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User Support Manual

KIDS IEP AND DATA MANAGEMENT SOFTWARE PROGRAM

Welcome to Customized Relational Technology, Inc. and the IEP Data Management Software Program

One challenge in special education has been creation of an efficient system to document decisions of student support teams, to manage data resulting from these decisions, and to communicate information to colleagues. As the scope and complexity of this process grew, inadequacy of pressure sensitive forms became increasingly apparent. In response to this situation our IEP and Data Management Software Program has been created. The purpose of this program is to apply the technology of a relational database toward data management and effective communication of Special Education information.

Customized Relational Technology, Inc. (CRT) is the developer of this program. It has been created with consultation from information technology coordinators with review from Special Education staff. The broad range of individuals contributing to this project has produced a high quality program.

Users will be able to generate a variety of special reports and print Eligibility Determination and Individual Education Program documents. This relational database provides student demographic information, placement data, related services records, compiling of FACTS Data, all Notification and Consent forms (State Mandated Reports), IEP/Eligibility Data, and administration approved Case Study Evaluation Forms.

When fully implemented, IEP Data Management Software Programs will give users capacity to meet their documentation, data management, and communication needs with efficiency, accuracy, and ease. A learning curve and related procedure of refinement should be anticipated. To that extent, it is extremely important data is entered with a high degree of *consistency*. The era of pressure sensitive forms is coming to an end; KIDS IEP Data Management Software Program will prove to be an invaluable tool to overcome this manual approach.

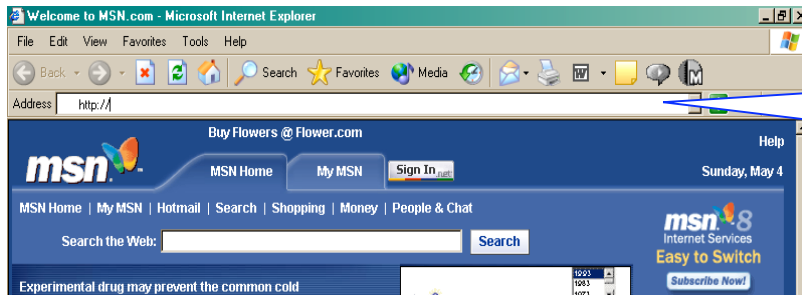
This training manual has been designed to facilitate success with the program. With enhancements of FileMaker Pro[®] 7.0 and the determination of Customized Relational Technology Staff, there is very little difference between access and usage of this program using Internet Explorer 6.0 or through FileMaker Pro Client Software[®]. Small differences are noted throughout the training manual.

CONTENTS

	Page
Web User Section	4
Web Access	5
Page Setup	6
Main Menu	7
IEP Menu	8
IEP Input	9
“FileMaker Client User” Print Preview.....	10
“IE User” Print Preview	11
Printing	12
Goals and Objectives	13, 14
State Standards	15
State Mandated Forms	16
Forms	17
Archive Files	18

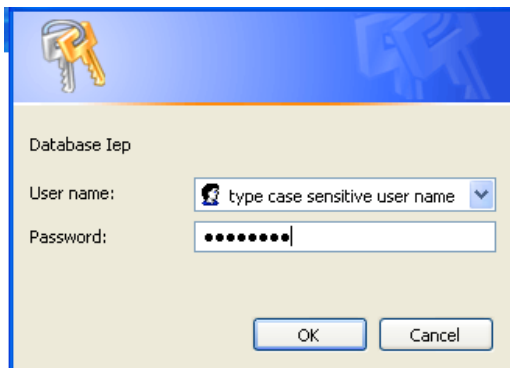
"IE" USER ACCESS

Open Internet Explorer (version 6.0 or higher) from your desktop. (Note: Do not use Netscape Navigator or any other browser to enter the program.)



Type the web address to the server in the address bar of Internet Explorer
www.tcse.us

From the screen on the right, single click on the word "IEP Database".



Type in the User Name and Password issued to you by the district administrator; click OK. This information is **case sensitive**. The "Caps Lock" on the keyboard should be **off**. Type them **exactly** as given to you. (Mac Users: DO NOT check the "Add to Keychain" box.)

Note: If there is a problem with the Log In, confirm your password with your Coordinator or TAS.

FileMaker Pro Client User Access

Macintosh

From the desktop, double click on the FileMaker Pro Alias icon.

If an alias icon isn't available;

1. double click on the *Macintosh HD* icon
2. double click on the *FileMaker Pro 7.0* folder
3. double click on the *FileMaker Pro application icon*
(follow steps 4 through 7 below)

Windows

From the desktop, double click on the FileMaker Pro Shortcut icon.

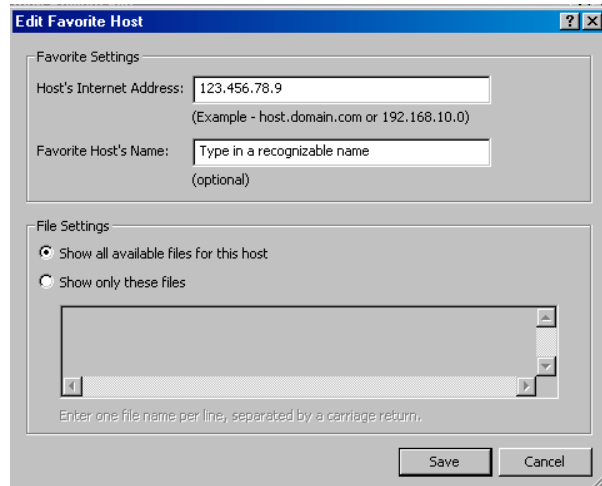
If a shortcut icon isn't available;

1. from the *Start* menu, scroll up to *Programs*
2. scroll over to *FileMaker Pro 7.0*
3. double click on the *FileMaker Pro Application icon*

Step 4. Click on the “**Remote**” button

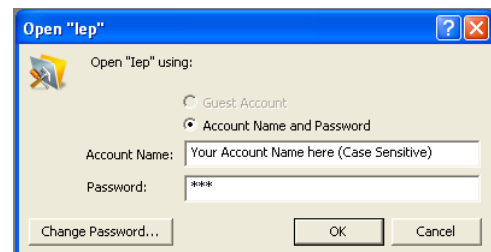
Step 5. Select : “**Favorite Hosts**” and click the “**Add**” button.

Step 6. Type in the IP Address provided and give it a recognizable name. Leave the radio button on “Show all available files to this host.” Click the “**Save**” button.



Step 7. Type in the User Name and Password issued to you; click OK. This information is **case sensitive**. The “Caps Lock” on the keyboard should be **off**. Type them **exactly** as given to you. (Mac Users: **DO NOT** check the “Add to Keychain” box.)

Note: If there is a problem with the Log In, confirm your password with your Coordinator or TAS.



Subsequent Connections:

Repeat steps 1 through 4 above.

Click in the “**View**” dropdown and select “**Favorite Hosts**” (unless it shows up under “**Local Hosts**”).

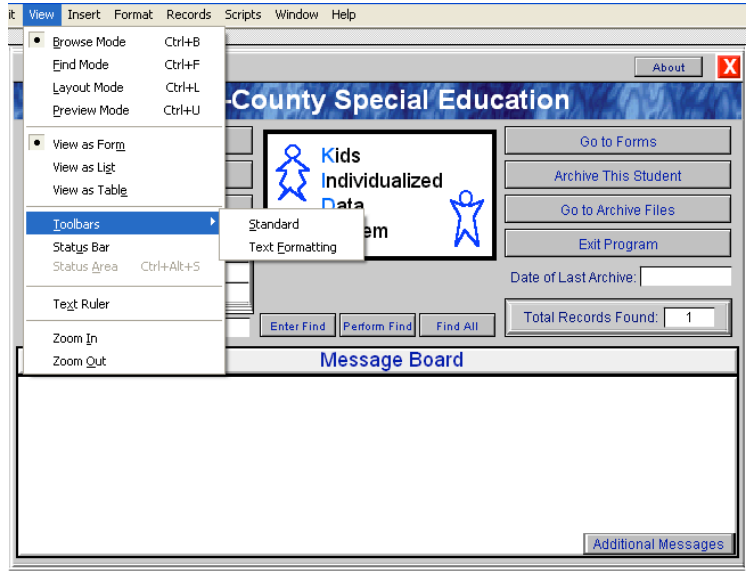
This will vary depending on user proximity to the server, e.g., if they are on an internal LAN.)

Highlight the saved server name on the left panel “**Hosts**”.

IEP should show up on the right panel, “**Available Files**”

Double click **Iep** or **Iep.fp7**

PAGE SETUP

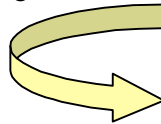


Under “View” on the task bar look at the toolbars and status bar. They should be unchecked to allow for a larger viewing area on your screen.

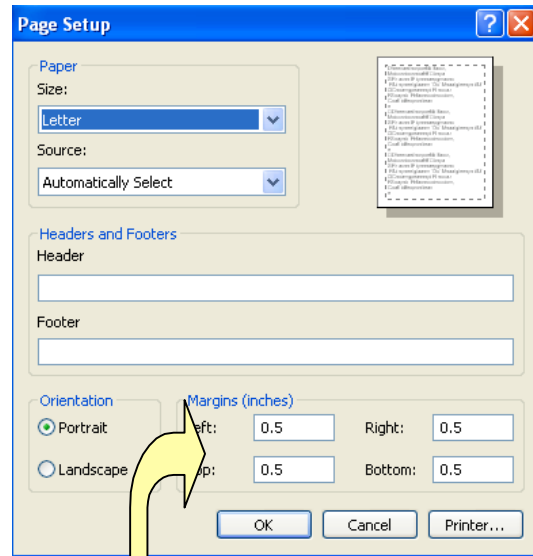
“IE” Users Only:

If there is information in the Header and Footer field it should be removed before printing any forms.

(Note: These fields are used for referencing on the internet. You may want to note the information for re-entry later.)

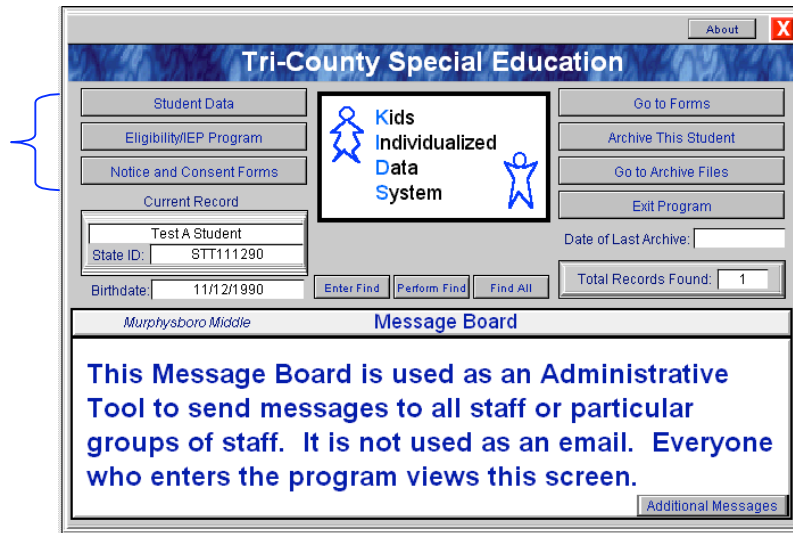


The “Page Setup” area is where printing orientation can be changed from “Portrait” to “Landscape”.



All margins should be set at .5

MAIN MENU



After completing the Log in process, the program will open to the Main Menu screen.

Click any button to access an area after finding the appropriate student record.

Always exit the program properly.

FileMaker Pro Client User: When exiting the program use either the “**Exit Program**” button or the **red** close box in the upper right corner of the program screen.

“IE” Users: Use **red** close box in the upper right corner of the program screen. (If this button is not used information **may not be saved.**)

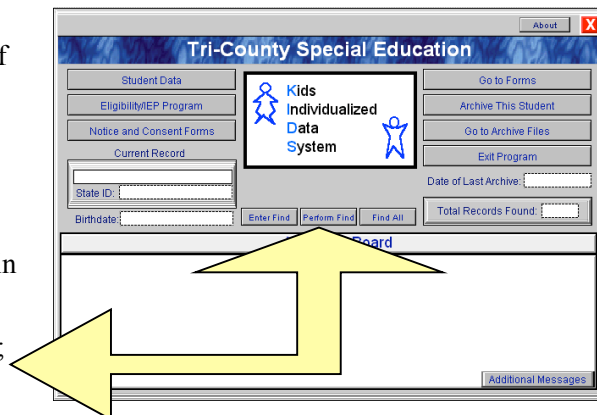
Also click the top **red** close box on the “Instant Web Publishing” bar.

The Message Board is an administrative tool used to post messages or reminders to staff members. If this area of the screen is full, click on the “**Additional Messages**” button.

Finding a Student

Single click the “**Enter Find**” button (the fields on the screen will blank out and the cursor will flash in the Current Record field)

Type the student name in the Current Record field; single click the “**Perform Find**” button.



If a response of “**Student Not Found**” comes on the screen, contact the person responsible for entering students into the program. The record has not been entered or the spelling may be incorrect. .

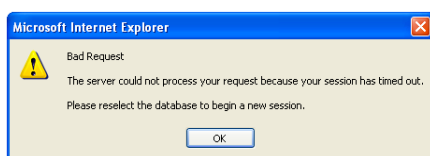
FileMaker Pro Client User :

The word “**browse**” should be seen at the bottom of your screen. If it still shows find mode, click the “**Perform Find**” button again. **Never enter or edit information in “Find Mode”.**

Web keys to remember: (For IE Users only)

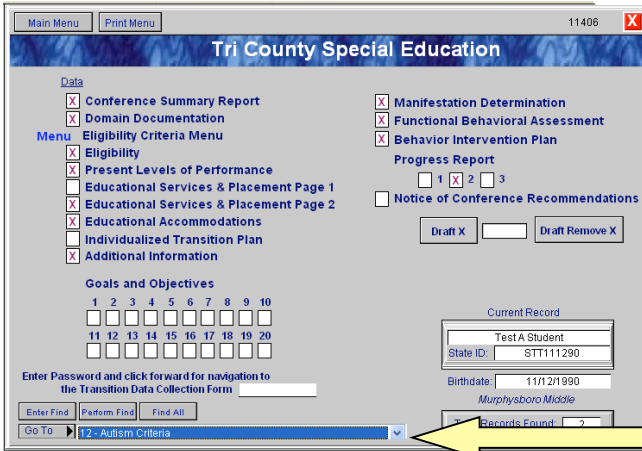
“**F11**” is a toggle key which will add or remove toolbars on the top of the screen. By removing these toolbars, a full screen can be viewed. Pressing the “**F11**” key again will return the toolbars to the top of the screen. (Macintosh Users: Use your apple key + B. It is also a toggle function that will bring toolbars back by applying it again)

“**F5**” is the “refresh key”. This should be used when returning to the computer if you’ve been gone for a few minutes or if it seems like it’s taking a long time for the computer to process information. It will bring you the latest information that has been sent to the server.



If a “**Bad Request**” error box appears, click the “**OK**” button; click on “**IEP**”. This will allow another session to be started.

IEP MENU

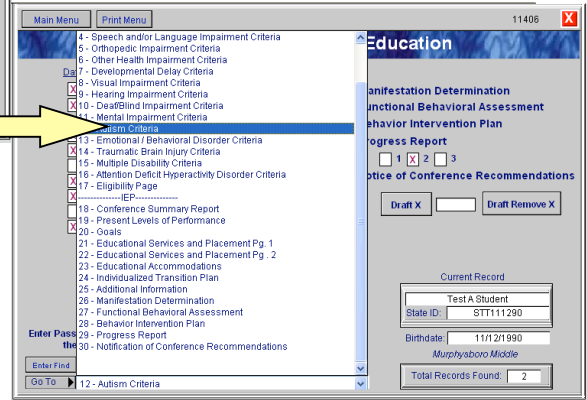


Access to IEP pages can be obtained by either clicking on a page title or using the “Go To” menu

Next to the Go To button is a drop down menu for navigation to a specific IEP page. Click the drop down box to select a page. After the page is selected, click on the “Go To” button for access to that page.

To access a specific goal click the “goal number” on the menu.

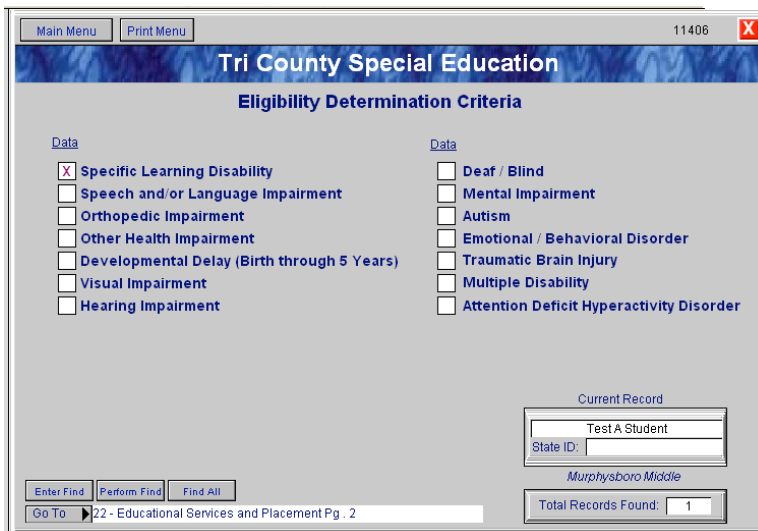
The checkboxes aligned with the form titles are **Data Boxes**. If there is data completed on any page in this section, an “X” will appear in the box.



The “Draft X” button will put the word “Draft” on every page of the Eligibility/IEP forms. The “Draft Remove X” button will remove it. An administrative password must be typed in the field before these buttons can be used.



“Draft



The Eligibility Criteria Menu is accessed through the IEP Menu by clicking on the title.

IEP INPUT

Student Name: Test A Student **Conference Summary Report**

Reevaluation Due Date: 07/15/2007 Conference Date: 1/1/2004

PURPOSE OF CONFERENCE (check all that apply)

Review of Existing Data IEP Review/Revision Transition Planning Graduation Manifestation Determination
 Initial Evaluation Reevaluation Initial IEP Other 3 Year Re-evaluation

STUDENT IDENTIFICATION INFORMATION

Student's Name: MI Test A Student Educational Surrogate Parent Required: Yes No
 Street, City, State, Zip Code: Highway Anywhere, IL 60000 Parent's Name: Mr. & Mrs. Anna and Arnold Student
 Student's Age: 123 (Mo./Day/Yr.) Gender: M Parent's Address (if different) (Street, City, State, Zip): 3636 Normandy Drive, Tallahassee, IL 23562
 Student's District: D-B Current Grade: 06 Parent Telephone Number (Include Area Code): 111/234-3344
 Ethnicity: S/L Language/Mode of Communication (Student): Other: E, LKR, JWE, RLK Language/Mode of Communication (Parent): Serb-Croatian Verbal
 Language/Mode of Communication (OH): Date of High School Graduation Resident District: Murphysboro CUSD 186
 Student's Address: DD Home School: Murphysboro Middle
 ID Number: AUT 90 Medicaid Number: Serving District: Murphysboro CUSD 186
 Serving School: Murphysboro Middle
 Eligibility (To be completed after determination):
 Primary: TBI P Traumatic Brain Injury
 Secondary: BD K Emotional Disorder
 Secondary: VI E Visual Impairment

PLACEMENT (to be completed after placement determination)
 Yes No Placement is in home school.

Web Preview Back Menu Go To 22 - Educational Services and Placement Pg. 2 Spelling Preview Print

FileMaker Pro Client User input screen

Drop down fields have a border around the field making it appear more like a “box”. Point and click to choose a checkbox.

“IE” User Input Screen
 Drop down fields have an “arrow” at the right end. Checkboxes are still point and click, but appear as checkmarks on your input screen.

Student Name: Test A Student **Conference Summary Report**

Reevaluation Due Date: 07/15/2007 Conference Date: 1/1/2004

PURPOSE OF CONFERENCE (check all that apply)

Review of Existing Data IEP Review/Revision Transition Planning Graduation Manifestation Determination
 Initial Evaluation Reevaluation Initial IEP Other 3 Year Re-evaluation

STUDENT IDENTIFICATION INFORMATION

Student's Name: MI Test A Student Educational Surrogate Parent Required: Yes No
 Street, City, State, Zip Code: Highway Anywhere, IL 60000 Parent's Name: Mr. & Mrs. Anna and Arnold Student
 Student's Age: 123 (Mo./Day/Yr.) Gender: M Parent's Address (if different) (Street, City, State, Zip): 3636 Normandy Drive, Tallahassee, IL 23562
 Student's District: D-B Current Grade: 06 Parent Telephone Number (Include Area Code): 111/234-3344
 Ethnicity: S/L Language/Mode of Communication (Student): Other: E, LKR, JWE, RLK Language/Mode of Communication (Parent): Serb-Croatian Verbal
 Language/Mode of Communication (OH): Date of High School Graduation Resident District: Murphysboro CUSD 186
 Student's Address: DD Home School: Murphysboro Middle
 ID Number: AUT 90 Medicaid Number: Serving District: Murphysboro CUSD 186
 Serving School: Murphysboro Middle
 Eligibility (To be completed after determination):
 Primary: TBI P Traumatic Brain Injury
 Secondary: BD K Emotional Disorder
 Secondary: VI E Visual Impairment

PLACEMENT (to be completed after placement determination)
 Yes No Placement is in home school.

Web Preview Back Menu Go To 22 - Educational Services and Placement Pg. 2 Spelling Preview Print

Drop Down Lists: When using drop down lists in this program, you must make a choice from the list. To remove a previous choice, choose the “blank” at the end of the drop down list. To type text other than the choices on the list, choose “other” and type the text in the field adjacent to the drop down list. If the word “other” is not listed, then a choice must be made from the list and typing your own text is not available.

Using the *Back* and *Forward* buttons will navigate the program to the previous or next screen.

Navigation to the menu can be accessed through the *Menu* button.

The buttons in the lower right corner of the screen are designed for **FileMaker Pro Client Users** only.

“IE” User Note: A web plug-in is available through Internet Explorer 6.0 or higher at “www.iespell.com” which will make spell-check available on the web. Please contact your administrator or technical support for more information.

FileMaker Pro Client User PRINT PREVIEW

Student Name: Test A Student		Conference Summary Report	
Reevaluation Due Date: 07/15/2007			Conference Date: 1/1/2004
PURPOSE OF CONFERENCE (check all that apply)			
<input type="checkbox"/> Review of Existing Data	<input checked="" type="checkbox"/> IEP Review/Revision	<input type="checkbox"/> Transition Planning	<input checked="" type="checkbox"/> Graduation
<input checked="" type="checkbox"/> Initial Evaluation	<input checked="" type="checkbox"/> Reevaluation	<input checked="" type="checkbox"/> Initial IEP	<input checked="" type="checkbox"/> Other 3 Year Re-evaluation
STUDENT IDENTIFICATION INFORMATION			
Students Name: Test A Student		Educational Surrogate Parent Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Students Address: (Street, City, State, Zip Code) 1234 School Highway Anywhere, IL 60000		Parents Name: Mr. & Mrs. Anna and Arnold Student	
Students Date of Birth (Mo./Day/Yr.): 11/12/1990	Gender: M	Parents Address (if different) (Street, City, State, Zip) 3636 Normandy Drive, Tallahassee, IL 23562	
Ethnicity: Black	Current Grade: 06	Parent Telephone Number (Include Area Code) 111/234-3344	
Language/Mode of Communication (Student): English Other: E,L,K,R,J,W,E,R,L,K		Language/Mode of Communication (Parent): Serb-Croatian Verbal	
Students Anticipated Date of High School Graduation		Resident District: Murphysboro CUSD 186	
ID Number: STT111290	Medicaid Number:	Home School: Murphysboro Middle	
Eligibility (To be completed after determination)			
Primary: TBI P Traumatic Brain Injury	Serving District: Murphysboro CUSD 186		
Secondary: BD K Emotional Disorder	Serving School: Murphysboro Middle		
Secondary: VI E Visual Impairment	PLACEMENT (To be completed after placement determination) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Placement is in home school.		
Web Preview		Go To: 21 - Educational Services and Placement Pg. 1	
Back Menu		Spelling Preview Print	

Use the "Preview" button on the right corner of the input screen. This will produce a Print Preview of how the document will print. (Shown below)



Print Preview

Note: To return to the input screen from this preview, use the "Enter" key on your keyboard. (Mac users should use the "Return" key.)

Tri-County Special Education Joint Agreement 1725 Shomaker Drive, Murphysboro, IL 62966 Phone: (618) 684-2109			
Reevaluation Due Date: 07/15/2007		Conference Date: 1/1/2004	
PURPOSE OF CONFERENCE (check all that apply)			
<input type="checkbox"/> Review of Existing Data	<input checked="" type="checkbox"/> IEP Review/Revision	<input type="checkbox"/> Transition Planning	<input checked="" type="checkbox"/> Graduation
<input checked="" type="checkbox"/> Initial Evaluation	<input checked="" type="checkbox"/> Reevaluation	<input checked="" type="checkbox"/> Initial IEP	<input checked="" type="checkbox"/> Other 3 Year Re-evaluation
STUDENT IDENTIFICATION INFORMATION			
Students Name: Test A Student		Educational Surrogate Parent Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Students Address: (Street, City, State, Zip Code) 1234 School Highway Anywhere, IL 60000		Parents Name: Mr. & Mrs. Anna and Arnold Student	
Students Date of Birth (Mo./Day/Yr.): 11/12/1990	Gender: M	Parents Address (if different) (Street, City, State, Zip) 3636 Normandy Drive, Tallahassee, IL 23562	
Ethnicity: Black	Current Grade: 06	Parent Telephone Number (Include Area Code) 111/234-3344	
Language/Mode of Communication (Student): Other: E,L,K,R,J,W,E,R,L,K		Language/Mode of Communication (Parent): Verbal	
Students Anticipated Date of High School Graduation		Resident District: TriCo CUSD 176	
ID Number: STT111290	Medicaid Number:	Home School: Murphysboro Middle	
Eligibility (To be completed after determination)			
Primary: C Orthopedic Impairment	Serving District: Murphysboro CUSD 186		
Secondary: A Mental Impairment	Serving School: Murphysboro Middle		
Secondary: I Speech/Language Impairment	PLACEMENT (To be completed after placement determination) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Placement is in home school.		
PARTICIPANTS			
Signature indicates attendance. Any conference participant who disagrees with an eligibility/determination must submit a separate report which sets forth and explains the points of disagreement.			
Parent: _____		School Psychologist: _____	
Parent: _____		LEA Representative: _____	
Student: _____		Director/Designee: _____	
Regular Education Teacher: _____		Other (specify): _____	
Special Education Teacher: _____		Other (specify): _____	
Speech-Language Pathologist: _____		Other (specify): _____	
School Social Worker: _____		Other (specify): _____	
To be completed at conclusion of the conference.			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA	Explanation of Procedural Safeguards was provided to the parent(s) with the notice of conference and reviewed at IEP meeting.	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA	Parent(s) give a copy of the IEP.	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA	Parent(s) give a copy of the eligibility determination.	
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Parent(s) give a copy of the district's behavioral intervention policy.	
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Parent(s) give a copy of the district's behavioral intervention procedures. (Initial IEP only).	
Document the attempts made to obtain parent participation, if parent did not attend.			
1. _____	2. _____	3. _____	4. _____
Call Personal			

IE User PRINT PREVIEW

Use the “Web Preview” button on the right corner of the input screen. This will produce a Print Preview of how the document will print. (Shown below)




Student Name: Test A Student		Conference Summary Report	
Reevaluation Due Date: 07/15/2007	PURPOSE OF CONFERENCE (check all that apply)		Conference Date: 1/1/2004
<input type="checkbox"/> Review of Existing Data	<input checked="" type="checkbox"/> IEP Review/Revision	<input type="checkbox"/> Transition Planning	<input checked="" type="checkbox"/> Graduation
<input checked="" type="checkbox"/> Initial Evaluation	<input checked="" type="checkbox"/> Reevaluation	<input checked="" type="checkbox"/> Initial IEP	<input type="checkbox"/> Manifestation Determination
<input type="checkbox"/> Other 3 Year Re-evaluation			
STUDENT IDENTIFICATION INFORMATION			
Student's Name: Test A Student		Educational Surrogate Parent Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Student's Address: (Street, City, State, Zip Code) 1234 School Highway Anywhere, IL 60000		Parent's Name: Mr. & Mrs. Anna and Arnold Student	
Student's Date of Birth (Mo./Day/Yr): 11/12/1990	Gender: M	Parent's Address (if different) (Street, City, State, Zip): 3636 Normandy Drive, Tallahassee, IL 23562	
Ethnicity: Black	Current Grade: 06	Parent Telephone Number (include Area Code): 111/234-3344	
Language/Mode of Communication (Student): English		Language/Mode of Communication (Parent): Verbal	
Student's Anticipated Date of High School Graduation:		Resident District: Murphysboro CUSD 186	
ID Number: STT111290	Medicaid Number:	Home School: Murphysboro Middle	
Eligibility (To be completed after determination)		Serving District: Murphysboro CUSD 186	
Primary: TBI	P Traumatic Brain Injury	Serving School: Murphysboro Middle	
Secondary: BD	K Emotional Disorder	PLACEMENT (To be completed after placement determination)	
Secondary: VI	E Visual Impairment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Placement is in home school.	
Web Preview		Back Menu	Go To 21 - Educational Services and Placement Pg. 1
		Forward	Spelling Preview Print

Tri-County Special Education Joint Agreement 1725 Shomaker Drive, Murphysboro, IL 62966 Phone: (618) 684-2109	
Reevaluation Due Date: 07/15/2007	CONFERENCE SUMMARY REPORT
PURPOSE OF CONFERENCE (check all that apply)	
<input type="checkbox"/> Review of Existing Data	<input checked="" type="checkbox"/> IEP Review/Revision
<input checked="" type="checkbox"/> Initial Evaluation	<input checked="" type="checkbox"/> Reevaluation
<input type="checkbox"/> Transition Planning	<input checked="" type="checkbox"/> Graduation
<input type="checkbox"/> Other 3 Year Re-evaluation	<input type="checkbox"/> Manifestation Determination
STUDENT IDENTIFICATION INFORMATION	
Student's Name: Test A Student	Educational Surrogate Parent Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Student's Address: (Street, City, State, Zip Code) 1234 School Highway Anywhere, IL 60000	Parent's Name: Mr. & Mrs. Anna and Arnold Student
Student's Date of Birth (Mo./Day/Yr): 11/12/1990	Gender: M
Ethnicity: Black	Current Grade: 06
Language/Mode of Communication (Student): English	Language/Mode of Communication (Parent): Verbal
Student's Anticipated Date of High School Graduation:	Resident District: Trico CUSD 176
ID Number: STT111290	Medicaid Number:
Eligibility (To be completed after determination)	
Primary: C Orthopedic Impairment	Serving District: Murphysboro CUSD 186
Secondary: A Mental Impairment	Serving School: Murphysboro Middle
Secondary: I Speech/Language Impairment	PLACEMENT (To be completed after placement determination)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Placement is in home school.
PARTICIPANTS	
Signature indicates attendance. Any conference participant who disagrees with an eligibility determination must submit a separate report which sets forth and explains the points of disagreement.	
Parent	School Psychologist
Parent	LEA Representative:
Student	Director/Designee
Regular Education Teacher	Other (specify)
Special Education Teacher	Other (specify)
Speech-Language Pathologist	Other (specify)
School Social Worker	Other (specify)
To be completed at conclusion of the conference.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NA	Explanation of Procedural Safeguards was provided to the parent(s) with the notice of conference and reviewed at IEP meeting.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NA	Parent(s) given a copy of the IEP.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> NA	Parent(s) given a copy of the eligibility determination.
<input type="checkbox"/> Yes <input type="checkbox"/> NA	Parent(s) given a copy of the district's behavioral intervention policy.
<input type="checkbox"/> Yes <input type="checkbox"/> NA	Parent(s) given a copy of the district's behavioral intervention procedures (Initial IEP only).
Document the attempts made to obtain parent's participation, if parents did not attend.	
1. Call Personal	2. _____
3. _____	4. _____

To return from this screen use the return buttons in the upper left corner of the print preview.

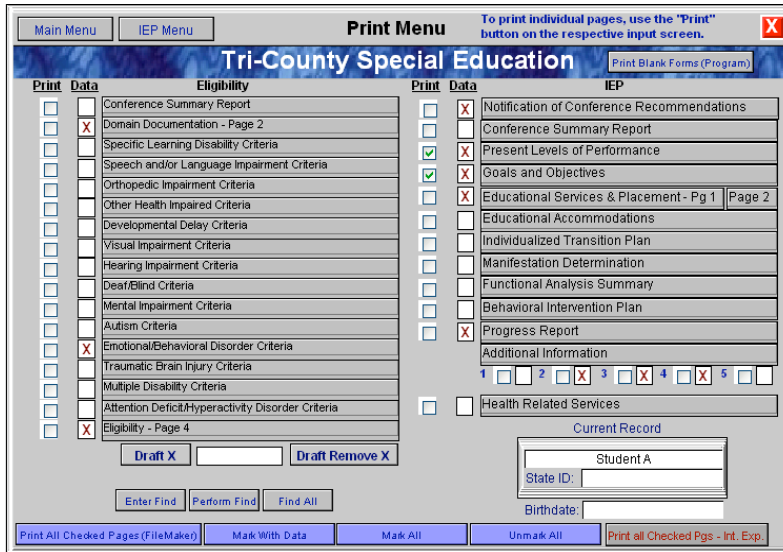
The blue vertical button will navigate back to the IEP Menu screen.

The gray horizontal button will navigate back to the input screen.

 **Warning: Do Not enter information on this page.**

Information should only be entered and/or changed on input screens.

PRINTING



FileMaker Pro Client User:

The print menu has buttons for every form in the Eligibility/IEP area of the program. There are several ways to use this menu:

Individually select pages to be printed by checking the print box next to the form; select “Print All Checked Pages” button at the bottom of the screen.

Use the “Mark With Data” button; select “Print All Checked Pages” button. The

“Mark With Data” button will automatically insert an “X” in the Print Boxes for the forms with an “X” already showing in the Data Box.

The “Mark All” button will select every form regardless of whether there is data on the form or not; select the “Print All Checked Pages” button.

After printing has been completed, use the “Unmark All” button to remove the X’s from the Print Boxes for the next user.

There is also a “Print” button on every input screen to perform individual page printing.

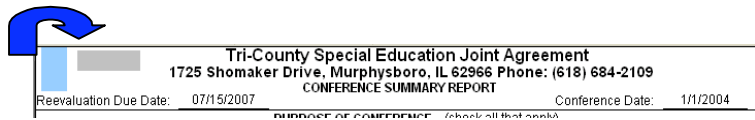


“IE” User:

The above also applies i.e., Mark With Data, Mark All, etc. Use the “Print all Checked Pgs – Int. Exp.” Red lettered button instead of “Print All Checked Pages”. This will perform navigation to the



Click the **gray horizontal** button at the upper left corner of the print preview screen. Repeat this until all forms have printed.

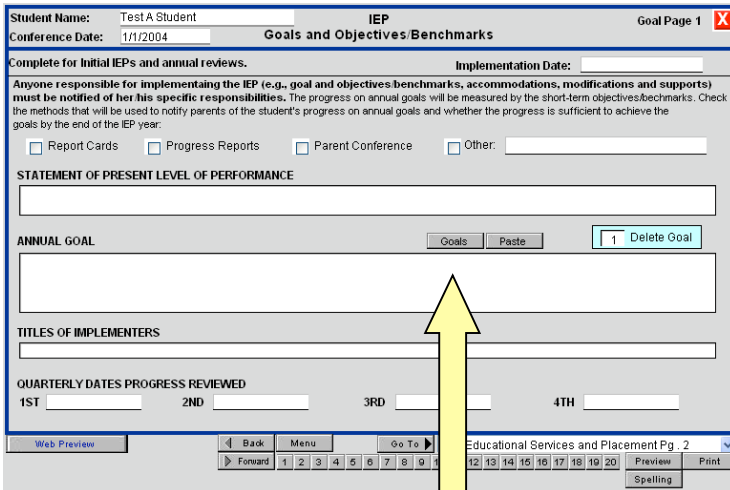
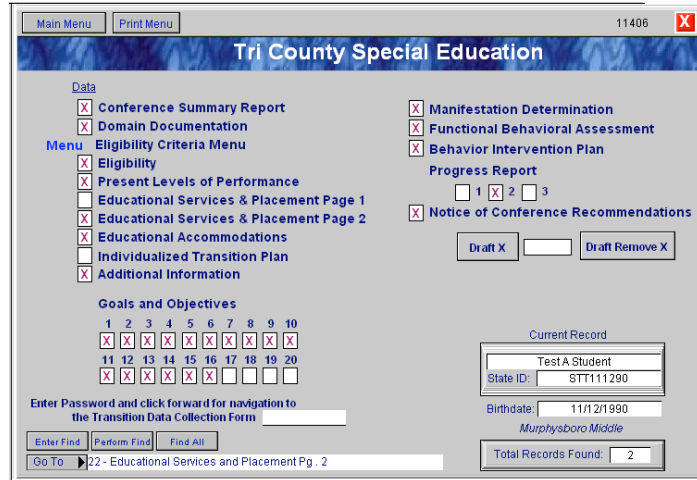


To return to the IEP Menu click the **blue vertical** button.

To print individual pages use the “Web Preview” button located on the input screen. Once the print preview form appears; click the printer icon on the Internet Explorer toolbar. Use the gray button to return to the input screen or the blue button to return to the IEP Menu.

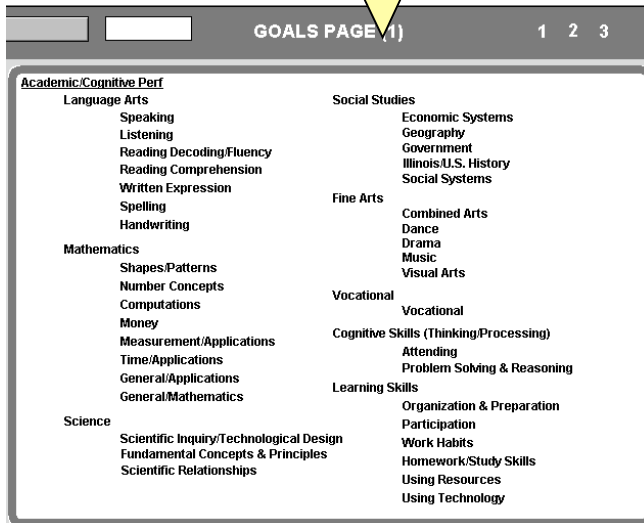
GOALS AND OBJECTIVES

Access to the Goals and Objectives input screens can be gained either through the IEP Menu or by forwarding through the IEP Input.



Clicking on the “Goals” button will perform navigation to the first of three Goals and Objectives Menu Screens. (below, left)

The buttons 1-20 on the bottom of the screen will allow access to any of the goals previously written for the student.



Review the topics and subtopics until an appropriate area is chosen. Click on the choice and the goals (printed in blue) and objectives (printed in black) for that area. (See page 14)

GOALS AND OBJECTIVES

Continued

To select, click on the **first word** of the goal. The program will automatically return to the Goal and Objective input screen.

Click the “**Paste**” button on the input screen. The goal will be inserted.

Repeat the copy and paste function for the Objectives by using the “**Obj**” button.

The screenshot shows a window titled "Goals and Objectives" with a tab labeled "1 2 3" and a close button. The main content area is titled "Mathematics" and contains a list of objectives:

- 6B will investigate, present and solve problems using number facts, operations (addition, subtraction, multiplication, division) and their properties, algorithms and relationships. 6B
- 6b3 will use order of operations to solve multi-step problems. 6b3
- 6b3 will solve problems in context involving "+", "-", "x", & "/" of fractions & mixed numbers with & without regrouping, including like & unlike denominators, expressing answers in simplest form using estimation, mental math, calculators, & paper & pencil. 6b3
- 6b3 will identify least common multiple or greatest common factor of two numbers. 6b3

The screenshot shows a window titled "Goals and Objectives/Benchmarks" with fields for "Student Name: Test A Student" and "Conference Date: 1/1/2004". The main content area is titled "INSTRUCTIONAL OBJECTIVE BENCHMARK" and contains a text box with the text: "1 will relate the term *tempo* to the speed at which a piece is performed. 25a1". Below the text box are "Obj." and "Paste" buttons. Below the text box is a table with the following columns: CRITERIA, PROCEDURE, SCHEDULE, PROGRESS, and ADDITIONAL COMMENTS. The table has several rows with checkboxes and text boxes for each column. At the bottom of the window are navigation buttons: "Web Preview", "Back", "Menu", "Forward", "To" (with a dropdown menu), "22 - Educational Services and Placement Pg. 2", "Preview", "Print", and "Spelling".

Deleting Goals:

The screenshot shows a window titled "ANNUAL GOAL" with a text box containing "?????????????". To the right of the text box are buttons for "Goals", "Paste", and "2 Delete Goal".

To the left of the “Goal” and “Paste” buttons is a button to “**Delete Goal**”.

If “**Yes**” is chosen from the Delete Goal Prompt, the information in that goal will be deleted. The remaining goals will then be moved up one goal page so that all goals are in the proper sequence.

The screenshot shows a dialog box with a red border. The text inside reads: "Goal: 2", "You are about to delete this goal!", and "Do you wish to continue?". Below the text are two buttons: "Yes" and "Cancel".

STATE STANDARDS

Access to the State Standards is obtained on each of the goal pages by clicking the Standard Number to the left of the goal.

Index

Goals and Objectives

Mathematics

6B will investigate, present and solve problems using number (multiplication, division) and their properties, algorithms and

6b3 will use order of operations to solve multi-step problems

Goals Program

Print (Program)

Goal Listen and speak effectively in a variety of situations.

Learning Standard Listen effectively in formal and informal situations.

No. 4A

Early Elementary	Late Elementary	Middle/Jr. High School	Early HS	Late HS
<p>4A1a. Listen attentively by facing the speaker, making eye contact and paraphrasing what is said.</p> <p>4A1b. Ask questions and respond to questions from the teacher and from group members to improve comprehension.</p> <p>4A1c. Follow oral instructions accurately.</p> <p>4A1d. Use visually oriented and auditory based media.</p>	<p>4A2a. Demonstrate understanding of the listening process (e.g., sender, receiver, message) by summarizing and paraphrasing spoken messages orally and in writing in formal and informal situations.</p> <p>4A2b. Ask and respond to questions related to oral presentations and messages in small and large group settings.</p> <p>4A2c. Restate and carry out a variety of oral instructions.</p>	<p>4A3a. Demonstrate ways (e.g., ask probing questions, provide feedback to a speaker, summarize and paraphrase complex spoken messages) that listening attentively can improve comprehension.</p> <p>4A3b. Compare a speaker's verbal and nonverbal messages.</p> <p>4A3c. Restate and carry out multistep oral instructions.</p> <p>4A3d. Demonstrate the ability to identify and manage barriers to listening (e.g., noise, speaker credibility, environmental distractions).</p>	<p>4A4a. Apply listening skills as individuals and members of a group in a variety of settings (e.g., lectures, discussions, conversations, team projects, presentations, interviews).</p> <p>4A4b. Apply listening skills in practical settings (e.g., classroom note taking, interpersonal conflict situations, giving and receiving directions, evaluating persuasive messages).</p> <p>4A4c. Follow complex oral instructions.</p> <p>4A4d. Demonstrate understanding of the relationship of verbal and nonverbal messages within a context (e.g., contradictory, supportive, repetitive, substitutive).</p>	<p>4A5a. Use criteria to evaluate a variety of speakers' verbal and nonverbal messages.</p> <p>4A5b. Use techniques for analysis, syntheses, and evaluation of oral messages.</p>

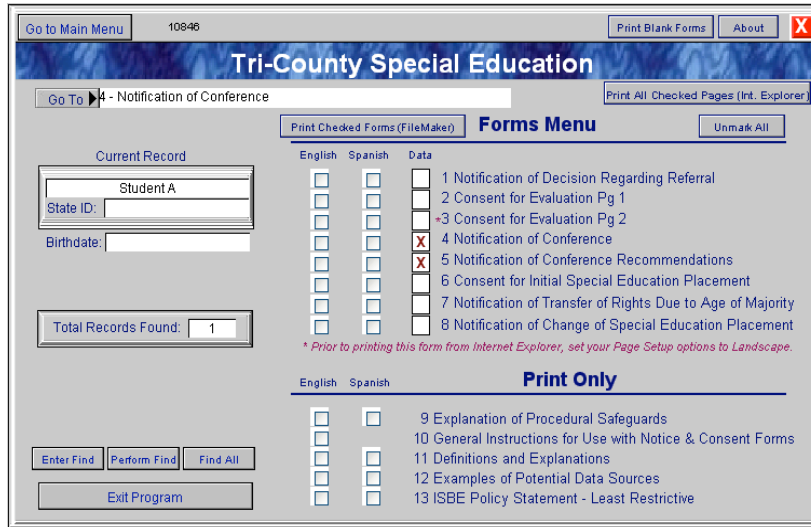
This form can be printed to keep with your IEP or used as a reference.

FileMaker Pro Client User:
Use the "Print Program" button to print this form.

"IE" Users: Print by using the printer icon on the Internet Explorer toolbar. (Landscape orientation should be changed through "Print Setup".)


To return to the Goal Bank Menu, use the "Goals Program" button.

STATE MANDATED FORMS



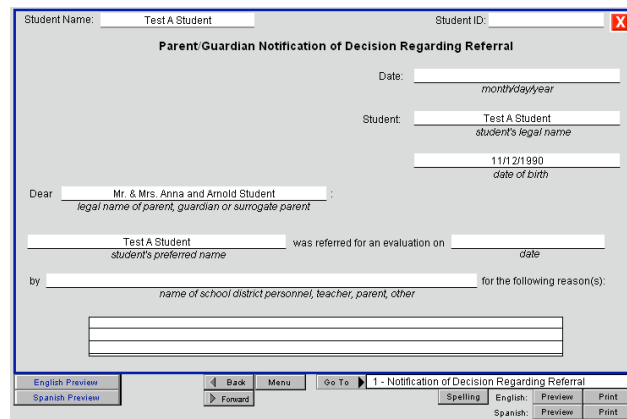
FileMaker Pro Client Users:

To print forms check the appropriate box for English or Spanish; click the “**Print Checked Forms**” button. Single page printing can also be performed by using the “**Print**” button on each input screen.

“**IE**” Users: To print forms check the appropriate box for English or Spanish; click the “**Print All Checked Pages (Int. Explorer)**” button. Use the Internet Explorer printer icon  to print the page.

Single page printing can also be performed by using the “**Web Preview**” button on each input screen. **Note:** This form will print the format in Spanish. The demographic or “field information” will print in English unless it is entered in Spanish.

Program features are accessed the same throughout all areas of the application (IEP, State Mandated Forms, Forms, and Archive).



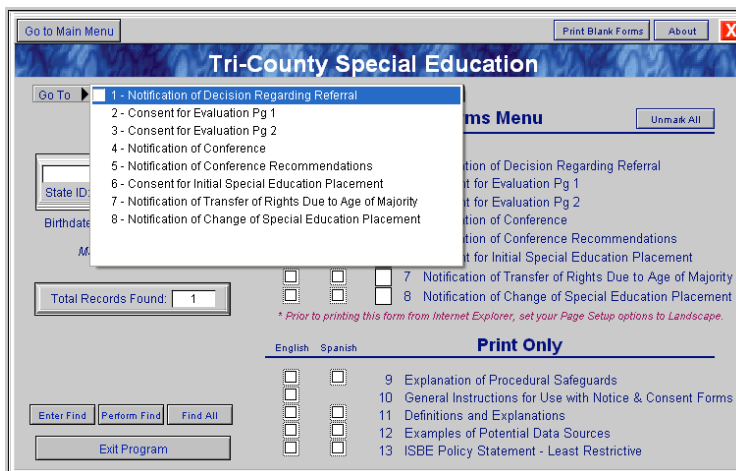
Always exit the program properly.

FileMaker Pro Client User:

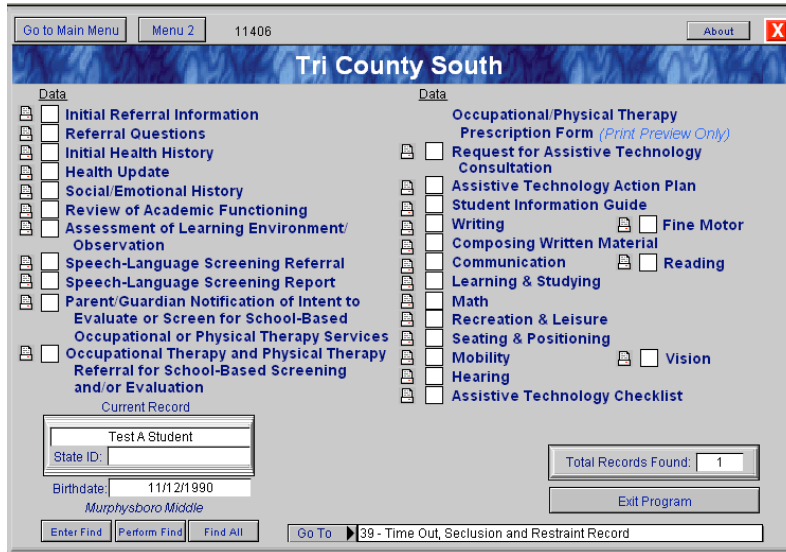
When exiting the program use either the “**Exit Program**” button or the **red** close box in the upper right corner of the program screen.

“**IE**” Users: Use **red** close box in the upper right corner of the program screen. (If this button is not used information **may not be saved.**)

Also click the top **red** close box on the “Instant Web Publishing” bar.

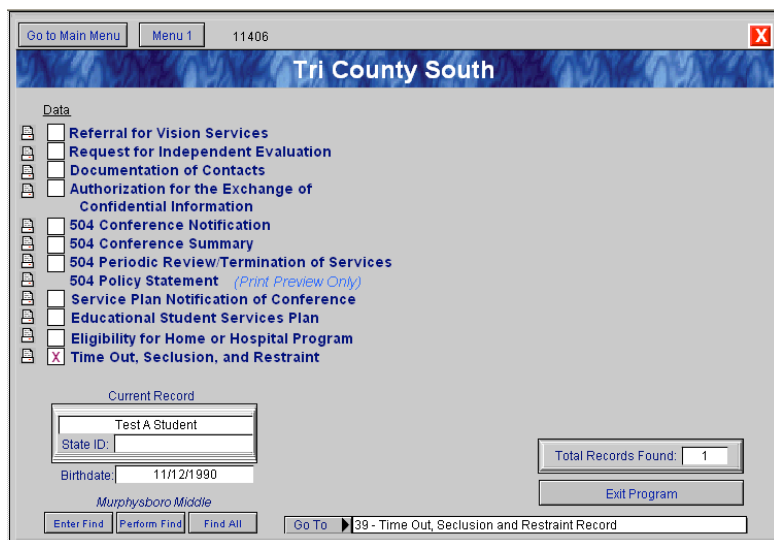


FORMS

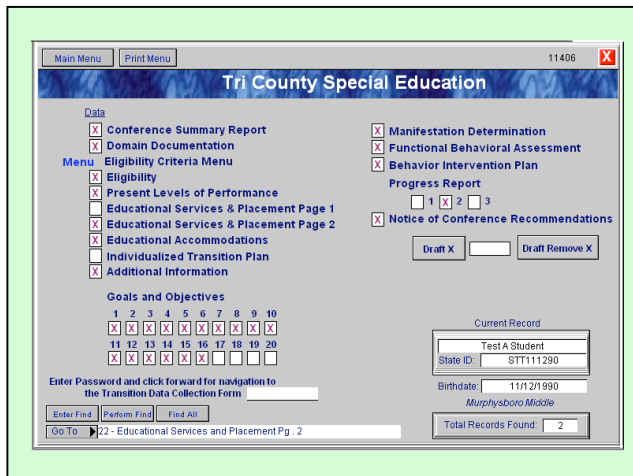


Many useful forms can be found in this area of the program. Click on any title to access the input screen for respective forms. All other program functions work the same as in other areas of the program.

“IE” Users: To print from this area of the program, click the printer icon to access a print preview before using the printer icon on the Internet Explorer toolbar.



ARCHIVE FILES



Archive Files will be for the purpose of storing and reviewing previous records and IEPs. Each file will be held separately and will not copy over the other. The number of records archived is limitless for each student. The screens are identical to the Current Record Files with the exception of a colored background

To access the Archive Files:

1. Press the *Go to Archive Files* button on the Main Menu.
2. Perform a *find* for the appropriate student.
3. Navigate through this section as you would through the Current IEP Files. (Check the Conference and Archive Dates to be sure you have accessed the correct IEP.)
4. Print the needed information through the *Go To Print Page* button or the *Print* button at the bottom of each screen.
5. Return to *IEP Current* or use the *Find* button to request another student record.

