

# Updating IEP's

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- **Click on Wizard**
  - Click on - Report Card Wizard
  - Your caseload should appear
  - Make sure your entire caseload appears
  - If your caseload is incomplete follow these steps
    - Talk to the case manager and have them add you to the caseload
    - Go to IEP process and click on team
    - Add team member
- **Once you have checked your caseload**
  - Check all at the top - click on continue
  - Your first student will appear
    - The reporting period will appear at the top
    - Once you have completed updating the goals go to bottom and choose
      - Create final report card and move to next student
      - Or update and move to next student
      - The last person to update will create the final report card and print
    - If a student does not need to be updated - click on skip and go on
  - Continue this process through your entire caseload
- **To Print**
  - Go back to the student file
    - Click on Documents at the top in the blue box
    - Go to the bottom of the page
    - Click on ICAD report card
    - Print