

Creating an IEP View Template your Grade Book

1. Click on the button in the upper middle of any class' grade book which says Template Option.
2. Scroll down to select NEW.
3. Provide the template a name, perhaps IEP View.
4. You will notice 4 boxes on the screen. The boxes on the left indicate information which you are able to load in to a view. The information on the right is the information which will appear in your view.
5. Click on the word IEP which is located in the top left box. Click on the RIGHT ARROW to move the word IEP so that it is now located in the top right box. Click SAVE.
6. You will now notice that the name of the template you are viewing is IEP View. (You will see the name just below the button that says Template Options.)
7. Any student with an IEP or a 504 will have a blue clickable icon in the IEP column. Just click on the icon and a PDF of the IEP or 504 will open.