

STEPS FOR IEP DIRECT VERSION 7

Step 1. Internet to <https://www.iepdirect.com>

Step 2. Click on Customer Login:

Enter District ID, Enter User ID, Enter Password (Passwords are case sensitive)

Press Login

Step 3. Go to: My Students tab

Step 4. Check school year and view are correct, if not click on arrow for drop down options

Step 5. Find child's name

Step 6. Blue box- Draft of IEP-work on testing, spams, add goals

Black box- Finalized IEP- add progress marks only

Gray box- District use to create drafts

Orange box- View upcoming meetings

Green Box- View outstanding items

Red box- CSE/CPSE reevaluations due

To Add Goals:

1. Click on blue box, to the left of child's name.
2. Scroll to Measurable Annual Goals.
3. Left click pencil icon – Curriculum area will pop up. If some goals have already been added the system will skip this until you click on save, add more goals.
4. Click on curriculum area to view goal bank
5. Click on box left of goal you wish to use – you can check multiple goals.
6. Once all goals are chosen – scroll to the bottom right and click continue button.
7. Now you must enter criteria, method, etc.
8. Once criteria is entered click next button to enter criteria for the next goal, etc.
9. Once all Criteria in – hit save, check your work, and then hit save again.

To Add Progress Marks:

1. Follow steps 1-5.
2. Click on **black box**, to the left of the child's name.
3. Scroll to Measureable Annual Goals.
4. Left click on pencil icon-dialogue box will pop up asking-Are you sure you want to edit a finalized document? Click on Yes, Progress marks only.
5. Make sure you only enter marks for goals under your discipline. The top left will have a drop down box if your goals don't pop up right away. There will be three or four drop down boxes after each goal for each trimester or quarter. Enter appropriate code or enter SC and leave a comment. You can click on the legend box on top right of the page to view progress mark options. You may also need to enter a progress mark for benchmarks.
6. After all marks are entered, click on save.

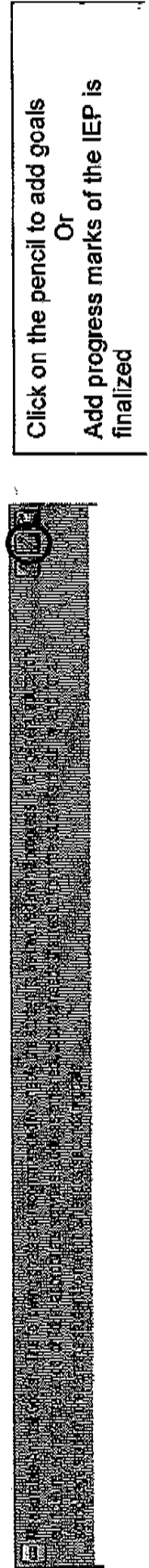
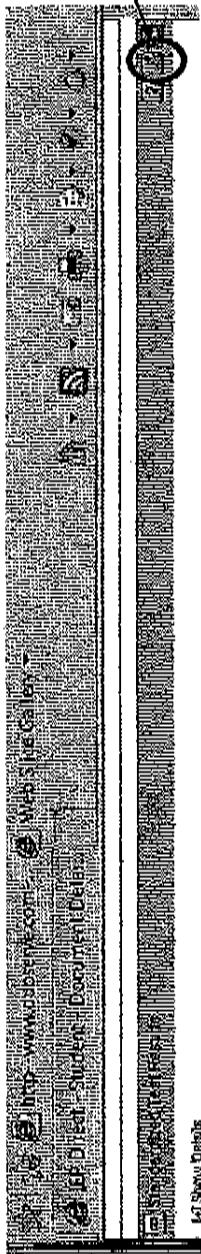
To Add Testing:

1. Follow steps 1-5
2. Click on **blue box**, to the left of the child's name.
3. Scroll to Standardized Test Results
4. Left click on pencil icon. Click on Import.
5. Click on Add-bottom middle of page
6. Enter Test Date, Standardized Test, Evaluating Agency Corinthian Therapy, click Add
7. Enter subtests and standard scores/percentiles. If you are adding multiple subtests click on add to continuing entering information. If you are done with that standardized test click Save & Return. To add another standardized test in click on add again and enter information.
8. When all finished adding testing click Save & Return. Check off boxes next to each test you want added onto the IEP and click import. Check your work and click Save & Return.

To Add SPAMS/MAPS:

1. Follow steps 1-5
2. Click on **blue box**, to the left of the child's name.
3. Scroll to Academic Achievement/Social Development/Physical Development/Management Needs
4. Click on pencil icon of section you wish to add. Make sure you add in student strengths and needs.
5. Click Save & Return when finished

OVERVIEW

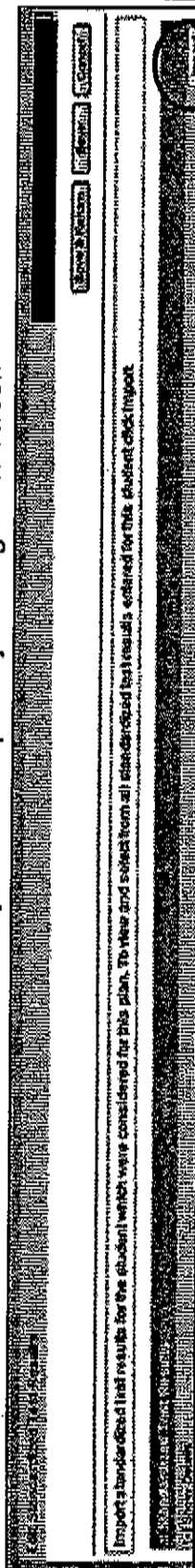


To add testing

Click on the pencil to add testing

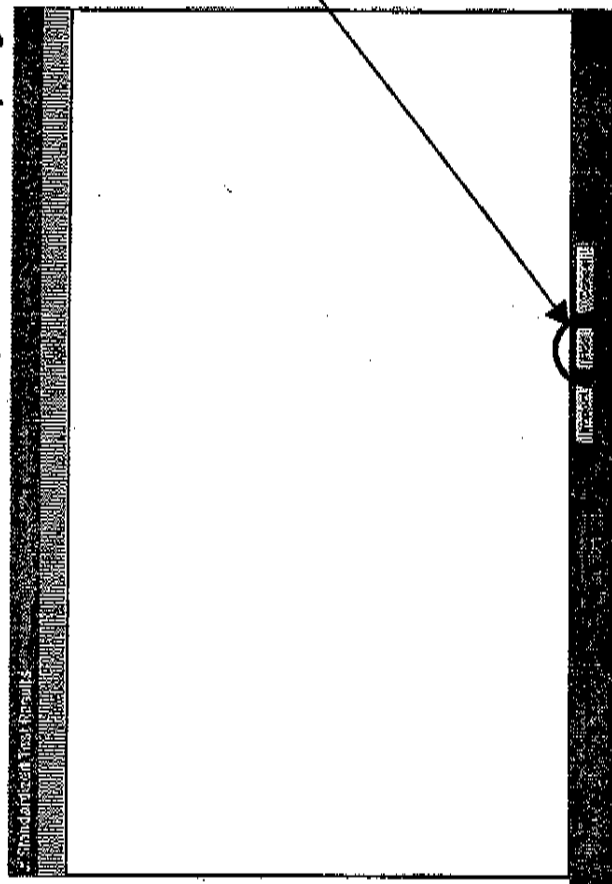


Once you click the pencil you will get this screen



Once you click IMPORT you get the window below

Click add



Your test scores are entered here

Standard Test Results

Test Date: *

Standard Test:

Evaluator:

*Required field

Enter the total and/or subtests associated with the Standardized Test above.

Subtest	Score Type1	Score1	Score Type2	Score2