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District Calendar

- Go to the calendar icon
- Click on edit school years at the bottom of the page
- Choose "2016-2017" school year, then click "edit" school year
- Add the grading periods for the 2016-2017 school year

You will then need to choose the "2016-2017" school year. You will need to select the "edit" button. You will be prompted to add all the grading periods for the 2016-2017 school year.

*To add school holidays 2017 school year. Go back "the calendar icon" then double click on the date choose then you will choose from a dropdown menu. Select "Update the Database". Go through the calendar and make sure you have listed all the holidays.

Adding New Users

To add a new user to OK EdPlan, go to the administrator tab on the main menu page; choose "users". Once you are in that tab, click on the "add a new user tab". Complete the correct blanks. Passwords in OK EdPlan need to be 9 characters long with a capital, number and a special character. An example: Sunshine16!

Make sure to click which school(s) the user will need to have access. If you have any questions please see the "user type reference" sheet on the main menu page. Located under the Documents, help links "User Type Access Permissions"

Add a reporting period for progress notes

- Calendar icon
- Edit school year
- Edit report periods another reporting period
- Use dates {Not Period 1} example 8/15/2015-10/11/2015

Adding 2 year olds to OK EdPlan

Students not in the WAVE (Private, Child Find, Sooner Start):

- The OK EdPlan Administrator can add a new student in OK EdPlan
- Addition of students is limited to students through child find (including private schools) and Sooner Start.
- Requires hand entry of a "created" Student Testing Number (STN).
- For 2 year olds start the STN with SS then the birthday example SS0815
- Once the child turns 3 and is enrolled in the district he will be assigned a STN. You will need to message the message board and have them "**MERGE**" the two files.

In-State Move In (no change)

The process of students moving into the district without changes includes:

- ▶ Assign student to a caseload
- ▶ Accept with the date student enrolled.
- ▶ Update the teacher on the service and goal pages
- ▶ IEP begin date either on or after transfer date.
- ▶ Finalize the IEP
- ▶ Written notice provided (record of this)
- ▶ Transfer symbol stays for 30 days. {Changes to red stop sign}.

The start day should be the day the child enrolled on your district. End date should be the end date of the existing IEP. Do not change the end date unless you are having a new meeting.

*No changes can be made to the IEP unless holding another IEP meeting with parents or guardians.

<https://ok.pcgeducation.com/ok>

User name: First Name (space) Last Name
Password: _____

***If you have forgotten your password please contact your OK Eplan district administrator. If you are the district administrator please contact the state department**

Available Reports

There are many reports available for district administrators. Go to the administrator tab on the main menu page and choose school system. You will choose the "reports" tab.

Accommodations reports can be pulled from finalized events and the workspace through separate reports pulled from the "Reports", "Accommodations reports" tab.

- Information is available in .txt format. The information can be saved and placed into an Excel document.

A participations report lists the student's name and whether an accommodation is needed.

LRE, ECE, Disproportionality Report: Row 350 (or after) in the Excel document will identify errors with specific students

- Example Error: No services for early childhood- Correct by going to the student's IEP Process, Early Childhood, Environment, Confirm EC Placement

Add a reporting period for progress notes

- ▶ Calendar icon
- ▶ Edit school year
- ▶ Edit report periods another reporting period
- ▶ Use dates {Not Period 1} example 8/15/2015-10/11/2015

"Welcome Back!
Hope you have a
great year."

Questions and Answers

Q Are there any resources available?

A Yes! On the main menu page under documents

Q Is it important to read messages on the scrolling banner on the main menu page of OK EdPlan?

A YES! This is where bug reports and important messages will be located throughout year.

Q Will the new academic standards be loaded for the upcoming school year?

A YES! A finalized IEP will not be required updates to goals will occur as IEP's come due.

Q Where do I report an idea or suggestion for an area of improvement?

A On the message board which is located on the main menu page.

Q Who do I contact if my student is not appearing in OK EdPlan but they are in my student Information?

A Your district personnel responsible for the SIS

▶ OMES 405-521-2444

▶ OK EdPlan message board data error

Progress Notes

Go to the "Wizards" tab on the main page and click on the "Progress Report Wizard. You will be prompted to enter the correct "reporting period".

(Only the goals that coincide with that grading period will be shown.)

If you have no reporting periods the district admin will need to add the correct reporting period. You will then be able to choose one or all of your students. The student has to have a finalized IEP in OK EdPlan to use the progress report wizard. You will then be able to choose one or all of your students.

The rate of progress is determined by the IEP team.

Assigning Caseloads

- ▶ Select the "Wizards" tab on the green toolbar
- ▶ Select "Caseload Administration Wizard"
- ▶ Search for a user
- ▶ Select the user by clicking on the appropriate name. Use the "Check All" or the "Check None" buttons as needed.
- ▶ Select the "Add More Students to Caseload" button to search for more students to place in user's caseload
- ▶ Select the "Update the Database" button to save information and leave the page.

If your district determines that each user is responsible for establishing caseload for themselves: The caseload setup wizard would be used by selecting the "Wizards" tab on the green toolbar.

Select "Caseload Setup Wizard"

Once "Caseload Setup Wizard" is selected a user's current caseload appears. This caseload will show all students that the user is a member of the team as well as holds case manager responsibility

Add new student

If the user needs to add a new student to their caseload they can click "Add More Students to Caseload" and search for the student by 'Last Name', 'School', or 'STN'. Once the user finds the student(s) that needs to be added they can find and click the role they will need on the student's team. Once completed the user can select to "Add Student to Caseload" or "Add Students to Caseload and Find More" as necessary until all students have been added

Moving caseloads

*You can transfer entire caseloads. Go to "Caseload Administration wizard." Click on the user who you are transferring from. Click "view caseload", you will be redirected to a screen, choose the "transfer/copy caseload to Another User" choose who you want to have the caseload.



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