit

No team members on this case

**Case Documents** Choose a file or drag it here.

No documents for this case

**Case Notes** Add

No notes for this case

- Click Report next to the Observation for which you would like to generate a report.

## Generating a Case Report

Start at the **Cases** Page.

A Case Report can be generated for Any Case with a status of **Complete**

Click the **Report** button next to any complete case.

**SIBS** Student Inventory for Behavior Support

Cases Documents Reports My Account Search

**Cases** Print

Case #	Student	# of Observations	Status	Action
12	Rohrer, Nathan	75/75	Complete	Report View
11	Kidd, Armando	90/90	In Progress	Report View
10	Bytwerk # 2, Sebastian	90/90	In Progress	Report View
9	Bytwerk, Sebastian	15/15	In Progress	Report View
8	Bytwerk, Sebastian	15/15	In Progress	Report View
7	Bytwerk, Sebastian	30/30	In Progress	Report View
6	Bytwerk, Sebastian	30/30	In Progress	Report View
5	Bytwerk, Sebastian	15/15	In Progress	Report View
4	Bytwerk, Sebastian	0/0	In Progress	Report View
3	Kirgis, Dale	90/90	In Progress	Report View
2	Calton, John	0/15	In Progress	Report View

Select **Print** in any Report. To **download** any report use you browser **Print** dialog. Open any web **page** inside Google **Chrome**, press Ctrl+P (or Cmd+P if you are on a Mac) to open the **Print** dialog and change the destination printer to “Save as **PDF**.” Hit the **Print** button and the current web **page** will instantly download as a **PDF** document. SIBS highly recommends the Chrome browser.

**SIBS** Student Inventory for Behavior Support

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**Case Report** Back to Case Details Print

Case #37 for Winsor Test

Client Name: Winsor Created On: 08/13/2014

Student Name: Winsor Test Status: Complete

Observation #311

Time Factor Count

UTF (Unattended Time Factor) ATF (Attended Time Factor)

3-Minute Interval

3-Minute Interval	UTF (Unattended Time Factor)	ATF (Attended Time Factor)
1	1	1
2	1	0
3	1	1
4	3	1
5	2	1
6	2	0
7	3	0
8	2	1
9	2	0
10	2	1
11	3	0
12	7	0
13	6	0
14	2	0
15	2	0

## Editing a Case – Changing the Status of a Case

Start at the **Case Detail** page and push **Edit**.

**SIBS** Student Inventory for Behavior Support

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### Case Detail

Back to Case Listing Print

Case # 11 [Report](#) [Edit](#)

Student: Armando Kidd Case Created: November 14, 2014

Student #: Case Status: **In Progress**

#### Observations

[Add](#)

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
352	N/A	Completed	15/15	11/05/2014 @ 09:09 AM	39	50	<a href="#">View</a> <a href="#">Report</a>
353	N/A	Completed	15/15	11/06/2014 @ 03:01 AM	41	13	<a href="#">View</a> <a href="#">Report</a>
354	N/A	Completed	15/15	11/03/2014 @ 09:06 AM	34	54	<a href="#">View</a> <a href="#">Report</a>
355	N/A	Completed	15/15	10/28/2014 @ 07:15 AM	18	29	<a href="#">View</a> <a href="#">Report</a>
356	N/A	Completed	15/15	11/11/2014 @ 10:00 AM	38	26	<a href="#">View</a> <a href="#">Report</a>
357	N/A	Completed	15/15	10/28/2014 @ 08:20 AM	58	11	<a href="#">View</a> <a href="#">Report</a>

**Observation Team** [Edit](#)

No team members on this case

**Case Documents** [Choose a file or drag it here.](#)

No documents for this case

**Case Notes** [Add](#)

No notes for this case

Cases have three status versions. Only team leaders and CASE managers can edit the change status by choosing **Edit**.

**SIBS** Student Inventory for Behavior Support

Cases Documents Reports My Account Search

### Case Detail

Back to Case Listing Print

Case status updated

Case # 39 [Report](#) [Edit](#)

Student: Zach Williams Case Created: August 13, 2014

Student #: Case Status: **In Progress**

#### Observations

[Add](#)

#	Observer	Status	# of Observations	Date/Time	UTF	ATF	Action
318	N/A	Complete	15/15	07/19/2016 @ 10:42 AM	55	1	<a href="#">View</a> <a href="#">Report</a>
319	N/A	Complete	15/15	08/14/2014 @ 01:00 PM	35	22	<a href="#">View</a> <a href="#">Report</a>
320	N/A	Complete	15/15	08/14/2014 @ 09:00 AM	55	19	<a href="#">View</a> <a href="#">Report</a>
321	N/A	Complete	15/15	08/14/2014 @ 09:57 AM	44	15	<a href="#">View</a> <a href="#">Report</a>
322	N/A	Complete	15/15	05/20/2016 @ 07:52 AM	52	2	<a href="#">View</a> <a href="#">Report</a>
323	N/A	Complete	15/15	10/30/2014 @ 02:25 PM	37	9	<a href="#">View</a> <a href="#">Report</a>
324	N/A	Complete	15/15	08/14/2014 @ 02:17 PM	52	7	<a href="#">View</a> <a href="#">Report</a>
351	Greenwood, Jean	Complete	15/15	11/05/2014 @ 05:26 PM	2	1	<a href="#">View</a> <a href="#">Report</a>

**Observation Team** [Edit](#)

☆ Greenwood, Jean  
☆ Caliso, John  
Ttest1, Ttest  
Lee, Geoff

**Case Documents** [Choose a file or drag it here.](#)

Resource Book Sample 10-21-14.pdf [Edit](#)

Forms-PTO Request Nov 2014.doc [Edit](#)

Coaching Fidelity Report.xlsx [Edit](#)

**Case Notes** [Add](#)

No notes for this case

**In Progress:** Data is able to be entered by authorized users when the Case status reads **In Progress**.

**Complete:** When the Case status reads **Complete**, no data can be entered.

Archived: The Archived status is reserved for CASE that you would like to store long term.

**Archived** cases will not show on the user Dashboard. A Case needs to be complete to have the option to Archive a case.

If you have any issues or input for our team, please contact us M-F 8AM – 5PM Central Time at 800-321-7585. You may also send an email at any time to [info@winsorlearning.com](mailto:info@winsorlearning.com) for support.