



Central Okanagan School District
SD No. 23 | *Together We Learn*



MyEducationBC

WRITING IEPs FOR EXISTING DESIGNATED STUDENTS

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)

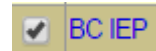
(To set All Records as the default filter click  > Manage Filters, select All Records from the list and click the  button until it is at the top.)

Verification

All records that were brought over through conversion from BCeSIS have now been enrolled into the Student Services module. Check that all students who meet this criteria for your case load can be seen in this list.

**** In the following instructions

Select means to *place a check mark* in the box beside the record



Choose means to *click the appropriate choice* from the list of options

B. Designated students with existing IEPs.

- These records need to have a BC IEP workflow created.
- There should be two existing BC IEPs for each record/student

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

Records:

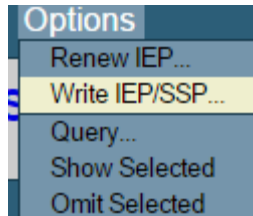
1. Select Student Top Tab to set your context
2. Place a check mark beside the student name and click the **IEPs** side tab
3. Place a check mark beside the **BC IEP** with the status of Active

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

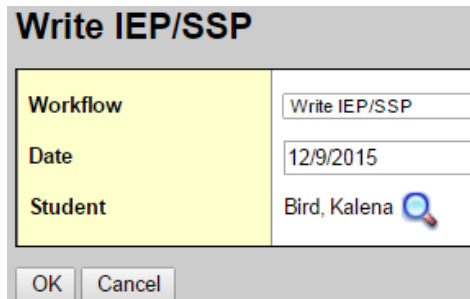
If you see more than one **BC IEP** for a single student with a Status of **Active** or more than one **BC IEP** for a single student with a Status of **Draft**, you must remove one of the records.

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

4. From the Options action centre Choose Write IEP/SSP



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



6. A third **BC IEP** now exists with a Status of **Draft** (the BC IEP with the Ministry Identification workflow remains active until the new **BC IEP** is complete.)

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

10. **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

11. **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	135928657	
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.

12. **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).

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

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.

C. 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

D. 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

<ol style="list-style-type: none"> a. Click the check mark beside the Implement IEP phase of the workflow 	<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <div style="margin-left: 10px;">Implement IEP</div> </div>
<ol style="list-style-type: none"> b. Choose "Uncheck" from the available options and click OK 	<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <div style="margin-left: 10px;">Implement IEP ▶ Uncheck</div> </div>
<ol style="list-style-type: none"> c. Click the check mark beside the Write IEP phase of the workflow 	<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <div style="margin-left: 10px;">Write IEP</div> </div>
<ol style="list-style-type: none"> d. Choose "Uncheck" from the available options and click OK 	<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <div style="margin-left: 10px;">Write IEP ▶ Uncheck</div> </div>

Writing IEPs for Existing Designated Students



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