

**BC Support**  
*online*  
for Independent & First Nation Schools

**MyEducationBC**

Student Services - IEP  
Training Document

2018.04.10

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# Introduction

An IEP identifies the student's specific learning expectations and outlines how the school will address these expectations through appropriate accommodations, program modifications and/or alternative programs as well as specific instructional and assessment strategies.

The Student Services module in MyEducation BC is where the IEP information for each student is entered and maintained.

## Access to Student Services

Users must be set up with access to Student Services - School View. This access allows user to manage support plans for students.

## Navigation Tools

**Student Top Tab** - Provides access to the list of students enrolled in student services.

- Details side tab – displays the basic student demographic details.
- Plans side tab – displays a list of the student's plans.
- Details – Provides access to the Plan.
- Forms – Provides access to the forms created for a given plan.

**Plan Top Tab** - Lists the student Plans.

**Log Top Tab** - Is a place to record interactions between the support team and the student and family.

**Global Top Tab** - Provides a view to all student records in a variety of categories. This view provides the means to generate reports in pdf or csv formats using the quick reports feature.

**Staff Top Tab** - Provides a listing of staff members with Special education checked in their staff details.

## Enroll a Student

A student must be enrolled in Student Services before a Plan can be developed for the delivery of support services.

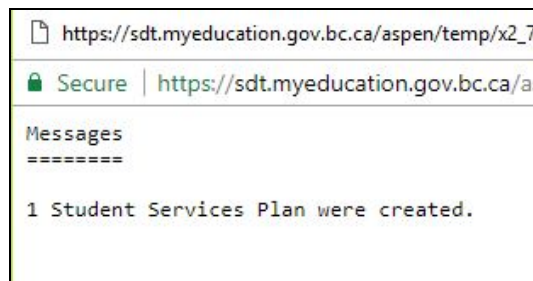
Go to Student Services → School view → Student Top Tab → Options → Enroll

The screenshot shows two browser windows. The left window is titled 'MyEducation BC: Enroll - Google Chrome' and displays the 'Enroll' form. The form has fields for 'Student(s)', 'Case Manager', 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), and 'Plan Name'. Below the form are 'Run' and 'Cancel' buttons. The right window is titled 'Student Pick List - Google Chrome' and shows a search bar with '1:Alcorn-James, Calvi' and a list of names with checkboxes: Alcorn-James, Calvi; Dan-Jack, Kali; Edwards, Allen; Edwards, Eleanor; and Edwards, Florence.

- **Student** - Use the picklist to select the student or students.
- **Case Manager** – Select a Case Manager for all students selected (optional). The staff member must be identified as a Case Manager to appear on this list.
- **Start Date** –All plans require a Start Date of enrollment in Student Services.
- **End Date** – Date that the plan will end (optional). If your district policy is to create a new plan each year then enter the end date now.
- **Plan Name** - Enter a name of the plan you want to create.

Click on **Run**

This screen will pop up confirming the record that has been created.



The status of a student plan is determined by the start and end date of the plan.

- Active** – the current plan used day-to-day to support the student
- Draft** – a plan being prepared to support the student in the future
- Previous** – a plan used to support the student in the past Upon enrollment in Student Services, a Draft Plan is created.

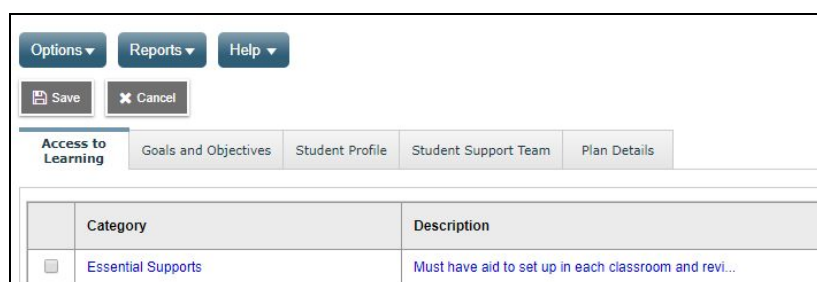
If the start date is a current or past date and the plan has been saved, the Plan will be Active.

# Completing a Plan

1. Go to Student Top Tab → Set Filter to All Records
2. Select Student hyperlink
3. Plans Side Tab → Details Sub side tab

*Note: To view historical Plan records, select the Legacy BC IEP form from the template dropdown, on the top right of the screen. This template is read only. Information may be copied and pasted into the new plan if desired. Legacy plans can be "Renewed" using the Inclusive Education Plan Refer to Section 5.0 for instructions.*

There are five tabs in the Plan Details, Access to Learning, Goals & Objectives, Student Profile, Student Support Team and Plan Details.



## Access to Learning

The Access to Learning tab allows individual supports to be identified

1. Click the **Add** button at the bottom right of the screen to enter
2. **Support** - select the appropriate support type from the dropdown list. Additional support types can be added to the District reference table for Accommodation Categories by persons with District Support (Help Desk/Level 1) role.
3. **Support Description** - a freeform text field to describe the support
4. Click **OK**
5. Save

## Goals & Objectives

Enter Goals and Objectives for the student in this tab using the **Add** button at the bottom right, or remove them using the **Delete** button.

In the popup window, existing goals can be selected from the Goal Bank using the blue hyperlink Goal Bank Selection or new Goals created.

When creating a new Goal, it can be added to the Goal Bank using the Add to Goal Bank blue hyperlink..

The screenshot shows a software interface for creating a goal. The main form includes fields for Goal Number (101), Domain (dropdown menu), Category, Subcategory, Person Responsible (Claire Teacher), Goal text, Current Ability, and an Objectives table. A pop-up window titled 'Objective' is open, showing a text entry field for 'objective text here'. A red arrow points from the 'Add' button in the Objectives table to the 'Objective' pop-up. The 'Add to Goal Bank' button is highlighted with a red box.

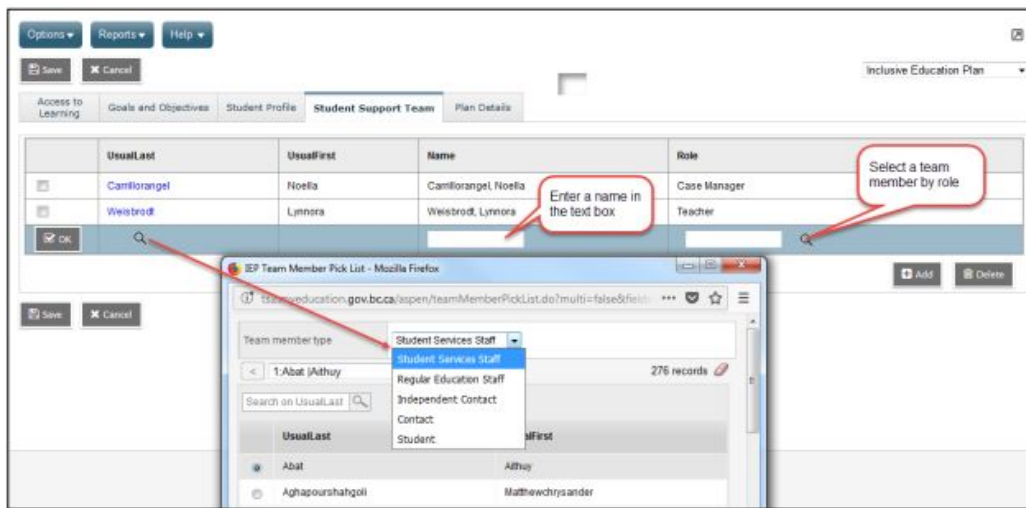
1. **Goal Number** – Enter a number for the goal
2. **Domain** – Select a Goal Domain from the drop down selection
3. **Category** – Enter a Category per district practice
4. **Subcategory** – Enter a Subcategory per district practice
5. **Person Responsible** – Enter a name or title as appropriate
6. **Goal** – Enter the goal in freeform text
7. **Current Ability** – Enter the current ability of the student in relation to the goal as freeform text.
8. **Objectives** – Define the objectives for the student in relation to the goal using the **Add** button. Objectives can be deleted using the Delete button. Each objective is assigned separately and the following fields may be filled in as appropriate.
  - **SeqNo** – sort order for the objectives, lowest number is priority
  - **Person Responsible** – Enter the name or title of the person responsible for the objective as appropriate
  - **Objective** – Click the pop up window icon to display the freeform text entry, click OK in the pop up when complete
  - **Strategies** - Click the pop up window icon to display the freeform text entry, click OK in the pop up when complete
  - **Current Ability** - Click the pop up window icon to display the freeform text entry, click OK in the pop up when complete
  - **Method of Measuring Progress** - Click the pop up window icon to display the freeform text entry, click OK in the pop up when complete
  - Click **OK** to save each objective

## Student Profile

The Student Profile tab provides six freeform text fields to provide an overview of a student. These may be completed per district practices.

## Student Support Team

The Student Support Team allows individual team members to be added to the Plan by clicking the **Add** button at the bottom right, or removed using the Delete button. Names can be selected from the picklist or entered free form.



## Plan Details

The Plan Details tab holds basic information of every student plan. All fields other than the student name and plan status are editable.

Fill in the applicable fields.

1. Case Manager
2. Start & End Dates
3. Plan Review Date
4. Last Review Date
5. Plan Name –used to identify the Plan.
6. Parent Consulted – Checkbox

The plan status will be determined by the start and end dates of the plan, and the plan's current status.

## Plan Status and Dates (Plan Alert update)

The Plan status is determined by the start and end date of the plan. **A Plan alert is triggered by an ACTIVE plan status.**

- **Active** → Current Date - The plan you are following for the day to day support of the student
- **Draft** → Future Date - A plan that you are preparing for a future implementation
- **Previous** → Past Date . A plan that was used in the past

## Plan Status Nightly Update

A procedure to update the IEP status based on the start and end dates of the plan and the current status of the plan is run nightly.

**The Plan Alert on the student table will be updated accordingly.**

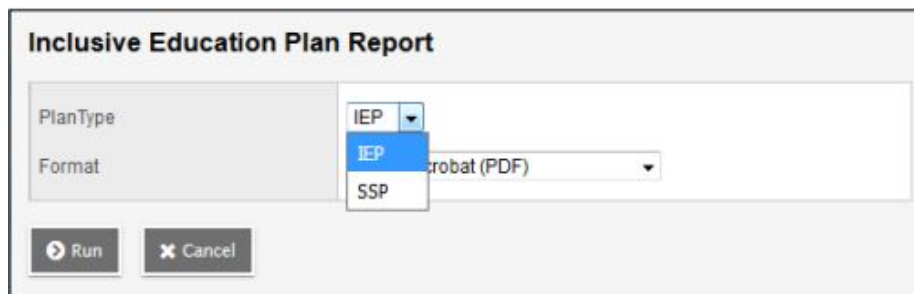
If the plan status is ACTIVE and the plan End date is earlier than the current date, then the plan status will be changed to PREVIOUS and the plan alert will be removed.

If the plan status is DRAFT and the plan Start Date is the current date or earlier, then the plan status will be changed to ACTIVE and the plan alert will be set.

If the plan status is PREVIOUS or DISCARDED, the record is ignored and no changes are made.

## Print a Student IEP

The student IEP is shown in the series of horizontal tabs on the screen at the right. To print it, select Reports – IEP Report. Select PDF and click Run.



The screenshot shows a software dialog box titled "Inclusive Education Plan Report". It features a "PlanType" dropdown menu with "IEP" selected, a "Format" dropdown menu with "robot (PDF)" selected, and two buttons: "Run" and "Cancel".

Plans can only be printed for one student at a time.



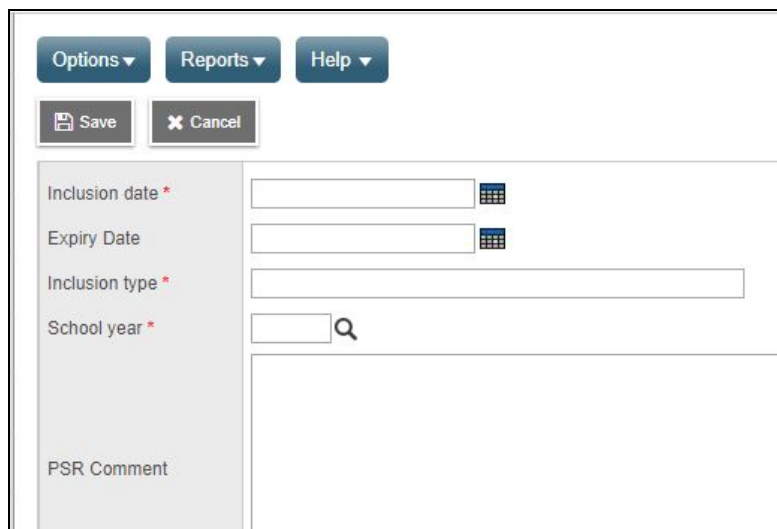
## How to End a Student IEP

1. In Student Services.
2. Search for and select the student.
3. Click the Plans side Tab
4. Find the correct Plan, hover in the PlanName column and click to open the plan.
5. Now you can add the end date to end the plan.

## Add IEP to PSR

IEP inclusions for PSR are entered from the Student list → Transactions → Inclusions or

1. In School View or the Student Services View.
2. Go to Options → Add
3. Enter the date, Event Type - IEP on File, and the School Year.



The screenshot shows a software interface for adding an IEP inclusion. At the top, there are three menu buttons: 'Options', 'Reports', and 'Help'. Below these are 'Save' and 'Cancel' buttons. The main form area contains several input fields: 'Inclusion date \*' with a calendar icon, 'Expiry Date' with a calendar icon, 'Inclusion type \*' with a long text input field, and 'School year \*' with a search icon. At the bottom, there is a 'PSR Comment' field.

## Add Documents to IEP

Adding documents is done from the Student top tab in any view with access to the student's Documents side tab → Documents sub side tab.

In School View → Student → Documents side tab → Documents sub side tab → Options → Add.

1. Enter a name for the document in the template.
2. In the Type field select the document type to be uploaded.
3. Clicking on the upward facing arrow beside the Document field to upload the file.
4. Once downloaded the Filename field will display the name of the document with the extension.
5. From the Format drop-down list, select the document format.
6. Click Save

The screenshot shows a web form titled 'Options' with a 'Reports' dropdown and a 'Help' button. Below these are 'Save' and 'Cancel' buttons, followed by the text 'Auto-saved at 10:45 AM'. The form fields are: 'Name \*' with the value 'Report from Ministry'; 'Type' with a dropdown menu set to 'Other'; 'Document \*' with an upward-pointing arrow icon; 'Filename' with the value 'quick\_reports.png'; and 'Format' with a dropdown menu. At the bottom, there are 'Save' and 'Cancel' buttons and another 'Auto-saved at 10:45 AM' indicator.

## Add Coding for 1701

A student can only have ONE primary Ministry Designation for funding purposes. From the School view > Set Filter to Active w/ Designation - this will display all students who have a Ministry Designation.

1. In School View → Student top tab
2. Search & Select student hyperlink
3. Membership side tab
4. Programs sub side tab
5. Set Book icon to Student Designation
6. Options → Add
  - a. Key the Student Designation Code
  - b. Check if this the Primary Designation
  - c. Enter Start date
  - d. Enter End date
  - e. Click on Save

The screenshot shows a web form titled 'Options' with a 'Reports' dropdown and a 'Help' button. Below these are 'Save' and 'Cancel' buttons. The form fields are: 'Student Designation \*' with the value 'G' and a search icon; 'Primary designation?' with a checked checkbox; 'Start date \*' with the value '4/11/2018' and a calendar icon; and 'End date' with the value '6/22/2018' and a calendar icon. At the bottom, there are 'Save' and 'Cancel' buttons.