



Central Okanagan School District

SD No. 23 | *Together We Learn*



MyEducationBC

STUDENTS NEW TO STUDENT SERVICES – CONSIDERING A DESIGNATION

A. Setup

Initial login

If this is the first time you are logging in, you will have to reset your password; follow the steps in the wizard to do this and to set your Answer to the Security Question (information can be found in the *Orientation Manual with Notes* at <http://myedbc.sd23.bc.ca/resources.html>).

Set Preferences


Set your Default Locale to **US**, Default View, Default School, Security question and answer and verify your SD23 email address if you haven't already done so.

Change View

Navigate to the correct **View** (School, Student Services, Staff, etc.)

To see students enrolled in Student Services for your school:

Change View > Student Services > School

Select School > "*your school*" – Student Top Tab (TT) – Filter  > *All Records* (This will display all students within the school who are currently designated; not your specific caseload)

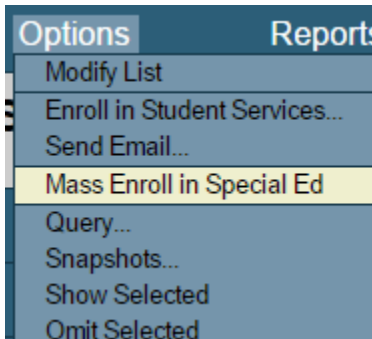
(To set All Records as the default filter click  > Manage Filters, select All Records from the list and click the  button until it is at the top.)

Students NEW to Student Services (either from another district or to student services in general)

- These students are already enrolled to the "school" but not to the Student Services module
- They DO NOT yet appear (with a SpecialEdStatus of Active) in the Student list within the Student Services module)
- If the student does appear in the Student list with a SpecialEdStatus of Exited, the student will still need to be enrolled into the Student Services module
- They will need to be enrolled into the Student Services module and advanced through the Ministry Identification Workflow to await Designation by the Student Support Services Department .

B. Enrolling Students new to Student Services for Consideration of Designation (Students new to SD23 or to Student Services)

1. Click the Student top tab
2. Choose **Options > Mass Enroll in Special Ed** from the **Options** action centre
(DO NOT use the "Enroll in Student Services..." Function as it will allow the enrollment of duplicate student records)



3. Click the magnifying glass beside Student(s)



4. Type the last name of the student in the Search Window and click Enter

Important: The first record with that last name will be checked. If it is NOT the student you wish to enroll, remember to "uncheck" that student before selecting the correct one; you may have to use the Page Selector to advance to the next page to find your record.

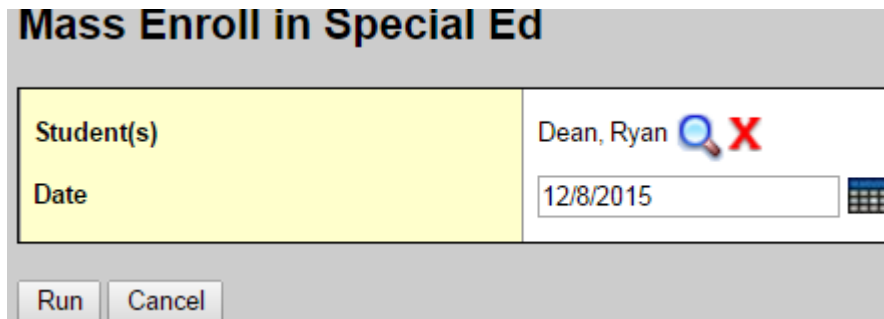


5. Select the Student

<input checked="" type="checkbox"/>	Dean, Ryan	130030901	Glenrosa Elementary
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Click OK.

6. Verify that you have the correct student and the correct date and Click **Run**.



Depending on the browser you are working in, you will get a message verifying the action:

```
Messages
=====
Enrolled following students in special ed:
Dean, Ryan
```

Click to close this window.

7. Click F5 to refresh the page.
8. The student is now enrolled into the Student Services Module with a SpecialEdStatus of **Referred**

	Name	YOG	DOB	SpecialEd Status
<input type="checkbox"/>	Dean, Ryan	2022	2/23/2004	Referred

You are now able to begin the process of tracking the student through the Student Services workflows.

9. Place a check mark beside the name of the student.



10. Choose the **IEPs** Side Tab (ST)
11. Place a check mark in the box beside the **BC IEP** with the Status of **Draft** and Choose the **Workflows** leaf in the **IEPs** side tab
12. Select the **Ministry Identification** under the "Workflow Definition > Name" and choose the **Checklist** leaf within the IEPs side tab
13. Complete the steps in the workflow
 - **Define School Based Team** > Click **Complete** when ready to go to the next step
 - **School Based Team Meeting Minutes** > Click **Continue** when ready to go to the next step
 - **Services Assessments and outside referrals** > Click **SAVE** when ready to go to the next step
 - **You are not able to do anything further in this workflow or advance with the start of an IEP until the Designation has been assigned by Brenda-Lee Erickson in the School Board Office**
 - **The paper-based process outside of the software is still in place so you must forward the appropriate documents to BrendaLee through your Consultant (District Coordinator).**
 - The Ministry Identification step will be completed by the Student Services Department at the SBO. When the Designation is assigned, the Ministry Identification Workflow is Complete.
 - You will now be notified by the Student Support Services Department that the Designation has been assigned and you may begin the process of implementing an IEP for a NEWLY Designated student.

C. To Create the workflow that contains the IEP you must now "Write the IEP":

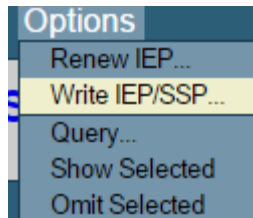
1. Log in and set your context: (View and School)
2. Select **Student** top tab
3. Place a check mark beside the student name and click the **IEPs** side tab
4. Place a check mark beside the **BC IEP** with the status of Active

There should only be one Active **BC IEP** for any student. All other **BC IEPs** should have a Status of **Previous** or **Draft**.

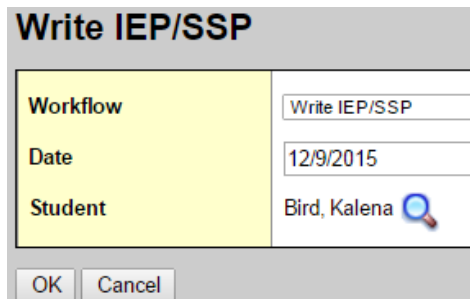
If you see more than one **BC IEP** for a single student with a Status of **Active** or more than one **BC IEP** for a single student with a Status of **Draft**, you must remove one of the records.

For help managing records, contact software.support@sd23.bc.ca or 250-469-6453.

5. From the **Options** action centre Choose Write IEP/SSP



6. Verify the correct student name in the pop up window, enter the correct date, and click **OK**



Note: The **WorkflowPhase** of the new **BC IEP** is **Designation Record**.

<input type="checkbox"/>	ExtendedDictionary > Name	Status	WorkflowPhase
<input type="checkbox"/>	BC IEP	Active	Complete
<input type="checkbox"/>	BC IEP	Draft	Designation Record
<input type="checkbox"/>	BC IEP	Previous	Define School Based Team

7. Select the new **BC IEP** (Draft)
8. Choose **Workflows** leaf from the side tab options
9. Select **Write IEP/SSP** Workflow > Choose **Checklist** leaf from the side tab options


10. The following 3 steps will help you work through the workflow to complete the IEP:

- **Designation Record** (within the workflow) > Click **Required to have an IEP** and verify the Designation by placing a check mark in the box and then Click **SAVE**

Designation Record

- ▶ Required to have an IEP
- ▶ No

- **Write IEP** (within the IEP) Enter all information into the IEP > Click **SAVE**
 - Under the **Student** tab within the IEP, you can click the magnifying glass next to the **Case Manager > Name** field. If your name does not appear in this list, you can ignore this step. You will still be able to Edit the IEP if you are not listed as the Case Manager.

Student	Parent/Guardian Information	Student Support Team
Name	Bird, Kalena	
PEN	135926657	
Gender	F	
Grade level	10	
Date of birth	2/12/2000	
Home language	English	
School > Name	Mount Boucherie Secondary	
Case Manager > Name	<input type="text"/> 	

- When the IEP is finished (this may take a period of time) you can then proceed to the final step of Implementing the IEP.
- **Implement IEP** > Click **OK**

The WorkflowPhase is now Complete and the **BC IEP** Status is now **Active** (the BC IEP with the Ministry Identification Workflow now has a Status of Previous).

NOTES:

1. You must choose a Case Manager from the Drop Down box. If you don't see your name or the name of the Case Manager, email software.support@sd23.bc.ca.
2. You must SAVE each step as you work through the IEP. You should ALWAYS work on the IEP from within the workflow in order for the "auto-save" function to work.
3. Teachers will be able to see all IEPs (Draft, Previous, or Active) for each of their students. From the School View, Student top tab, Documents side tab, IEPs leaf and select the IEP Details.

D. To come back at a later date or time to work on the IEP:

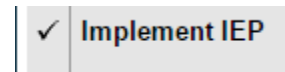
Return to the IEP by following steps below:

- a. Login and select your View and School
- b. Click the Student top tab
- c. Select the specific student and click the IEPs side tab.
- d. Select the BC IEP with the status of Draft
- e. Select the workflow leaf from the IEP side tab
- f. Select the Write IEP/SSP and click the checklist leaf from the IEP side tab

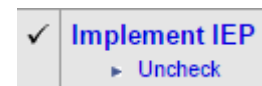
E. Editing an Implemented IEP

- a. Login and select your View and School
- b. Click the Student top tab
- c. Select the specific student and click the IEPs side tab
- d. Select the BC IEP with the status of Active
- e. Select the Workflows leaf from the IEP side tab
- f. Select the Write IEP/SSP and click the Checklist leaf from the IEPs side tab
- g. You now have to "backtrack" through the workflow by "unchecking" the final phase

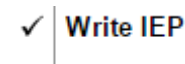
- a. Click the check mark beside the Implement IEP phase of the workflow



- b. Choose "Uncheck" from the available options and click OK



- c. Click the check mark beside the Write IEP phase of the workflow



- d. Choose "Uncheck" from the available options and click OK



- h. You may now edit the IEP and click SAVE.
- i. When you are finished editing you must "re-Implement" the IEP.

