



---

## Competency Based IEP in MyEdBC

Version 3.0

March 2025

Electronic Student Information Systems

School District No. 73 (Kamloops-Thompson)

**MyEducation BC**

# Contents

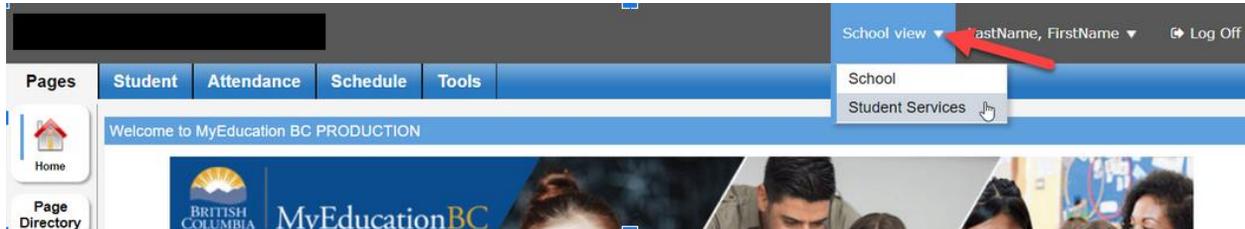
Student Services View	3
1.1 Navigating to Student Services View	3
1.2 Student top tab	3
Create/Renew an IEP	4
1.3 Enroll a Student in the Student Services View (Scenario 1)	4
1.4 Student Does Not Have a Current Active Plan (No Plan Icon  ) (Scenario 2)	5
1.5 Student Has a Current Active Plan (Has a Plan Alert  ) (Scenario 3)	6
1.5.1 End Date Current Plan for tomorrow	6
1.5.2 Renew Current Plan	7
1.5.3 Parent Consultation Checkbox	8
Write the IEP	9
1.6 Plans Details	10
1.6.1 My Personal Profile	10
1.6.2 My Learning Profile	11
1.6.3 Support and Plans	11
1.6.4 Core Competency Goals	13
1.6.5 Curricular Goals (Big Ideas and Curricular Competencies)	15
1.6.6 Progress Report	19
1.6.7 Student Support Team	20
1.6.8 Plan Details	21
1.7 Electronic Logging of Student Support - Optional	22
Service Log Report	23
Print the IEP Report	24
Publish the IEP Report	25
Information: Plan Alert	26

# Student Services View

In MyEdBC, IEPs are written, renewed, and edited within the **Student Services** View. Once written, IEPs are accessible to classroom teachers, administrators, counsellors etc. in their regular (Staff/School) view within MyEdBC (**Documents Side Tab > Plans sub-side tab**).

## 1.1 Navigating to Student Services View

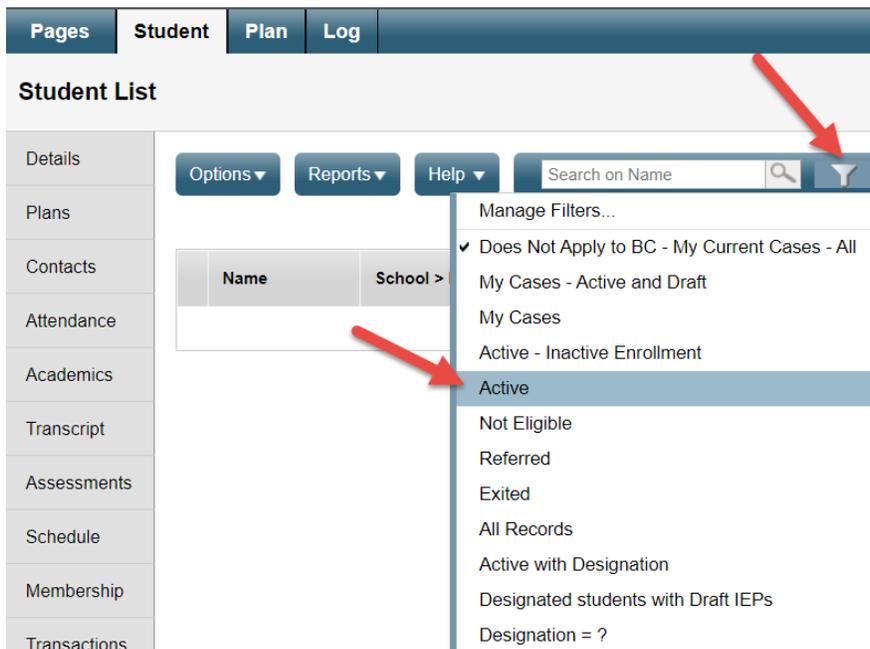
Click on the View menu to change to **Student Services** View.



## 1.2 Student top tab

The **Student** top tab defaults to the Filter 'Does Not Apply to BC – My Current Cases – All'.

Change the filter  menu to '**Active**' to view all students *enrolled* in the Student Services module:



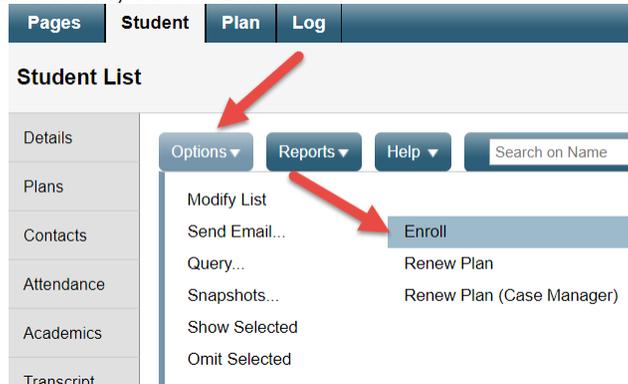
# Create/Renew an IEP

## 1.3 Enroll a Student in the Student Services View (Scenario 1)

If the student is not already enrolled in the Student Services View, you will need to *Enroll* the student. The *Enroll* process brings the student into the Student Services View and creates an IEP at the same time.

**Student Services View > Student top tab > filter: Active**

1. From the **Options** menu, select **Enroll**



2. The **Enroll** window appears. Fill in the fields as follows:
  - **Student** - Use the magnifying glass to select the student to enroll and create a plan
  - **Case Manager** - Use the magnifying glass to select the Case Manager
  - **Start Date** - Enter the IEP Start Date
  - **End Date** - 30/09/20XX (30th of Sept of next school year)
  - **Plan Name** - **73-IEP-20XX** Eg if the school year ends in 2022, use 2022. The Version # can be added if you need to create a new version according to district standards.

A screenshot of the 'Enroll' window. It has a title bar 'Enroll'. Below the title bar, there are five input fields: 'Student(s)', 'Case Manager', 'Start Date', 'End Date', and 'Plan Name'. Each of the first two fields has a magnifying glass icon and a red 'X' next to it. The 'Start Date' field contains '13/03/2020', the 'End Date' field contains '30/09/2020', and the 'Plan Name' field contains '73-IEP-2020'. At the bottom of the window, there are two buttons: 'Run' and 'Cancel'.

Note this CB-IEP was created for the 2019-2020 school year

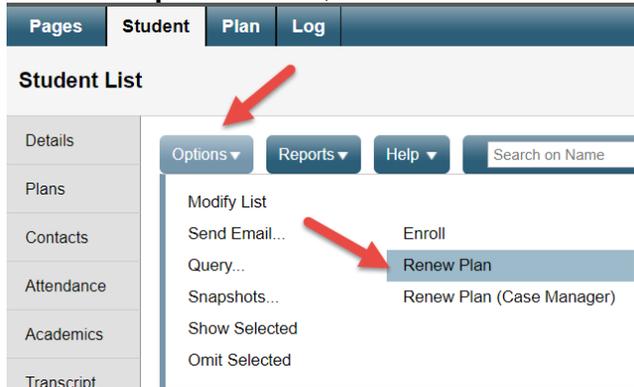
3. Click **Run**
4. The student is now enrolled, and a BLANK IEP has been created.

## 1.4 Student Does Not Have a Current Active Plan (No Plan Icon 📄) (Scenario 2)

For example: a student new to our school district

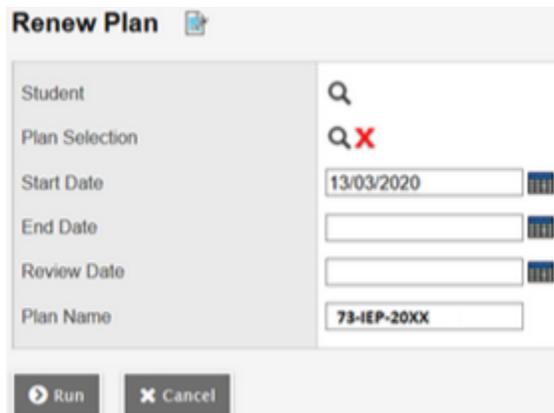
**Student Services View > Student** top tab > filter: **Active**

1. From the **Options** menu, select **Renew Plan**



2. The **Renew Plan** window appears. Fill in the fields as follows:
  - a. **Student** - Use the magnifying glass to select the student
    - i. This is a list of all students who are *enrolled* in the view.
  - b. **Plan Selection** - if the student had an IEP in MyEdBC last year, you can select it here to copy all of the IEP information forward to the new plan. If the student did not have an IEP in MyEdBC last year, you can **leave this blank**.
  - c. **Start Date** - Enter the IEP Start Date
  - d. **End Date** - 30/09/20XX (30th of Sept of next school year)
  - e. **Review Date** - Date you are next planning to review the IEP
  - f. **Plan Name** - Per the provincial standard, enter the plan name of District Number-Plan Type-School Year:

**73-IEP-20XX**

A screenshot of the 'Renew Plan' window. The window has a title bar with 'Renew Plan' and a close icon. Below the title bar, there are several input fields: 'Student' with a magnifying glass icon, 'Plan Selection' with a magnifying glass icon and a red 'X', 'Start Date' with the value '13/03/2020' and a calendar icon, 'End Date' with a calendar icon, 'Review Date' with a calendar icon, and 'Plan Name' with the value '73-IEP-20XX'. At the bottom of the window, there are two buttons: 'Run' and 'Cancel'.

3. Click **Run**
4. A new IEP will be created

## 1.5 Student Has a Current Active Plan (Has a Plan Alert ) (Scenario 3)

For example: Student changes schools in SD73, a student grade level is changed, or a change in designation

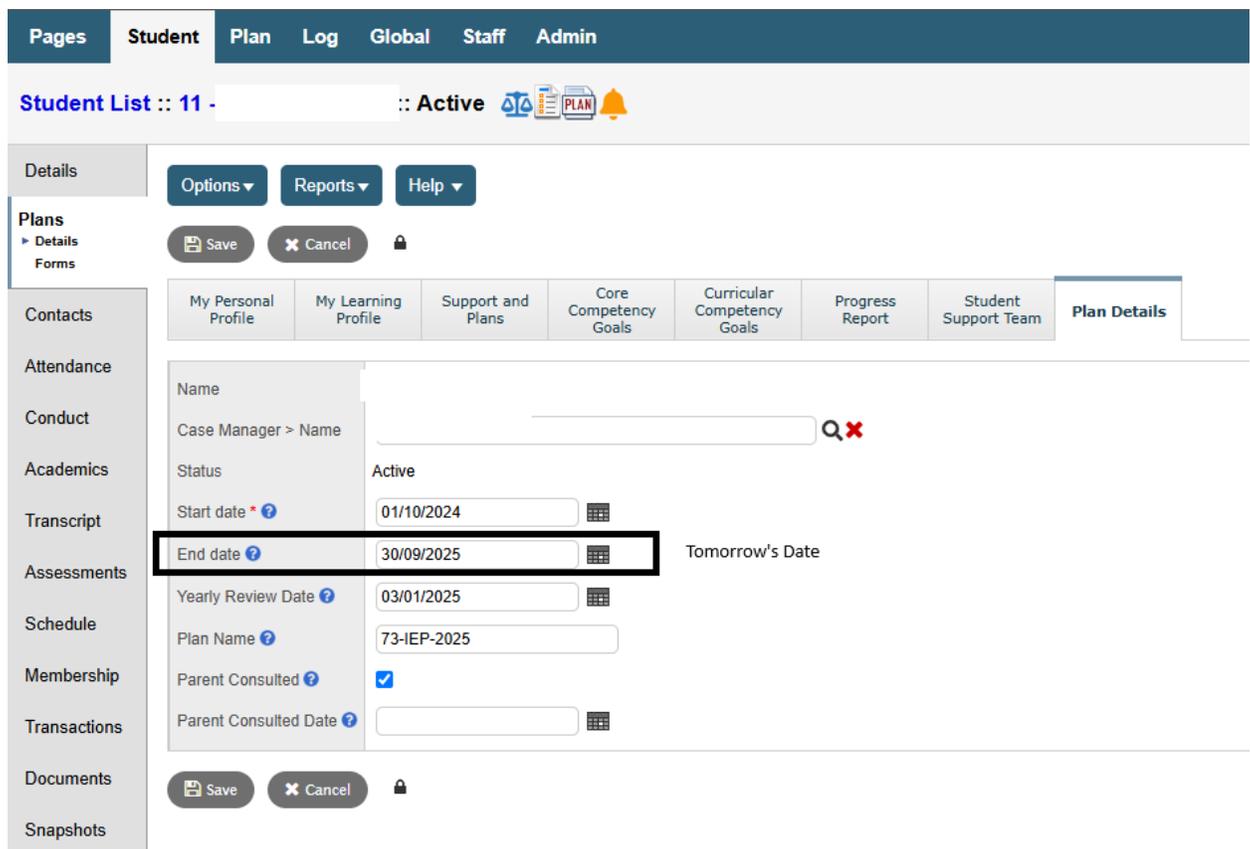
**Student Services View > Student** top tab > filter: **Active**

### 1.5.1 End Date Current Plan for tomorrow

Before you can Renew a Plan, you will first need to **end date the current plan**:

**Student Services view > Student** top tab > select student > **Plans** side tab > click into the **Details** of the student's Active IEP > **Plan Details**

1. **End date**: Enter tomorrow's date
2. Click **SAVE**

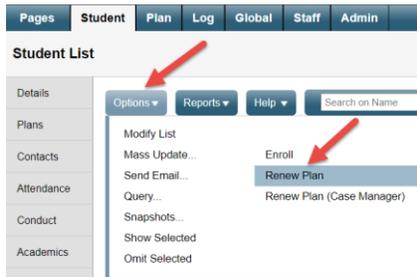


The screenshot shows the 'Plan Details' form in the Student Services View. The 'End date' field is highlighted with a black box and contains the date 30/09/2025. The status is 'Active' and the plan name is '73-IEP-2025'. The form includes fields for Name, Case Manager > Name, Start date, End date, Yearly Review Date, Plan Name, Parent Consulted, and Parent Consulted Date. There are 'Save' and 'Cancel' buttons at the bottom.

**Note:** If you enter an end date with today's date or a past date, the student will be exited from the Student Services module. If this happens, you can Enroll the student again, refresh your screen and then you will be able to renew the plan as outlined below.

## 1.5.2 Renew Current Plan

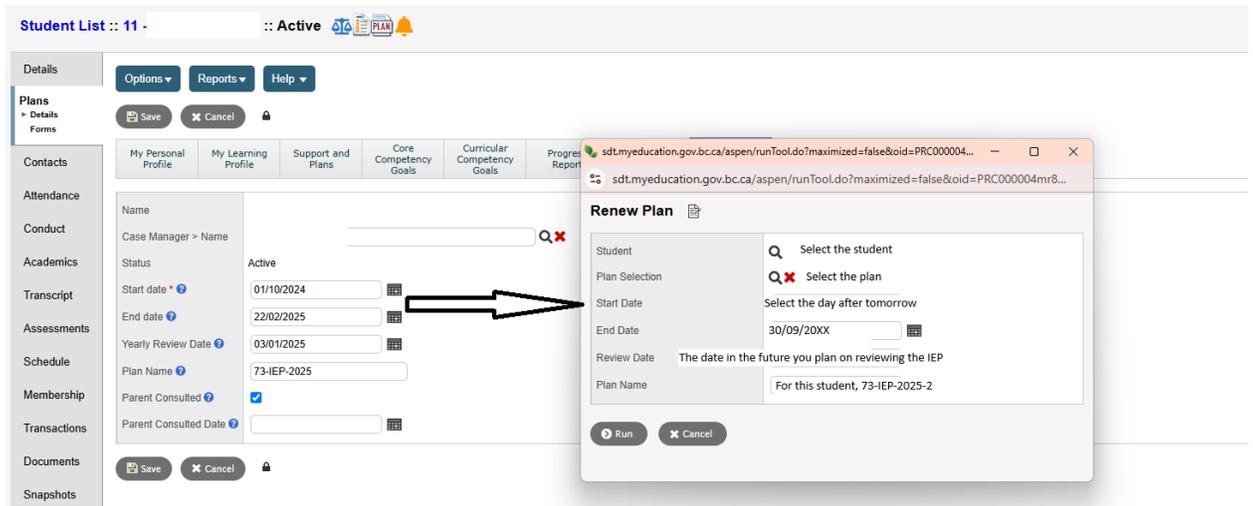
Student Services view > Student top tab > Options menu > Renew Plan



The **Renew Plan** window appears. Fill in the fields as follows:

1. **Student:** Click the magnifying glass, select the student, click OK
2. **Plan Selection:** Click the magnifying glass, select the Plan you wish to renew (copy forward), click OK  
Note: if you do not select a plan here a BLANK Plan will be created.
3. **Start Date:** Enter the IEP Start Date as the day after the date you used to end date the Active plan (see 2.3.1 above). Enter the day after tomorrow's date as the start date of the new plan.
4. **End Date:** September 30th of the next school year.
5. **Review Date:** The date in the future you plan on reviewing the IEP.
6. **Plan Name:** Per provincial standard, enter the plan name in the following format District Number-Plan Type-School Year:

**73-IEP-20XX-2** (For example: 73-IEP-2025-2)



7. Click **Run**. A new IEP will be created.

### 1.5.3 Parent Consultation Checkbox

Once an IEP has been copied forward, the Parent Consultation checkbox has copied in as checked and needs to be unchecked.

**Student Services view > Student top tab > select student > Plans side tab > click into the Details of the student's Draft IEP > Plan Details**

1. **Check 'the Parent Consulted' checkbox in the new IEP AND Enter the NEW Parent Consultation Date**

The screenshot shows the 'Plan Details' form in a software interface. The form is titled 'Plan Details' and is part of a 'Draft IEP'. The 'Parent Consulted' checkbox is checked, and the 'Parent Consulted Date' field is empty. A red box highlights these two fields. The form also includes fields for 'Name', 'Case Manager > Name', 'Status' (Active), 'Start date' (01/10/2024), 'End date' (22/02/2025), 'Yearly Review Date' (03/01/2025), and 'Plan Name' (73-IEP-2025). The form is auto-saved at 10:35 AM.

#### NOTES:

- **The Parent Consultation Date must be during the current school year.**
- **If there is no date entered here, the software looks in the Log for a Parent Consultation Date entry.**
- **Otherwise, the date will be blank on the Printed/Published IEP.**

2. Click **Save**

# Write the IEP

Once a new IEP has been created for the student using the **Renew** or **Enroll** process, you can access and complete the IEP:

**Student Services View > Student** top tab > filter: **Active**

1. Place a checkmark next to the student, and click on the **Plans** side tab:

2018-2019 Student Services School view ▼ LastName, FirstName ▼ Log Off

Pages Student Plan Log Global

Student List

Details Options Reports Help Search on Name 1 of 55 selected Custom Selection

Name	School > Name	Designation	DOB	Pupil #	EnrStatus	Alerts	InclusiveEdStatus	Discontinue Services	PEN
<input type="checkbox"/>					Active		Active		
<input type="checkbox"/>					Active		Active		
<input checked="" type="checkbox"/>					Active		Active		
<input type="checkbox"/>					Active		Active		
<input type="checkbox"/>					Active		Active		

2. Click the hyperlink to access the Plan **Details**:

South Kamloops Secondary 2023-2024

Pages Student Plan Log Global Staff Admin

Student List :: 10 -

Details Options Reports Help Search on StartDate 0 of 5 selected All Records - Competency Based Plan

Use the dictionary to switch between BC IEP and CB IEP

Name	PlanName	Status	CaseManager > Name	StartDate	EndDate
<input type="checkbox"/>	73-IEP-2025	Draft		01/10/2024	14/03/2025
<input type="checkbox"/>	73-IEP-2024-V1	Previous		01/10/2023	03/02/2024
<input type="checkbox"/>	73-IEP-2023-V2	Previous		09/02/2023	30/09/2023
<input type="checkbox"/>	73-IEP-2023-V1	Previous		01/10/2022	08/02/2023
<input type="checkbox"/>	73-IEP-2022-V1	Previous		01/09/2022	30/09/2022

Click on the Dictionary to switch between Legacy IEPs (prior to Sept 2022) and Competency Based IEP (Sept 2022 +)

a-z | | | |

All Diction

Competency Based Plan

✓ BC IEP

## 1.6 Plans Details

IEP details are entered into tabs: *My Personal Profile*, *My Learning Profile*, *Support and Plans*, *Core Competency Goals*, *Curricular Competency Goals*, *Student Support Team*, and *Plan Details*.

### 1.6.1 My Personal Profile

The screenshot shows the 'My Personal Profile' tab selected. The main content area is divided into several sections, each with a list of items and a text area for input. The sections are:

- My Interests:** A list of items with checkboxes and a text area for input.
- Location of Evidence 1:** A text area for input, with a blue information circle icon.
- My Learning Preferences:** A list of items with checkboxes and a text area for input.
- Location of Evidence 2:** A text area for input, with a blue information circle icon.
- What You Need To Know About Me:** A list of items with checkboxes and a text area for input.

**My Interests, My Learning Preferences, What You Need To Know About Me** - have the student describe themselves in these cases

- **Location of Evidence1, Location of Evidence2, and Location of Evidence3** - If there are videos, pictures or media about the student please indicate where to access them and/or include a URL link.
- Click **SAVE** if changes have been made.

**Tip:** Place your cursor over the blue information circle for more information. Click the 'double boxes' to open the text window bigger.

## 1.6.2 My Learning Profile

- **Thoughts from my team** - Check this box if the learning profile was completed by the team members rather than in the student's own voice.
- **My Competency Area** - Use the drop down to select
- **My Strengths** and **My Stretches**
- **My Focus Area** - indicate the competency on which the student is to focus.
- Click **SAVE**

## 1.6.3 Support and Plans

- **Supports**

1. Click on the **Add** button
2. Choose the support *Category* (**Universal Classroom Supports** or **Essential Supports**) by clicking on the drop-down menu

The screenshot shows the 'Supports' form with the 'Category' dropdown menu open. The menu options are 'Essential Supports' and 'Supplementary Plans'. The 'Support Type' and 'Description' fields are also visible.

3. Select a value for *Support Type*

The screenshot shows the 'Supports' form with the 'Support Type' dropdown menu open. The menu options include 'Universal', 'Favourable Assessment', 'Instructional', 'Organizational', 'Other', 'Physical Environment', 'Skill Development', 'Summative Assessment', and 'Technology'.

4. Enter the *Description*
5. Additional supports can be added by clicking **Add** again
6. Select and click **Delete** to remove a support.

- **Supplementary Plans** - Click on the **Add** button to select the type of plan and enter the date. These include:

The screenshot shows the 'Supplementary Plans' form with the 'Plans' dropdown menu open. The menu options include 'Behaviour Plan', 'SD73 AIP', 'SD73 Behaviour Plan', 'SD73 Case Plan', 'SD73 Nursing SSP', 'SD73 Safety Plan', and 'SD73 Transition Plan'. The 'Date' field is also visible.

1. SD73 Care Plan
2. SD73 Safety Plan
3. SD73 AIP (Annual Instructional Plan)
4. SD73 Behaviour Plan
5. SD73 Nursing SSP (Support Services Plan)
6. SD73 Transition Plan

- **Additional Comments** – consult with the district Inclusive Support team if you want to add information here.

- Click **SAVE**

## 1.6.4 Core Competency Goals

### Core Competency Goals

1. Click the **Add** button -- In SD73, write three to five goals.
2. **IMPORTANT:** Enter a **Goal Number first** - preface the number with CC e.g. CC1, CC2, CC3, etc.
3. Select **Core Competency Area** using the drop-down arrow

4. **Core Goals** can be selected by clicking the black triangle ◀ in the right-hand corner:

a. Select the Competency from the drop down:

The screenshot shows a software interface with the following fields: Goal Number (CC1), Core Competency Area (Communication), Facet (empty), and Core Goal (empty). A dropdown menu for 'Competency' is open, listing: Critical Thinking, Creative Thinking, Personal Awareness and Responsibility, Social Responsibility, Communication (highlighted), and Positive Personal & Cultural Identity. A red arrow points to the dropdown arrow. Below the fields is an 'Objectives' table with columns 'Number', 'Objective', and 'Strategies', containing the text 'No matching records'. At the bottom are 'Add' and 'Delete' buttons, and 'OK' and 'Cancel' buttons.

b. Select the Competency (**Facet**) to further narrow down the list.

This screenshot is identical to the previous one, showing the 'Competency' dropdown menu open with 'Communication' highlighted. A red arrow points to the dropdown arrow.

c. Click to insert the text into the **Core Goal** field:

The screenshot shows the 'Core Goal' field populated with the text 'I ask and respond to simp...'. The 'Competency' dropdown is set to 'Communication'. The 'Facet' dropdown is open, showing a list of options: 'Connect and engage with others', 'I ask and respond to simple, direct questions', 'I am an active listener; I support and encourage the person speaking', 'I recognize that there are different points of view and I can disagree respectfully', and another 'Connect and engage with others'. A red arrow points to the 'Facet' dropdown arrow, and another red arrow points to the selected facet option. Below the fields is an 'Objectives' table with columns 'Number', 'Objective', and 'Strategies', containing the text 'No matching records'. At the bottom are 'Add' and 'Delete' buttons, and 'OK' and 'Cancel' buttons.

d. Add to or edit **Core Goal** field as required. Click the black triangle ► to hide the selection screen again.

5. In the **Objectives** area, click the **Add** button

Objective

Progress Comment and Progress Proficiency will only display on Progress Report - Competency Based IEP

	Number	Objective	Strategies	Progress Comment	Progress Proficiency	Progress Print
<input checked="" type="checkbox"/> OK	0					

Do not use

OK  Cancel

- Enter the *Number*, *Objective*, and *Strategies* and click **OK**. Ensure to include your baseline data with a date (Month & Year)
- We don't use the columns: Progress Comment, Progress Proficiency & Progress Print in SD73
- Click **Add** again to add additional Objectives

6. Click **OK** at the bottom of the window

7. Additional *Core Competency Goals* can be added by clicking **Add** again

8. Click **SAVE**

### 1.6.5 Curricular Goals (Big Ideas and Curricular Competencies)

Options Reports Help

Save Cancel

My Personal Profile My Learning Profile Support and Plans Core Competency Goals **Curricular Competency Goals** Progress Report Student Support Team Plan Details

Big Ideas

Curricular Competency Goals

ID	Area Of Learning	Learning Standard
No matching records		

Save Cancel Add Delete

- **Big Ideas -**

1. Use the black triangle ◀ to expand the Area of learning bank.
2. Choose the **Area of Learning** and the appropriate **Grade Level**
3. Click to insert the Big Idea text into the field

The screenshot shows the 'Curricular Competency Goals' interface. At the top, there are navigation tabs: 'My Personal Profile', 'My Learning Profile', 'Support and Plans', 'Core Competency Goals', 'Curricular Competency Goals' (selected), 'Progress Report', 'Student Support Team', and 'Plan Details'. Below these are buttons for 'Options', 'Reports', and 'Help'. A 'Save' button and a 'Cancel' button are also present, along with a status message 'Auto-saved at 7:37 PM'. On the right, there is a 'Competency Based Plan' dropdown.

The main area is titled 'Big Ideas' and contains a large text input field. To the right of this field is a selection panel with the following options: 'Curriculum' (English K-9), 'Area of Learning' (English Language Arts), and 'Grade' (3). A search bar is also present. Below the search bar, a search result is displayed: 'Language and story can be a source of creativity and joy English K-9 | English Language Arts | 3'. Below the selection panel, there is a table titled 'Curricular Competency Goals' with columns 'ID', 'Area Of Learning', and 'Learning Standard'. The table shows 'No matching records'. At the bottom right, there are 'Add' and 'Delete' buttons.

4. Add to or edit the Big Idea field as required. Use the black triangle ▶ to hide the selection screen.
5. Click **SAVE** at the bottom of the screen.

- **Curricular Competency Goals**

1. Click the **Add** button
2. **IMPORTANT:** Enter the **Goal Number first** - preface the number with CR e.g. CR1, CR2, CR3, etc.
3. Enter the **Goal Status Indicator (Type of Goal)** as Replacement or Supplemental
4. Enter the **Teacher Responsible** (can be more than one teacher)
5. Select the **Area of Learning** from the drop-down menu
6. Click the black triangle ◀ to access choose the **Learning Standard** from the selection screen.

Goal Number\* ?

Goal Status Indicator  Replacement Goal

Teacher Responsible

Area Of Learning  Science

Learning Standard

Objective

Progress Comment and Progress Proficiency will only display on Progress Report - Competency Based IEP

Number	Objective	Strategies	Progress Comment	Progress Proficiency	Progress Print
No matching records.					

7. Select a **Curriculum**
8. Select an **Area of Learning**
9. Select a **Strand** to narrow down the list
10. Click to insert the text into the **Learning Standard** field

11. Add to or edit the **Learning Standard** field as required. Use the black triangle ▶ to hide the selection screen.

12. Add **Objectives**

- a. Click the **Add** button
- b. Enter the *Number*, *Objective*, and *Strategies* (enter instructional resources, activities and staff that will aid the student in achieving the objective and explain how they will be used)
- c. We don't use the columns: Progress Comment, Progress Proficiency & Progress Print in SD73

- d. Click **OK**
- e. Click **Add** Again to add additional Objectives.

13. Click **OK**
14. Click **SAVE**

## 1.6.6 Progress Report

There is no requirement for schools in SD73 to use this functionality of MyEducation BC

Details

Options Reports Help

Plans  
Plans Forms

Competency Based Plan

My Personal Profile My Learning Profile Support and Plans Core Competency Goals CURRICULAR Competency Goals Progress Report Student Support Team Plan Details

Attendance

Conduct

Academics

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Snapshots

**Progress Report**

ID	Core Competency	Goal	Teacher Responsible
<input type="checkbox"/> CC1	Graadmepunent	H savig ghorle gip bionth xl pelny	
<input type="checkbox"/> CC2	Ippokke Iyathiy & Vyacoyeg Todnigh	N uli moogfex op hawej, wln, hng'jy meotg'leq (f'g'k'ng w'ng ulhwn)	

Add Delete

ID	Area Of Learning	Learning Standard	Teacher Responsible
<input type="checkbox"/> CR1	Mathematics	Actual comments replaced as part of scramble process	Wqeruo Mhkhba
<input type="checkbox"/> CR2	English Language Arts	Actual comments replaced as part of scramble process	Nughe Xigattj

Add Delete

## 1.6.7 Student Support Team

The screenshot shows the 'Student Support Team' section of a software interface. At the top, there are navigation tabs: 'My Personal Profile', 'My Learning Profile', 'Support and Plans', 'Core Competency Goals', 'Curricular Competency Goals', 'Progress Report', 'Student Support Team', and 'Plan Details'. Below the tabs is a table with columns: 'Sort Order' (with a dropdown and 'OK' button), 'UsualLast' (with a magnifying glass icon), 'UsualFirst', 'Name' (with a magnifying glass icon), and 'Role'. At the bottom right of the table area, there are 'Add' and 'Delete' buttons. Below the table, there are 'Save' and 'Cancel' buttons.

1. Click **Add** to add a support team member. Members can be selected from a pick list or typed in.
2. Click the magnifying glass to select a staff member or contact from a pick list:

The screenshot shows a pick list dialog box. It has a 'Team member type' section with a dropdown menu currently set to 'Regular Education Staff'. Below this are two checkboxes: 'School' and 'Current teachers only'. To the right of these checkboxes is a dropdown menu. Below the checkboxes is a table with columns 'UsualLast' and 'UsualFirst'. The table contains two rows: one for 'Gauvin' and one for 'Tilton'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- a. Select a *Team member type*:
    - i. **Student Services Staff** - District level staff
    - ii. **Regular Education Staff** - School Level Staff
      - **Current teachers only** will display the student's teachers.  
Uncheck this checkbox to access all staff members at your School
    - iii. **Contact** - Student's contacts
3. If the team member you are adding is not available to select, you can alternatively type directly into the **Name** field.
  4. Enter the team members **Role**.
  5. Click **Add** again to add additional team members. Only one team member should be listed per line.
  6. Click **SAVE**

**Note:** Some staff members will have the role of 'Case Manager' fill in automatically. If the staff member is not this student's Case Manager it is important to overwrite this, otherwise the words 'Case Manager' will display next to the staff member's name on the printed IEP report. Each Plan can only have one Case Manager.

## 1.6.8 Plan Details

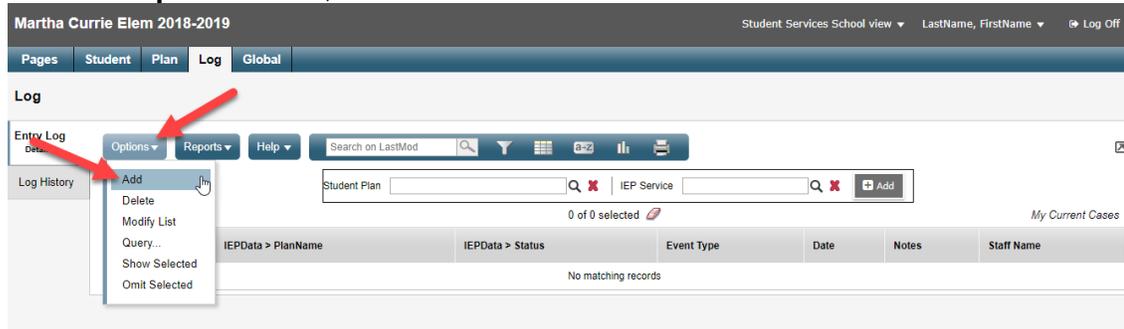
- **Name** - fills in the student's name automatically
- **Case Manager** - select from the pick list.  
Note: When a student is new to your school, ensure to renew the plan and change the case manager. DO NOT just change the case manager's name.
- **Status** - the IEP Status of **Draft**, **Active**, or **Previous** is determined by the *Start date* and *End date*.
- **Start Date** – defaults to the date the Plan is created.
- **End Date** – 30th of September of the next school year.
- **Yearly Review Date** – The next date you will be reviewing the IEP
- **Plan Name** - Per provincial standard, District Number-Plan Type-School Year:  
**73-IEP-20XX**
- **Parent Consulted** - check this box once the parent/guardian consultation is complete.
- **Parent Consulted Date** – select the date during the current school year in which a parent was consulted. A date should be entered prior to the October 30<sup>th</sup> IEP finalization date.
- Click **SAVE**.

**Note:** Once you have entered your name in the Case Manager>Name field, you will be able to filter for the students on your caseload by choosing the Filter 'Students in My Cases – Active and Draft' from the Student top tab.

## 1.7 Electronic Logging of Student Support - Optional

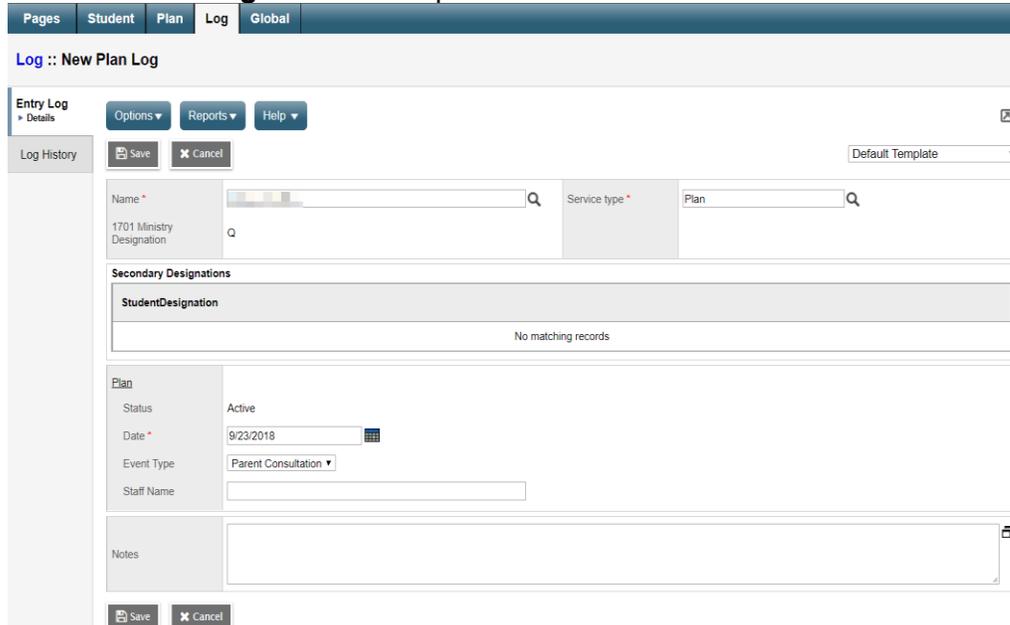
MyEducation BC can be used to create an electronic version of the Student Services Record. Click on the **Log** top tab > **Entry Log** side tab

1. From the **Options** menu, select **Add**



The screenshot shows the 'Log' section of the MyEducation BC interface. The 'Options' menu is open, and the 'Add' option is highlighted with a red arrow. The interface includes a search bar, a table with columns for IEPData > PlanName, IEPData > Status, Event Type, Date, Notes, and Staff Name, and a 'Log History' sidebar.

2. The **New Plan Log** window will open:



The screenshot shows the 'New Plan Log' window in MyEducation BC. The window contains fields for Name, Service type, Date, Event Type, Staff Name, and Notes. The 'Name' field is populated with '1701 Ministry Designation'. The 'Service type' field is set to 'Plan'. The 'Date' field is set to '9/23/2018'. The 'Event Type' field is set to 'Parent Consultation'. The 'Notes' field is empty.

- **Name** - select the student using the magnifying glass
- **Service type** - required field. Use the magnifying glass to select 'Plan'
- **Date** - enter the date
- **IMPORTANT: Select Event type**

IEP Review  
Incident Report  
Meeting Notes  
Parent Consultation  
Phone Call or Email  
SD73 Evidence

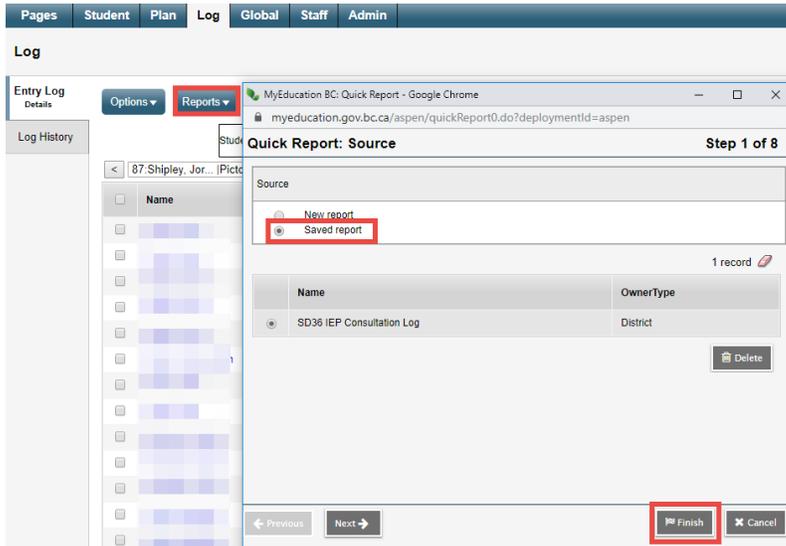
- **Staff Name** – enter your first and last name

3. Click **SAVE**

# Service Log Report

Once you have completed the Log entry, you can print the **IEP Consultation Log Report**. The report can be accessed as follows:

- **Log** top tab > **Plans** side tab > **Entry Log** sub side tab > **Reports** menu > **Quick Report** > **Saved report** > Click **Finish**

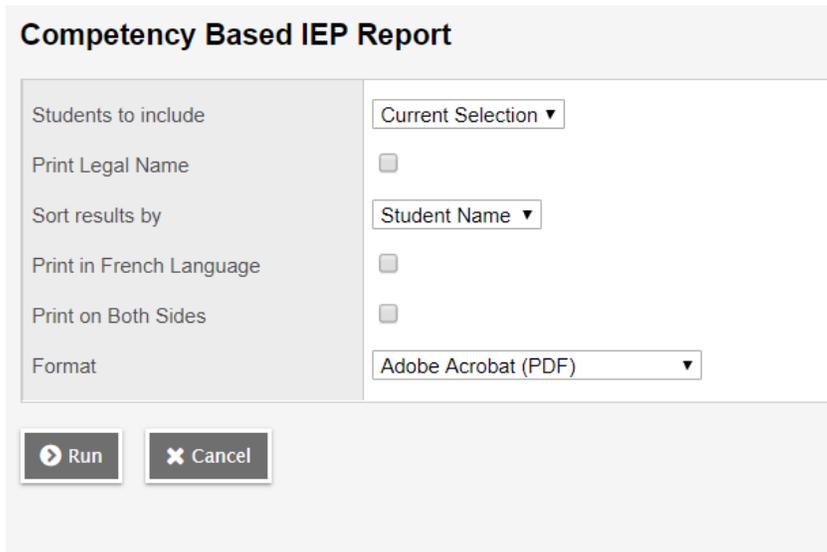


## Print the IEP Report

Once you have completed writing the IEP you can Run the **Competency Based IEP Report**. The report can be accessed from **Reports** menu on the following locations:

- For an *Individual Student*: **Student** top tab > **Plans** side tab > **Details** sub side tab > **Reports** menu > **Competency Based IEP Report**
- For *Multiple Students*: **Plan** top tab > select the IEP's you would like to print > **Options** menu > **Show Selected** > **Reports** menu > **Competency Based IEP Report**

**Note:** The **Competency Based IEP Report** can also be Run in **School View** or **Staff View** from the **Student** top tab > **Documents** side tab > **Plans** sub side tab > **Details**.



**Competency Based IEP Report**

Students to include: Current Selection ▼

Print Legal Name:

Sort results by: Student Name ▼

Print in French Language:

Print on Both Sides:

Format: Adobe Acrobat (PDF) ▼

**Run** **Cancel**

- **Students to include** - current selection
- **Print Legal Name** - unchecked will print usual name, checked will print legal name
- **Sort Results by** - select a sort order if printing more than one IEP
- **Print on Both Sides** - if printing multiple IEPs this will insert a blank page after IEPs with odd numbered pages to allow for double-sided printing.
- **Format** - Adobe Acrobat (PDF)
- Click **RUN** - this will run a PDF report which can then be printed and/or saved

Note: It is possible to print all your schools CB IEPs at once. Contact the MyEd BC Team for support with this.

# Publish the IEP Report

Once you have completed writing the IEP you can publish the **Competency Based IEP Report**.

- *Individual Students*: **Student** top tab > **Plans** side tab > **Details** sub side tab > **Reports** menu > **Competency Based IEP Report** > **Publish Tab**

**Competency Based IEP Report**

General | **Publish**

Delivery type: Publish **Make sure this is on 'publish'**

Email subject: Your Child's IEP is now published to the MyEdBC parent portal

Email message: To view your child's most current IEP, please log in to your MyEdBC parent portal account. The IEP will show in the 'published reports' section on the main page. If you need assistance logging in to MyEdBC, please contact the school office.

body p

Viewing start date: 11/04/2022 **put 'today's date'**

Viewing end date: 30/06/2022 **determined by your process**

Cleanup date: 30/06/2022 **same as viewing end date**

Run Cancel

**Note: Once all the CB IEPs are finished for your school; it is possible to publish all CB IEPs for parents and guardians to view.**

## Information: Plan Alert

When a student has an *Active* plan in MyEdBC, they will automatically get a Plan alert icon



This alert tells other teachers, counsellors, and administrators that this student has an IEP in MyEdBC that they will be able view:

In addition, they can click on this icon to view the student’s case manager, designation, and a summary of the student’s supports:

**Summary of Student Plan. (Please navigate to the Documents side tab > Plan > to read the current IEP in full.)**

Case Manager > Name		Primary Designation	G
---------------------	--	---------------------	---

Category	Description
Essential Supports	Receives support from the SLP on Mondays and service implemented by the EA
Essential Supports	Requires direct daily EA support and during recess and lunch breaks
Essential Supports	Uses an AAC device to support his learning with Touch Chat on an iPad
Universal Classroom	Directly teach to student with the use of visual supports and technology
Universal Classroom	Reword instructions by providing him with step by step directions , scribe and adaptations
Universal Classroom	Use of visual supports to redirect behavior (boardmaker pics)