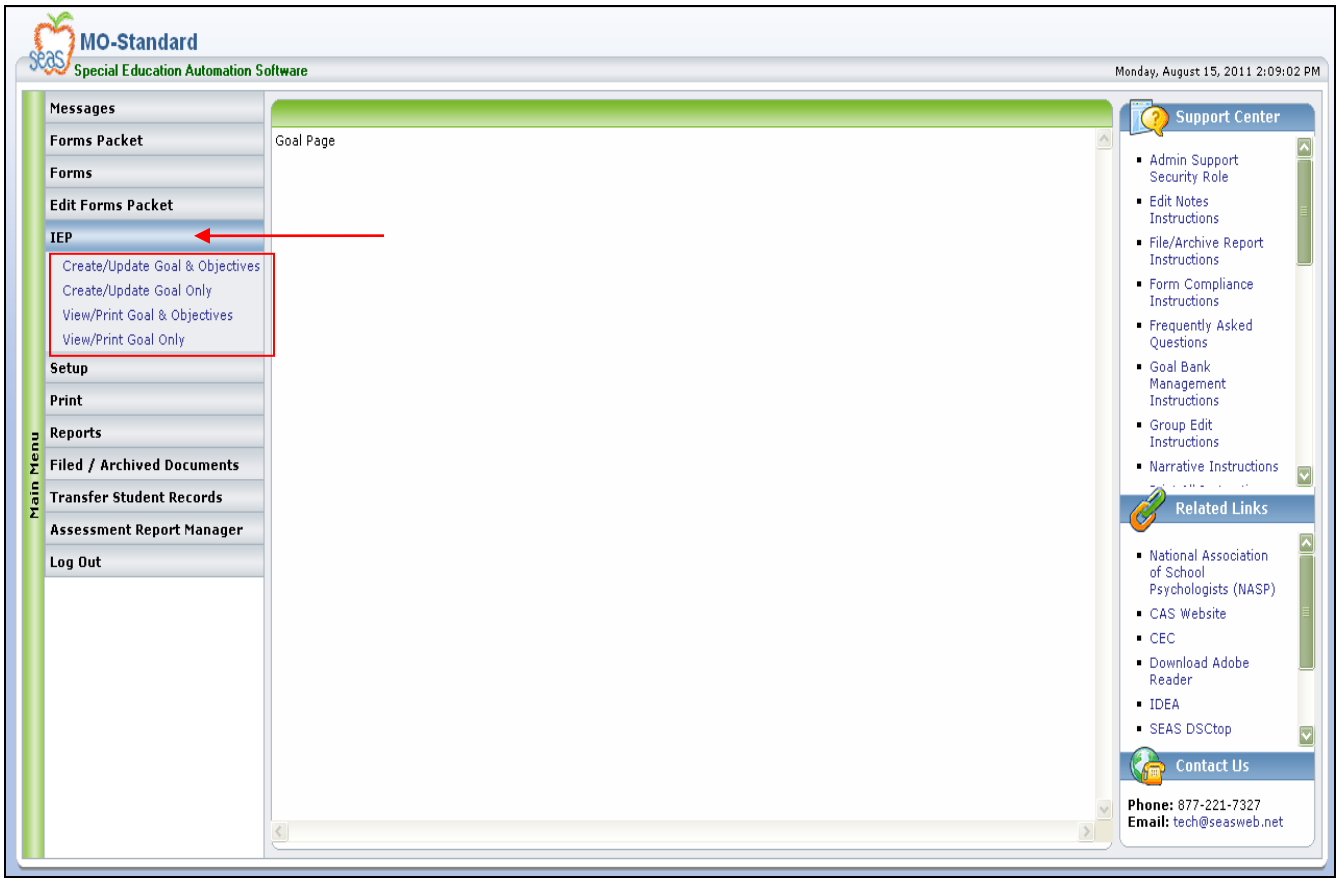
IEP Wizard Instructions

The IEP Wizard is a component within SEAS that allows users to easily access and manage goals and / or objectives for goal sheet and progress forms.

The IEP Wizard has been modified to accommodate the addition of the federally mandated Common Core Standards. All goal banks except CLASS now include a new “Standards” tier that cannot be edited by users.

To access the IEP Wizard, click the “IEP” button located on the Main Menu. Then, select the appropriate link to either “Create/Update” or “View/Print” the desired sheet. The specific types of sheets (i.e. Goal/Progress, Goal Only, etc.) will vary from state to state or district to district.



Goal Banks

There are three (3) categories of “banks” for goals and objectives that exist in the SEAS program:

- *Copyrighted* – These are published goal banks and cannot be edited. Brigance and CLASS are copyrighted banks; access to all copyrighted banks is defaulted to "Read" and cannot be changed.

- *Custom* – Custom banks are typically state or exceptionality specific. Some custom banks are obtained from the state DOE website, and some custom banks contain the state curriculum standards. Goals and objectives may be added to custom banks.

- *SEAS* –The purpose of the SEAS bank is to provide districts with a goal bank that administrators and teachers can tailor to meet their needs. The SEAS bank is fully editable.

Creating Goal and Objective and/or Goal/Progress Sheets

To create a goal and objectives or goal/progress sheet, select the appropriate link to the form for the student under "IEP" on the "Main Menu."

- Select the student from the "Select a Student" list.

- Select the "Bank."

- Select the "Area of Need."

- Select the "Grade."

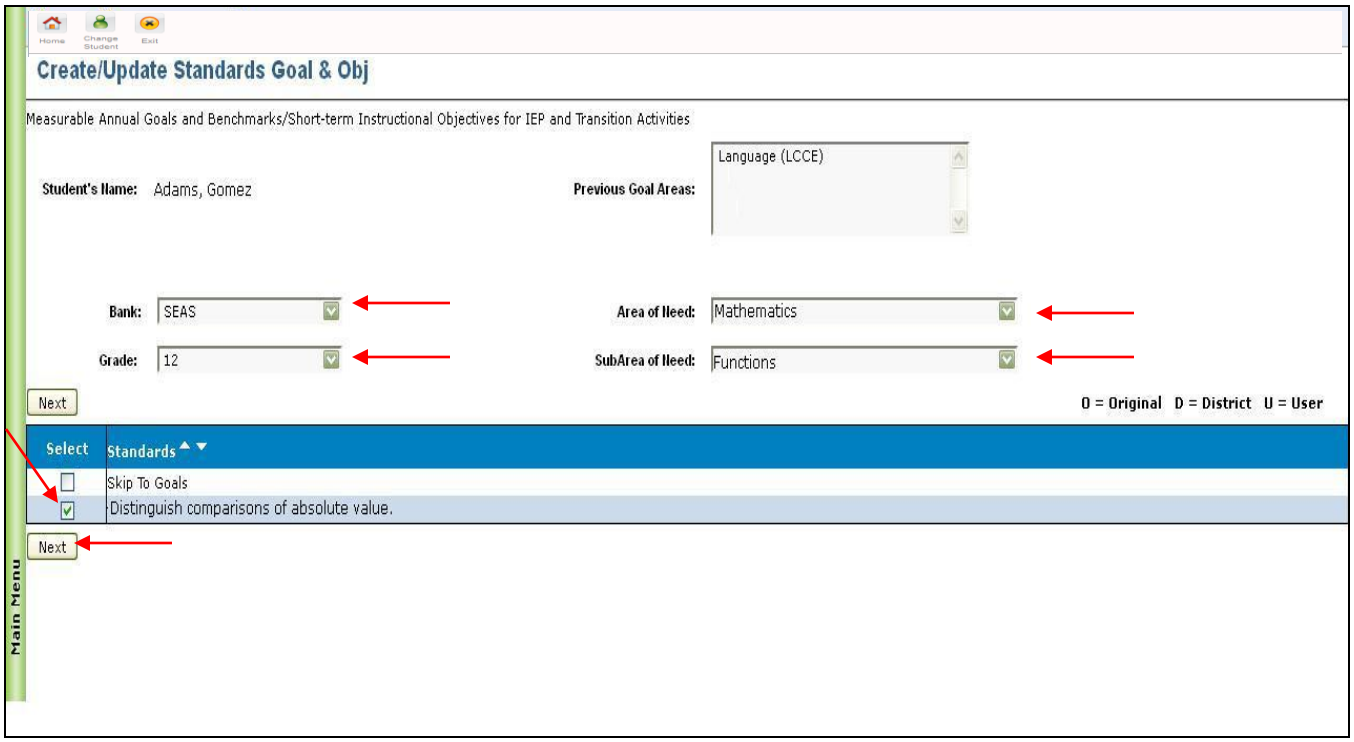
- Select the "Subarea of Need" or skip to goals.

- Once you have selected a subarea, the "Standards" tier will display (except in the CLASS bank). The list of standards correlate with the chosen area, grade, and subarea selected previously.

  Please Note: If you "Skip" the subarea, the only option in the "Standards" tier will be "Skip to Goals."

- Select "Skip To Goals" or the appropriate "Standard" and click "Next."

  Please note: Standards cannot be edited in the IEP Wizard or Goal Bank Management, nor can they be added to an existing bank. Standards can only be edited on the goal page.



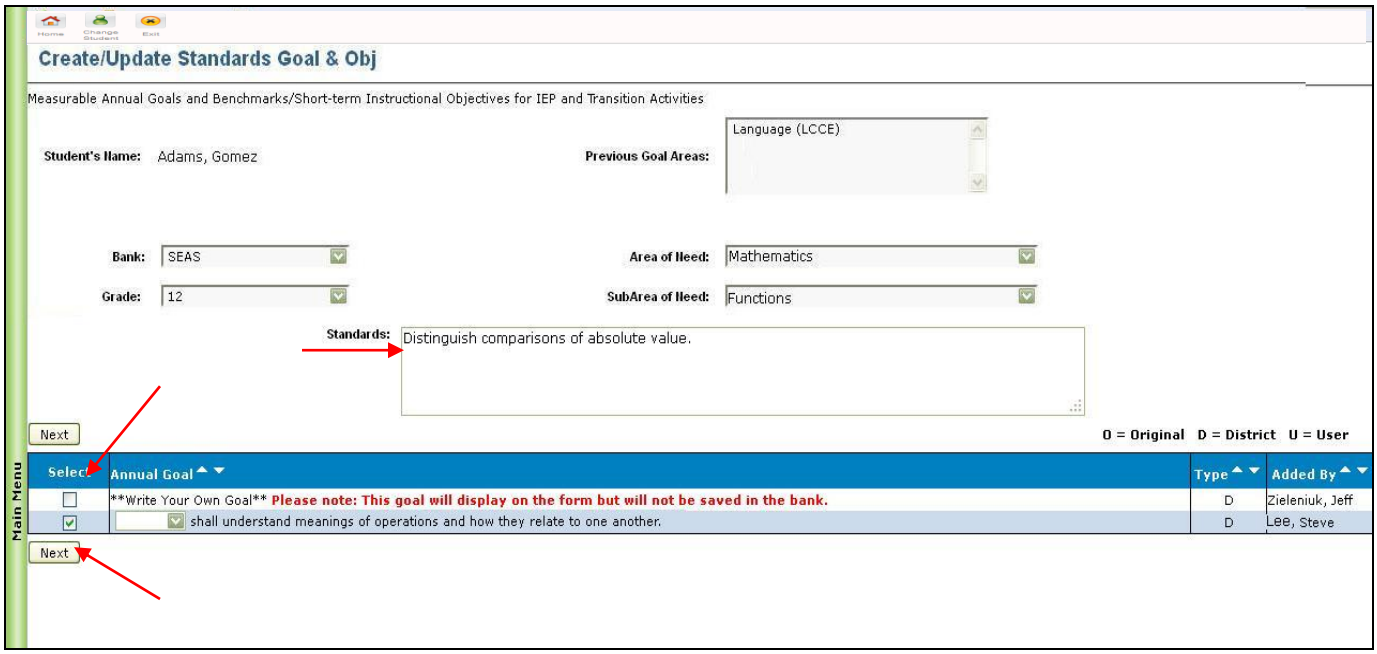
- If a standard has been selected, the standard will display below the Bank, Area of Need, Grade, and Subarea of Need, and above the Annual Goal(s).

  Please note: If a standard was not selected, the Standard display box will not appear.

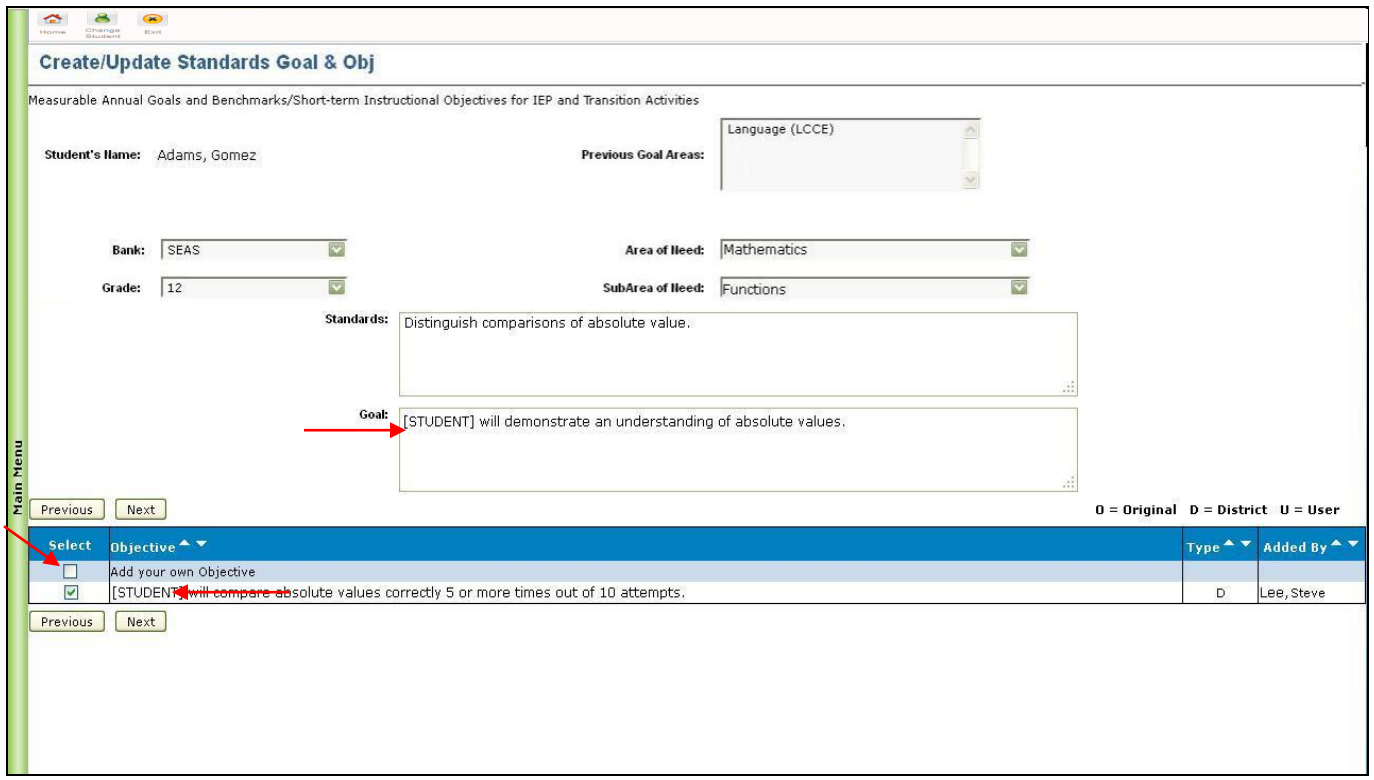
- Select the appropriate "Goal(s)" or click the checkbox next to "Add Your Own Goal" and click "Next."

  Please note: The option to "Write Your Own Goal" will only be available in banks that contain standards.

  Additionally, writing your own goal on this page does not add that goal to the goal bank. To add a goal to the goal bank, it must be added through "Goal Bank Management."



- Select the appropriate objective or click the checkbox next to "Add your own Objective." Click "Next."

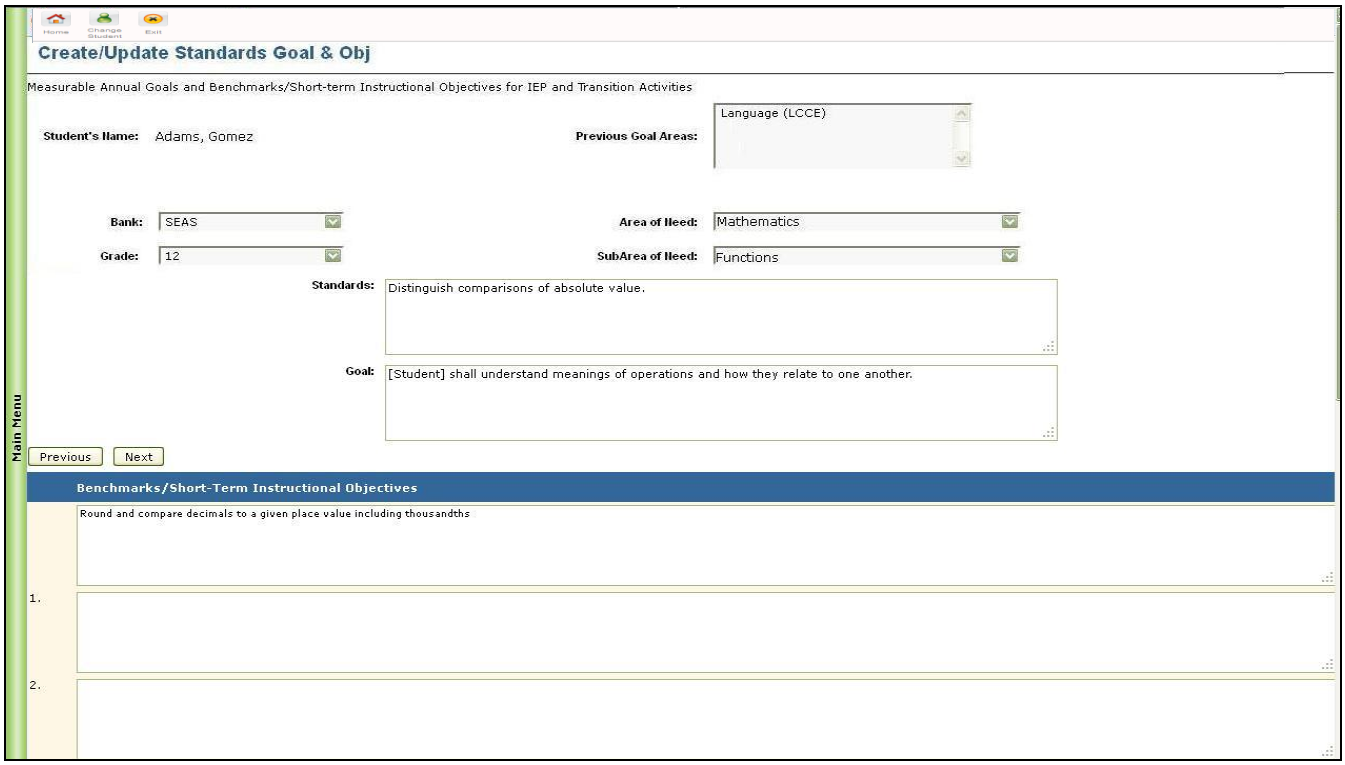


- The selected standard, goal(s), and objective(s) display. If "Add your own Objective" was selected, type the objective under "Benchmarks/Short-Term Instructional Objectives."

Please note: Writing your own objective on this page does not add that objective to the goal bank. To add an objective to the goal bank, it must be added through "Goal Bank Management."

- Goals and objectives may be edited on the "Create/Update" page to meet the student's needs.

  Please note: Changes made to goals and objectives on this page do not reflect in the goal bank.



- After verification that the goal and objectives selected and/or written meet the student's needs, click "Next" and the goal/progress sheet displays.

- If necessary, additional editing to goals and objectives may be done on the goal/progress sheet. Once the form is complete, click "Save" to save the goal/progress sheet as part of the student's record.

Creating Goal Only Sheets

The functionality for creating a goal only sheet varies whether you are selecting one (1) or no Standards or selecting multiple Standards. To create a goal only

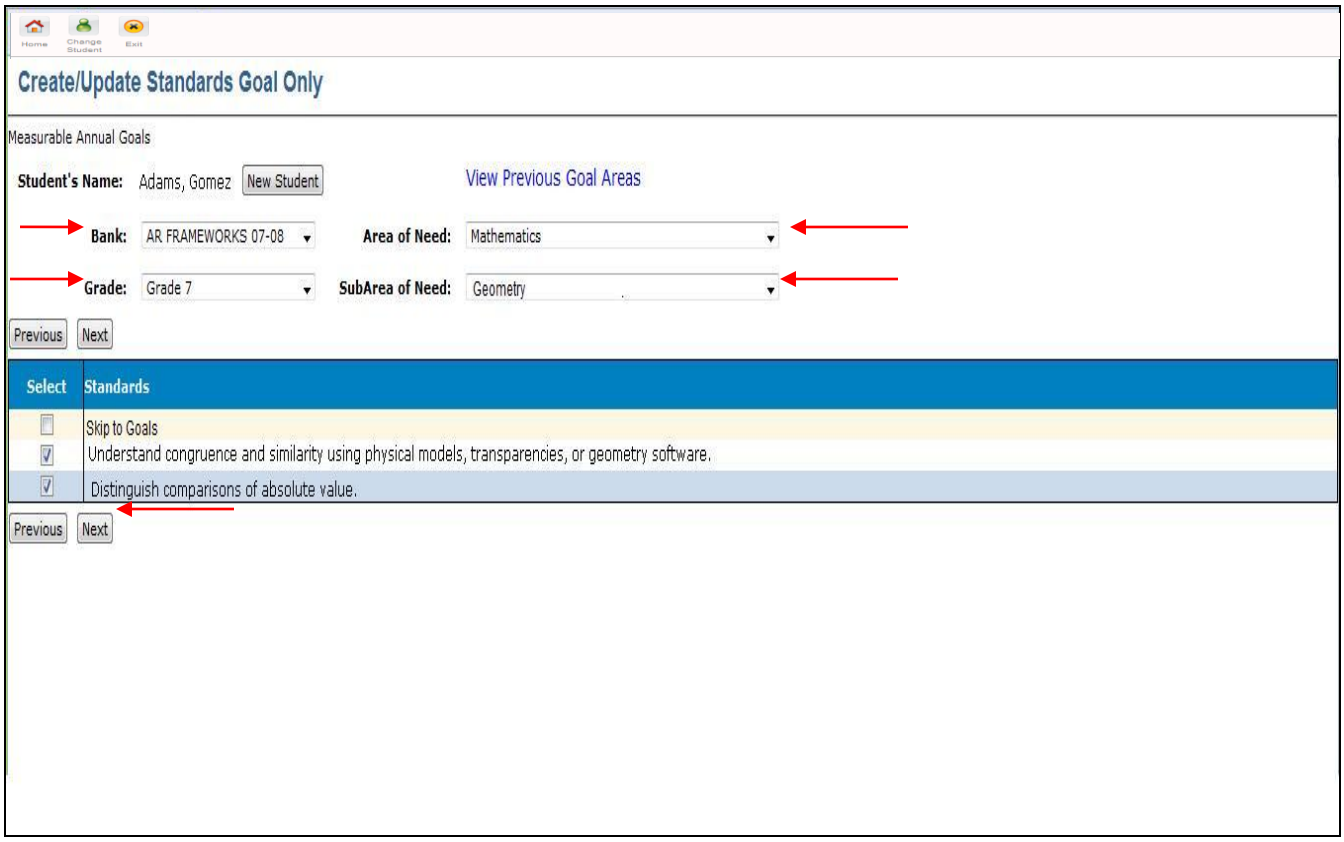
sheet, select the appropriate link to the form for the student under “IEP” on the “Main Menu.”

- Select the student from the “Select a Student” list.
- Select the “Bank.”
- Select the “Area of Need.”
- Select the “Grade.”
- Select the “Subarea of Need” or skip to goals.
- Once you have selected a subarea, the “Standards” tier will display. The list of standards correlate with the chosen area, grade, and subarea selected previously.

  Please Note: If you “Skip” the subarea, the only option in the “Standards” tier will be “Skip to Goals.”

- Select “Skip To Goals” or the appropriate “Standard(s)” and click “Next.”

  Please note: If the user chose “Skip to Goals” or if a standard was not selected, the Standard display box will not appear.



If a Single Standard is selected:

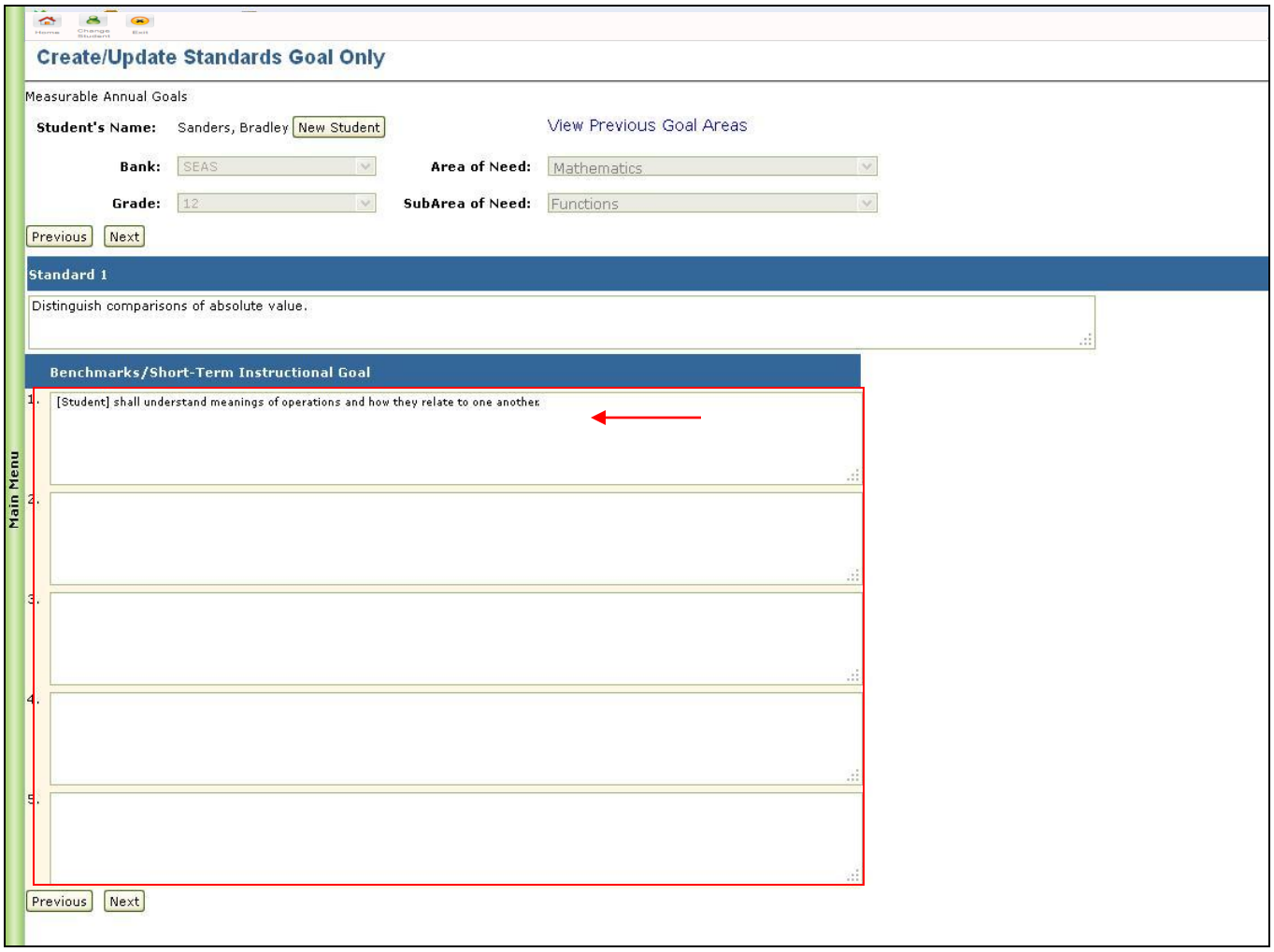
- When a single goal is selected and "Next" is clicked, the goal will display in an editable text box below the correlating standard.

Please note: Standards cannot be edited in the IEP Wizard or Goal Bank Management, nor can they be added to an existing bank. Standards can only be edited on the goal page.

- When "Write Your Own Goal" is selected and "Next" is clicked, four (4) goal boxes display below the correlating standard. The user can write a new goal to be added in each of the four (4) boxes.

- When a single goal or multiple goals and "Write Your Own Goal" are selected together on the list of goals, all of the selected goals will display below the correlating Standard and can be edited. Below the selected goals, four (4) goal boxes display allowing the user to write their own goals.

- Once “Next” is clicked, the Goal Only sheet will display.



If multiple Standards are selected:

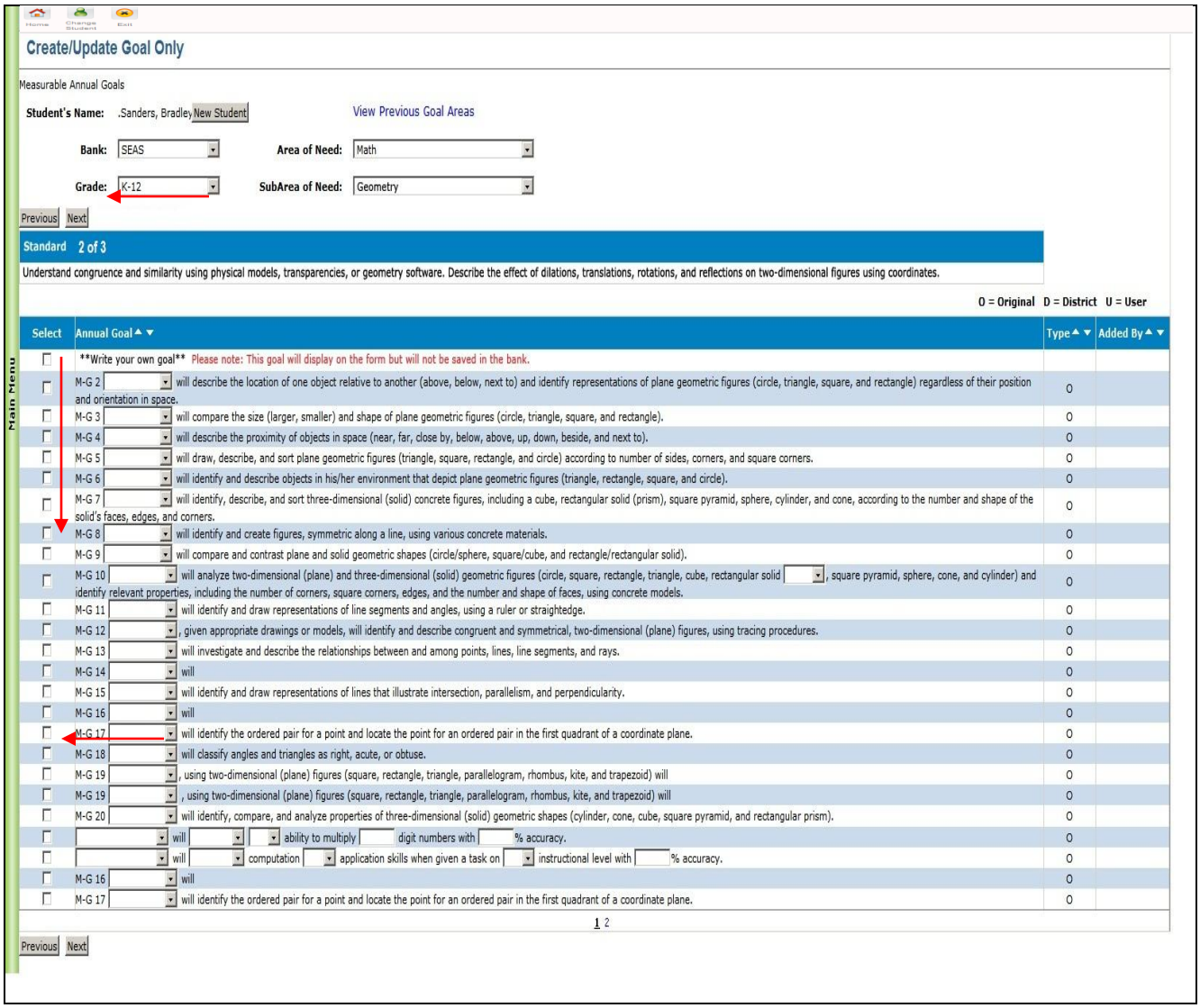
- Select the desired Standards and click “Next.” Select the desired goals or “Write Your Own Goal” for the first Standard that is displayed and click “Next.” If more than 25 goals exist in the list of goals, click the corresponding page numbers at the bottom of the list to display the next 25. Goals selected on one page will be retained as you continue to select / view goals on other pages.

- Both a “Previous” and “Next” button will display above and below the Standard and list of goals. See screenshot for placement

- Click “Next” at either the top of the standard or bottom of the goal list. Clicking “Next” will display the next Standard and list of goals correlating to that Standard.

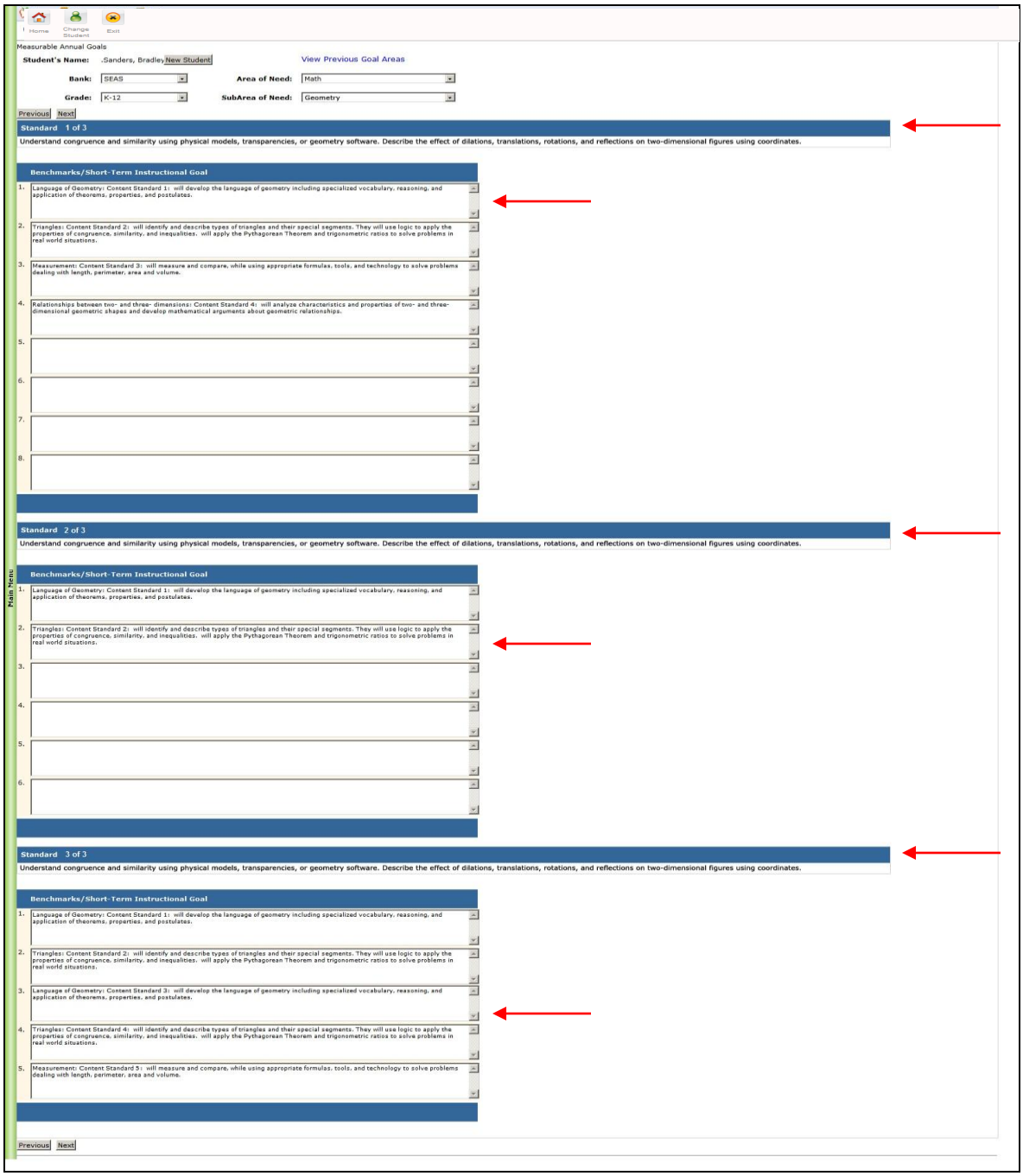
- Select the appropriate goal(s) for that Standard and click “Next.”

- This process will continue until the user has selected goals for all previously chosen standards.



- Click "Next" after selecting the last goal for the last standard. All selected standards and correlating goals will display. If desired, the goals can be edited in their display boxes.

- When a single goal or multiple goals and "Write Your Own Goal" are selected together on the list of goals, all of the selected goals will display below the correlating Standard and can be edited. Below the selected goals, four (4) goal boxes display allowing the user to write their own goals.



- If desired, edit selected goals and write new goals for each standard. Depending on how many goals are selected for each standard, scrolling down the page may be necessary.

- When finished editing goals, click “Next” at the bottom of the goal list or the top of the standard first standard.

- Once “Next” is clicked, the Goal Only sheet will display.