

Finding a student's IEP in MyEd BC

IEPs may be in two forms during the 2019/2020 School Year:

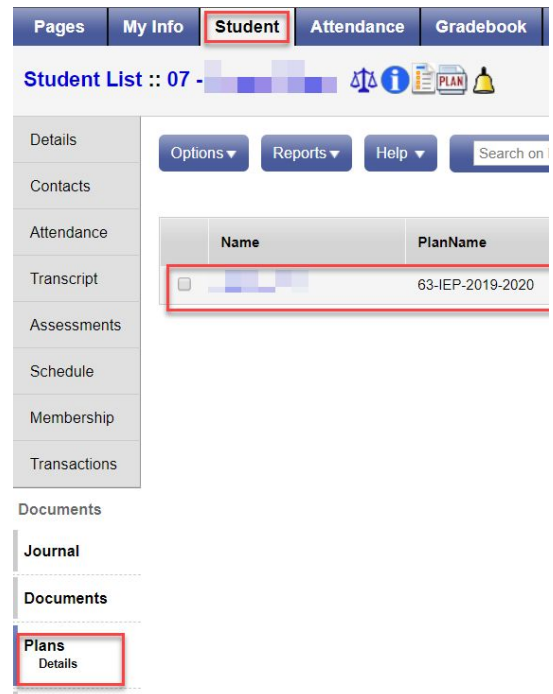
1. **Competency-Based IEP in MyEducation BC** or
2. **PDF format used in previous years** which is uploaded to MyEd BC

Competency-Based IEP in MyEducation BC

1. Student Top Tab
2. Select Student
3. Documents Side Tab
4. **Plans Sub Side Tab**
 - a. The current plan will be marked "Active"

Viewing the Full IEP

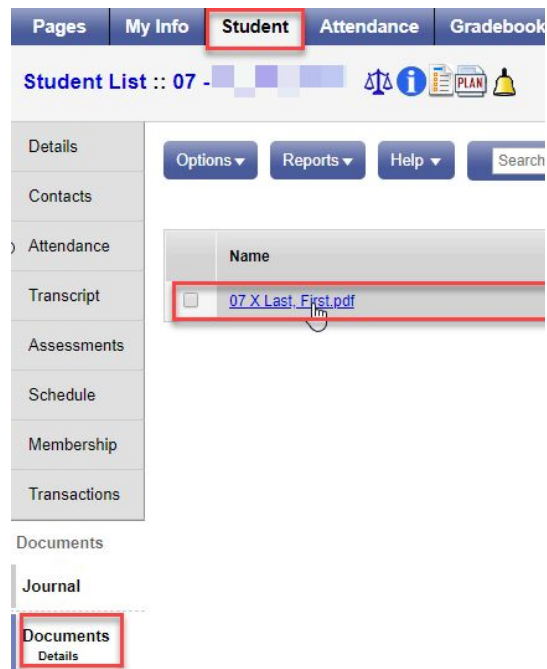
5. Click on Student's Name
6. Reports > Competency Based IEP Report



With the CB-IEP clicking on the PLAN alert  will bring up an IEP summary and Case Manager

PDF format used in previous years

1. Student Top Tab
2. Select Student
3. Documents Side Tab
4. **Documents Sub Side Tab**

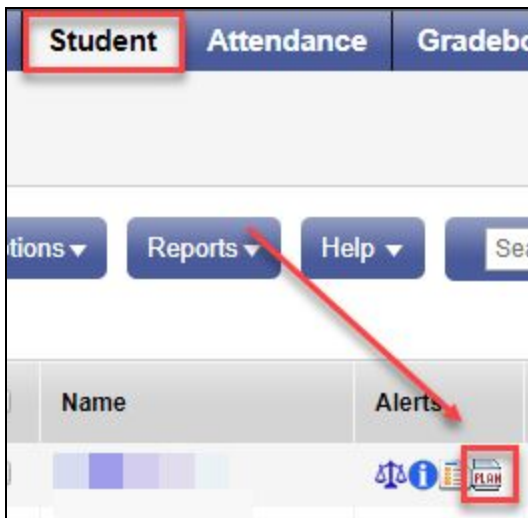


Students with Designations will have an icon showing the word **Plan**.

If the IEP is in the new Competency-Based format, **clicking on this icon** will show a Summary of IEP information

Alert icons can appear in two places. You may find it very useful to change your view to ensure Alerts are showing when you click on the Student Top Tab. See **Appendix A if you cannot see Alerts** as shown in the next examples.

Click on Student Top Tab. When you click on the student's name a larger Alert icon will appear in the Bread Crumb Trail above the student's Details.



This will bring up a Summary of the Student Plan including the student's Case Manager and Primary Designation

If the IEP is still in PDF form there will be no summary here

Summary of Student Plan. (Please navigate to the Documents side tab > Plan > to read the current PLAN in full.)

Case Manager > Name [redacted] Primary Designation Q

Category	Description
Essential Supports	access to school counsellor, groups

Appendix A

Changing your Field Set so the Alerts Column shows on the Student List

Click on the Student Top Tab

To see Alerts for IEPs and other issues you may want to change your Field Set (the columns showing on screen). You can do this temporarily by clicking the icon shown below and choosing "Default".

Bayside Middle 2019-2020

Pages My Info **Student** Attendance Gradebook Planner Tools

Student List

Details
Contacts
Attendance

Options Reports Help Search on Name [Filter] [Grid]

< 1 >

School > ID Pupil # UsualLast

Manage Field Sets...
✓ Address book - School Connects
Default

To permanently change the default Field Set to "Default" click the Field Set icon and **click on Manage Sets.**

Search on Name [Filter] [Grid]

Manage Field Sets... Field

Click on the "Default" field set and click the **Up button to move it to the top.** The next time you open MyEd this will be the default.

Manage Field Sets

Address book - School Connects [Enterprise]
Default [Enterprise]
1701 Required Fields [User]
1701 Required Fields bs [School]
AB LIST [School]
ab list [School]
Baragar [District]
Bus Information [Enterprise]
CCO TCO bs [User]

Up
Down