CB IEP Training – Overview 19-05-2022

MySD73 vs MyEd73

MyEd 73 Page – links / documents

Logging in to SD Test

1. Setting Preferences
2. Navigation Tips & Tricks
    a. Browsers/Browsing issues (Time outs)
    b. Top Tabs vs Side Tabs vs Leafs
3. School View > Student Top Tab
    a. Filters (Page 3)
    b. Field Sets
    c. The side tabs
    d. Student Top Tab > Reports > 1701 Ministry Designations – this report shows WHO in the school is being claimed for their Ministry Designation.
4. Who does what (School Psychologists & School and Family Consultants vs. Case Managers)
5. Student Services View
    a. Filters
    b. Field Sets
    c. Viewing an IEP – Student Top Tab > Select the student > Plans Side tab > click on the blue hyper link part of the plan …and click around.
    d. Switching between CB IEP & BC IEP – Student Top Tab > Find the student > plans side tab > click on the book (dictionary icon)
    e. Writing an IEP (Page 9-22)
    f. Printing (and Publishing) the IEP (Page 25 & 26)
    g. Parent/Guardian Consultation (Page 23)
    h. Enrolling a 'new' student (Page 4) -- for newly designated students
    i. Making a copy of /Copying/Renewing and IEP (Page 5 & 6) - when you make a new version of the IEP for the 2nd part of the school year, when a student arrives to your school (from another school) and you want to "make it your own"
6. Request for access to student services view (reading/writing IEPs)
    a. If you are writing IEPs for the rest of the year --> your school principal needs to request access to WRITE IEPs --> school principal sends an email to: Brad/Siobhan/Jake
    b. If you are writing IEPs for September 2022 --> In September, your school principal sends the request for access in September.