

## IEP-at-a-Glance and the Document Wizard

The IEP-at-a-Glance is a great document that districts often share with general education teachers at the beginning of the school year. Displaying goals, accommodations, and other pertinent student information, it is a one to two page synopsis of the IEP document.

In the past, staff would have to be within a student's record (the blue navigation bar would show up under the green navigation bar) to click on the student's Documents tab in order to create it.

We have recently added a new feature that will allow staff to create IEPs-at-a-Glance for all students on their caseload en masse, in a very similar way to how they create goal and objective updates via the Report Card Wizard.

### Document Wizard How-To

1. Click on the Wizards tab on the green navigation bar.
2. Click on the Document Wizard link.
3. Select IEP-at-a-Glance from the drop down menu for Document Type.
4. Select the students for whom you would like to create an IEP-at-a-Glance.
5. Click Continue.
6. Go through your selected students entering in the School Year and any Comments/Special Needs.
7. Click Create Final and Move to the Next Student.

#### **Document Wizard (Select Students)** [New Mail!](#)

This wizard will guide you through generating the specified document for your students.

##### Select the document to create

--select--  
 --select--  
 IEP At-A-Glance

##### Students where you are a Case Manager (0)

(No items available)

##### Students where you are on a Team (2)

- Eric Test  
 John Test

(2 total available students)