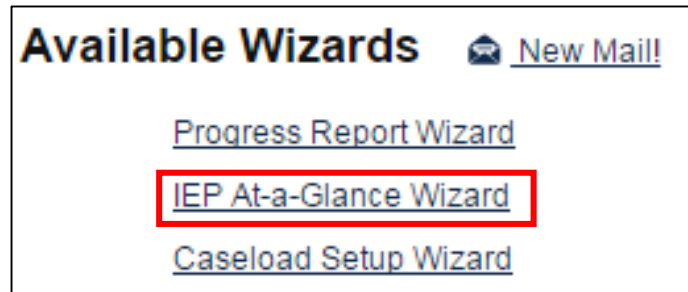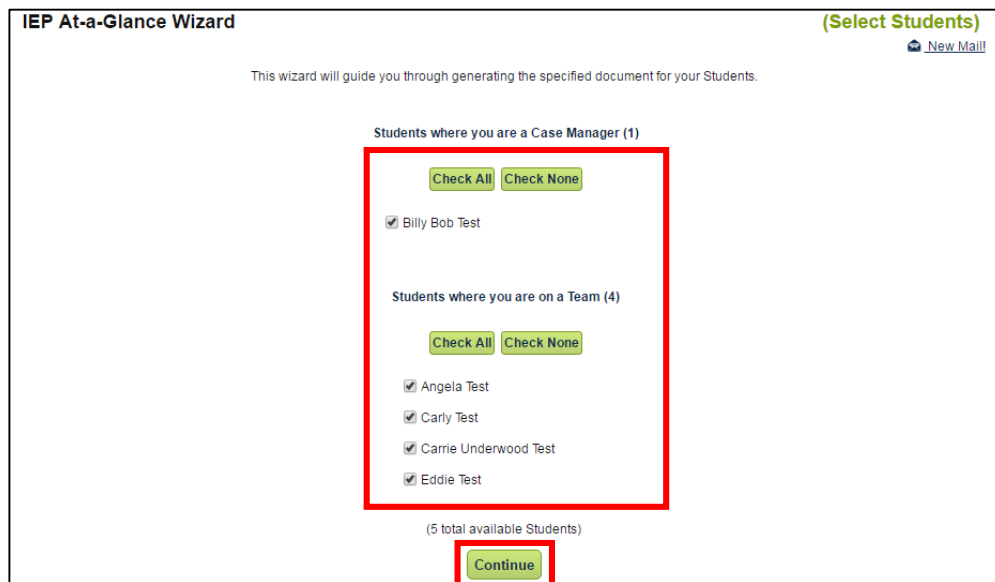## IEP At-a-Glance Wizard

1. From the 'Main Menu' click the 'Wizards' tab

2. Click the 'IEP AT-a-Glance' link.

3. Select the students you are 'Case Manager' for and/or a 'Team Member' by checking the boxes next to each student's name.
4. Click 'Continue'.

5. Select 'Create Draft and Move to Next Student' or 'Create Final and Move to Next Student' to create an 'IEP At-a-Glance' in 'My Docs'. Continue the process for all students on your caseload.

IEP At-a-Glance   Angela Test
📧 New Mail!

Skip this Student

Academic/Social Management Needs Narrative
Test

Comments/Special Needs Narrative
Test

Create Draft and Move to Next Student

Create Final and Move to Next Student

Just Update the Database

Update and Move to Next Student

6. Once you have created a draft/final for each student the documents will display.
7. Click on the 'IEP At-a-Glance' hyperlink to view the document or 'Batch' to 'View Documents Batch'.

Documents for Students of   Jeni Test
📧 New Mail!

This page lists documents you've created, or that were created by someone else for Students for whom you are the Teacher of Record, within the past year (including draft documents that have not expired), or a subset of those documents if the search page was used or if coming from the Progress Report Wizard. This page appears immediately after running the Progress Report Wizard, and can always be accessed by using the "My Docs" button in the menu above. To print a document, click on the "Document Type" entry in the list, then use the printer icon that appears in the toolbar that appears directly above the document itself.

Check All   Check None

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Received
08/15/2016	Jeni Test	Angela Test	✔	IEP At-a-Glance PDF		(Draft)
08/15/2016	Jeni Test	Billy Bob Test	✔	IEP At-a-Glance PDF		(Draft)
08/15/2016	Jeni Test	Carly Test	✔	IEP At-a-Glance PDF		(Draft)
08/15/2016	Jeni Test	Carrie Underwood Test	✔	IEP At-a-Glance PDF		(Draft)
08/15/2016	Jeni Test	Eddie Test	✔	IEP At-a-Glance PDF		(Draft)

(5 Documents)

View Document Batch

NOTE: IEP 'At-a-Glance' will allow users to view pertinent information about a student's IEP without printing the whole IEP document.