

## INTRODUCTION

This documentation will assist you to create or review plans and other documents (IEP, IFSP, IIP, Health) for students in the Student Plans system.

The address for the demo site used for training and practice is:

<http://10.1.213.226/>

The address for the real site is: <https://dprs.isd742.org/plans/login.asp>. You can find this link by clicking on the menu item "Student Plans" on the Student Services web page or by clicking "Student Plans" from the Key Tools menu on the StaffNet web page.

In general, the process for creating documents for a student will be as follows:

1. Select the student.
2. Create a new document and add the dates that the document will be in effect.
3. Add the required information for the document.
4. Add or update any additional information to be included.
5. Finalize the document (send on for review and approval, if necessary).
6. Record follow-up information in the system.

Much of the basic information about students and teachers in the system comes directly from your Student Information System (SIS). You will be able to see data for students that you work with but not other students based on your permissions. If you notice discrepancies in the data or if you find that you don't have access to data that you need, please contact the system administrator.

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### General Notes

- The Student Plans system is very flexible and customizable, so some of the functions discussed in this training manual may behave slightly differently and things may appear somewhat different depending on how it is set up for your district.
- As with most computer systems, you'll find that there are many different ways to navigate between different parts of the Student Plans system and over time you'll develop your own favorites. Usually just one way is

described in this training guide, however there are often other ways to accomplish the same task.

- While you'll most likely be working with real data during training, don't worry too much about what you create during the training – as you will be working on the demo site.
- Understanding how to use a web browser and work with multiple windows in a web browser is required.
- The main menu for Student Plans is displayed on the left side of the browser window. This will be referred to as the Menu Bar.
- Dates may be entered in a variety of date formats, but will display in standard mm/dd/yyyy format.
- Times may be entered in a variety of time formats but will display in standard hh:mm format.

### **Data Entry Tips**

- In most cases you can use the Tab key to move from item to item on the screen. This allows you to use your keyboard for data entry rather than having to use the mouse to click on everything. It's sometimes helpful to click on the first item in a section you're filling out first so you don't have to tab through the entire menu before getting to the items you're really interested in.
- Use the space bar to select checkboxes and radio buttons. To change which radio button is selected, use the arrow keys.
- Many pages in the system contain required fields that must be filled in before page can be submitted (saved). Required fields are marked with red text and an asterisk (\*). If all of the required fields are not filled in properly, an error message will be displayed.

### **Common Buttons and Functions**

#### **Buttons**



There are a number of buttons that appear on many pages and behave the same way whenever they appear:

- Submit – “saves” the data on the page. If you're filling out a long form, it's a good idea to click the Submit button along the way just as you would save periodically while using a word processor.
- Cancel – return to the previous screen in certain instances.
- Return – return to the previous screen in other instances.

- Reset – changes the selections back to the way they were when you last clicked the Submit button. This can be useful if you've changed your selections and want to go back to what you had before you started changing things. You also need to click the Reset button if you've changed things and want to move to another page without accepting the changes.
- Spell Check – appears on forms where you have the opportunity to enter blocks of text and invokes the spell check function as described below.

### Using Calendar Icons to Enter Dates

In Student Plans, many of the forms contain dates that will need to be filled in. In most places, this manual assumes the dates will be entered by typing them. However, dates may also be entered by clicking the calendar icon adjacent to the date box on a page as shown below.

1.	Click the calendar icon adjacent to a date box. 	A small window opens containing a calendar.
		
2.	Click on the date you wish to enter in the date box.	The calendar window closes and the date you clicked is pasted in the date box. <ul style="list-style-type: none"> <li>• Click &lt; or &gt; to change the calendar one MONTH backward or forward.</li> <li>• Click &lt;&lt; or &gt;&gt; to change the calendar one YEAR backward or forward.</li> </ul>

### Searching

There are many places in the Student Plans system where you need to search for data. While the details of what you're searching for vary depending on the situation, the basic searching function is the same throughout the system. If you're unable to locate the data you're looking for after making your first selections and clicking the Search button, click the New Search button to start your search over.

## Sequence Numbers

Many document types include Sequence Numbers that determine the order that items you add appear in the document. The Sequence Numbers are set automatically in order as you add items to the document. However, you may choose to change the sequence numbers and define the order manually as you create the items.

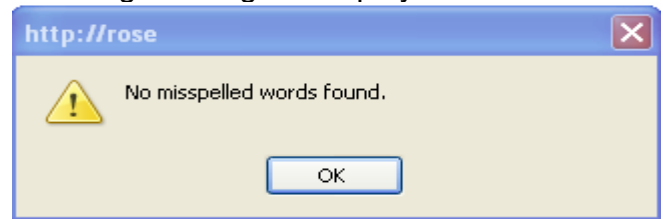
## Spell Check

The Student Plans system has a spell check feature for every form that has a text box. If it has been enabled for your district, every form that contains a text box will have a Spell Check button at the bottom of the form. It works much like the spell checkers found in most word processors.

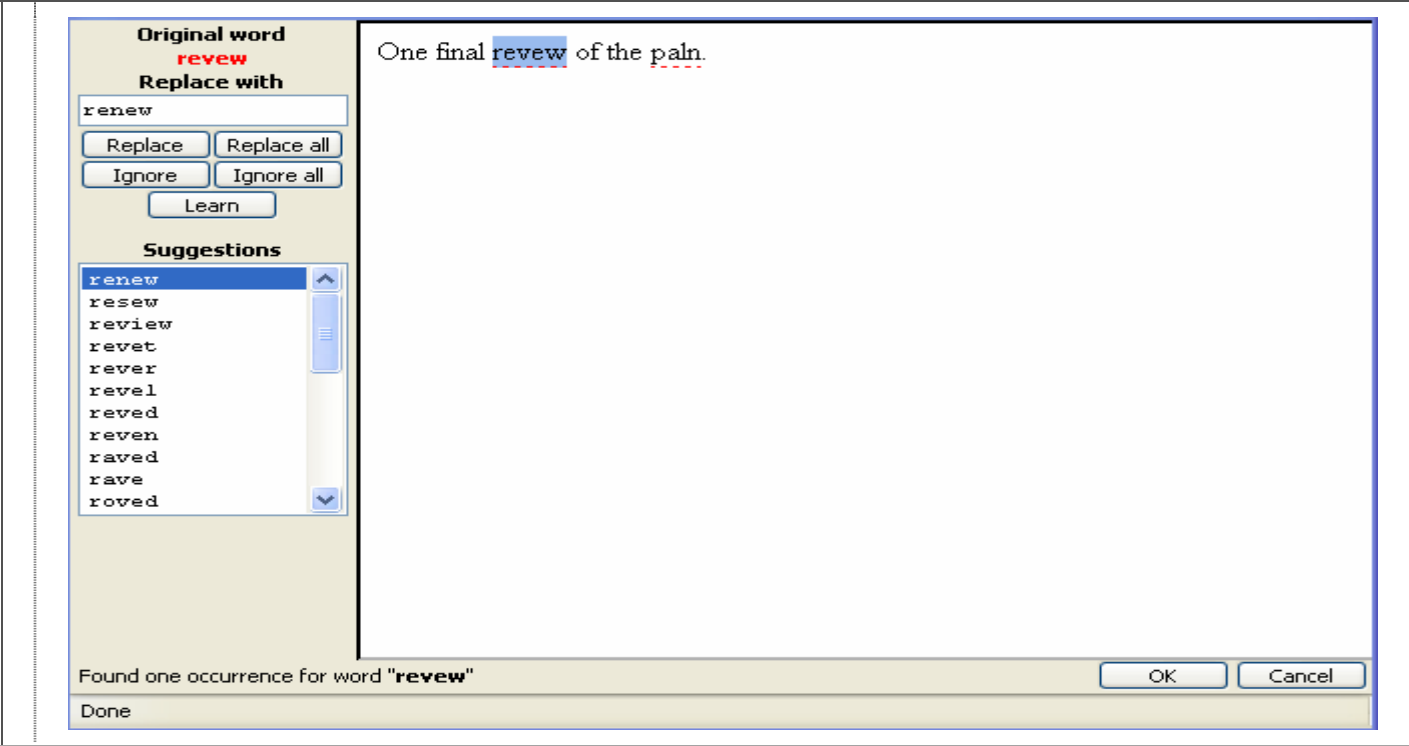
1 To spell check a page, click the Spell Check button.

A new window opens with suggestions for any words it finds suspicious highlighted.

If everything on the page looks okay, the following message is displayed.



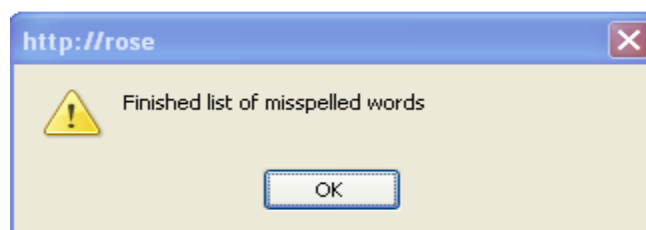
Just click the OK button and continue working.



2 Click the Replace button to replace the highlighted word with the suggested word.

- Click the Ignore button to skip the word and leave it as is.
- Click the Replace all button to replace all occurrences of the word on the page (if there are multiple occurrences).
- Click the Ignore all button to leave all occurrences of the word on the page as is (if there are multiple occurrences).
- Click the Learn button to add the word to the system's dictionary. Caution: There is no 'unlearn' function!
- Click on a different word in the Suggestions box to use it instead of the suggested word and then click one of the other buttons.
- Click in the Replace with box and type a correction for the word if it didn't find an appropriate suggestion (useful for names) and then click one of the other buttons.

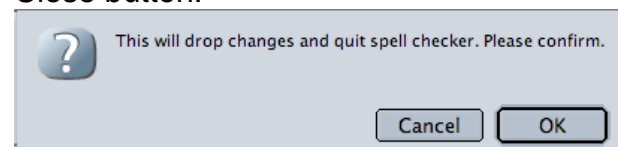
After making corrections on each word, the next suspicious word is highlighted and you can choose what to do with it. This process is repeated for each until all of the suspicious words on the page have been addressed.



3 Click the OK button.

The spell check window closes and the changes are made on the page.

If you want to cancel and not make any additional changes on the page, click the Close button.

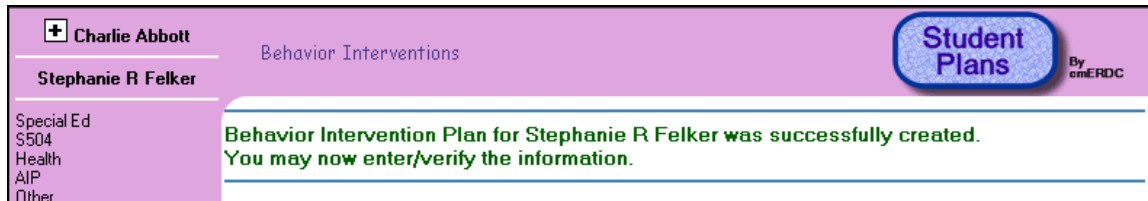


Click the OK button and continue working.

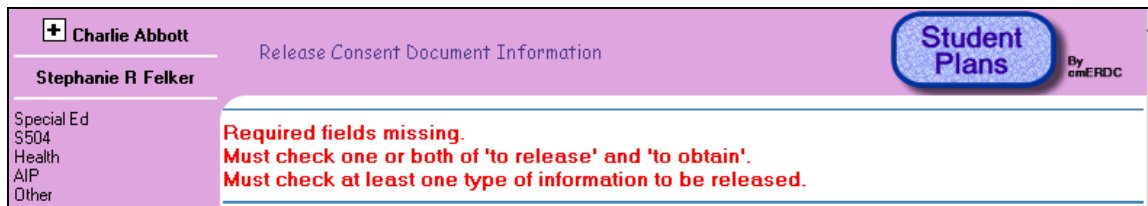
## Messages

The system provides you with messages along the way to let you know the status of things as you work in the system. Following are a few common message types:

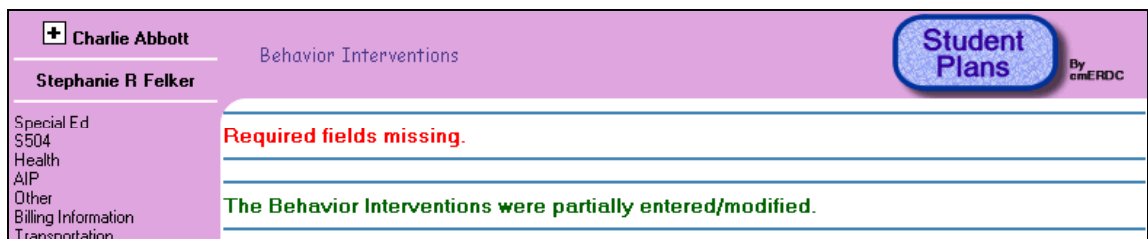
- When you click the Submit button to “save” changes, you’ll generally receive a green text success message at the top of the page explaining what information was saved and what your next steps are.



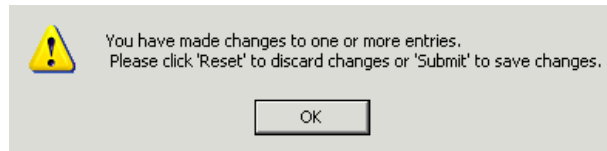
If some information is incorrect or if there was an error saving the information, you will receive a red text message explaining what the problem is. Please read the message carefully and take appropriate action, if necessary.



In some cases, you’ll receive both types of messages at the same time.

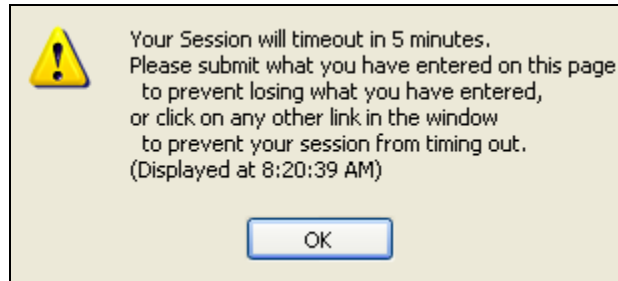


- Be sure to click Submit to save the information you have keyed in. If you select something else from the Menu Bar and you have forgotten to click the Submit button you will see this error message:

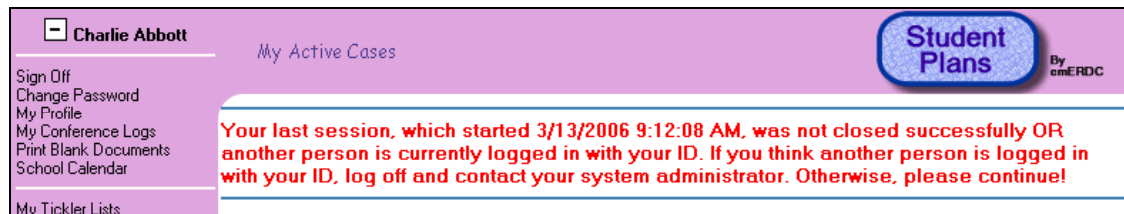


Click the OK button and then click Submit or Reset button as appropriate.

- If you are signed into the system and don't click anything for a period of time (set by the district), the system will time out. You will receive a warning message a few minutes before you're automatically signed out.



- If you close your browser or shut down your computer (or it crashes), or if you are working on one computer and switch to another without signing out on the first one, when you sign in again, you may see a warning message:



The system has no way of knowing what happened – just that you were working, didn't sign out, and are now signing in again. Usually you will know what happened and you can just continue work without any problems. If it seems odd and you think someone else might be using your ID in the system, change your password and contact your system administrator.

- If there is another person working in the system who is presently accessing the same page you are trying to access, you will see a message indicating that the page is locked and a background will be displayed showing padlocks. Only one person at a time can edit a document in the system, so you can view it but will not be able to save changes.

**Charlie Abbott**

IEP Information

**Student Plans**  
By cmERDC

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**Brandi C Anaya**

Special Ed  
S504  
Health  
AIP  
Other  
Billing Information  
Transportation  
Student Information  
Student Guardians  
Student Conference Logs  
View Student Schedule

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**IEP - 5/15/2006**

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**IEP Information**  
Federal Setting  
Residency Information

This part of this document is currently locked because Maureen Davis has it locked (since 5/11/2006 11:29:01 AM). Changes made to this page cannot be saved.

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Brandi C Anaya ID #: **360001**

School: **Junior High**

Grade: **08**

Age at Plan Start: **17 yrs, 2 mos**

Plan Type: **IEP**

Plan Status: **Draft**

Plan Effective Dates: **5/15/2006 to 6/1/2006**

Evaluation Report Date:

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**IEP Information**

*Evaluation Report Date:	<input type="text"/>	
*Plan Meeting Date:	<input type="text"/>	
*Plan Effective Date:	5/15/2006	
*Plan End Date:	6/1/2006	