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.
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’.

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