

CREATING PROGRESS REPORTS IN EASY IEP

If you have a **FINAL** IEP created in Easy IEP for the student, you can create Progress Reports.

There are two ways to create progress reports – the first is by going into each students' record individually, the other by using the Progress Report Wizard. You would use the wizard when you have time to create several reports in one sitting.

CREATING A PROGRESS REPORT FOR AN INDIVIDUAL STUDENT

- Go to the student's record
- Click on Documents
- Click on Progress Report
- Choose the Reporting Period (click on the down arrow)
- Click on Create Draft Document
- You will see a table that lists all the goals and the objectives for those goals, the status, and status narrative
- Click on the down arrow in the Status column and choose the appropriate response
- Click in the Status Narrative and type your progress report narrative
- Click on Create Draft Progress Report
- Click on View the Progress Report
- Click on the printer icon
- Click on OK

CREATING PROGRESS REPORTS FOR MULTIPLE STUDENTS AT ONE TIME

- Sign on to Easy IEP
- In the Green Navigation bar, click on Wizards
- Click on Progress Report Wizard
- Choose the Reporting Period (click on the down arrow)
- You will see the list of students you are Case Manager for **and/or** students for whom you are an IEP team member
- Take the checkmark **OUT** of the box(es) for the student(s) you do **NOT** want to create a progress report for
- Click on Continue
- You will see a table that lists all the goals and the objectives for those goals, the status, and status narrative for the first student in the list
- There is a button at the top that says "Skip this Student". Click on this if you do **NOT** want to do the progress report for this student at this time
- Click on the down arrow in the Status column and choose the appropriate response
- Click in the Status Narrative and type your progress report narrative
- There are four buttons below this table – click on one:

Create Final Progress Report and Move on to Next Student: Use this button when you are SURE all the information is correct and you want to print the FINAL progress report RIGHT NOW

Create Draft Progress Report and Move on to Next Student: Use this button when you would like to proofread the data you have entered and you want to print the progress report RIGHT NOW

Just Update the Database: Use this button when you want to SAVE the information as you type in the narratives

Update and Move to Next Student: Use this button when you want to SAVE the information you just typed and you are ready to move on to the next student. Using this button will allow you to print ALL the progress reports together at a later time

- When you have created the last Progress Report from your list, the screen will show you a list of documents that you (as Case Manager) have created (this will include IEPs, invitations, IEPs at a Glance, etc., etc.).
- Put a checkmark in the BATCH column for those documents you want to print all at once. So, for example, if you have created eight Progress Reports, you will put in eight checkmarks in the BATCH column.
- Click on View Document Batch - this will create one big document with all eight of your Progress Reports.
- Click on the printer icon
- Click on OK

WHY USE THE BATCH FEATURE?

Using the batch feature allows you to print many documents with just a few clicks. If you did not want to use the Batch feature to print these eight progress reports, this is what you would do:

- Click on Students
- Click on the individual students' record
- Click on Documents
- Click on Progress Report
- Click on Open
- Click on Printer icon
- Click on Okay
- Click on File/Exit

Repeat above steps 7 times