How to Enter Progress Marks on IEP Direct

1. Go to www.iepdirect.com
2. Enter the user ID and password
3. Click on "my students"
4. Make sure the year is for the current school year
5. View: click on CPSE
6. Find your student's name
7. Click on the black box next to the student's name, which is the finalized IEP
8. Scroll down to where you see "Measurable Annual Goals"
9. On the right side, you will see a pencil icon
10. Click on the pencil icon
11. A box will pop up asking: Are you sure you want to edit a finalized IEP?
12. Click, "yes, progress information only"
13. At the top of the page there is a drop down box. You can click on the area that pertains to Special Education Itinerant Teachers. Double check the responsibility part of the goal to make sure you are only entering progress marks for Special Education Itinerant Teachers only.
14. On the right, you will see the quarterly marking periods: NOV, JAN, APR, JUN
15. Click on the drop down box of the marking period you are working in and enter a progress mark. Enter progress marks for all goals and benchmarks.
16. You can click on the icon "legend" to view what the progress marks mean
17. You will need to add comments to each goal and benchmark
18. Click on the "comments" icon that is next to each goal and benchmark
19. Type in the progress comments in the box that corresponds with the quarterly progress marking period
20. Click spellcheck, then click submit on the bottom
21. Click "save" if you are done with all progress marks
22. Click "save & return" if you need to add more progress marks to other developmental areas
23. SEIS providers will print and send home the quarterly progress reports. If you work with the child in a school setting, the IEP progress report will go in a sealed envelope with the parent/guardian name on the front of the envelope.
24. To print the report, make sure the box next to the child's name is checked off
25. At the top, click "Letters & Reports"
26. Check off the box "Progress Report Goals by Responsibility"
27. Click "process" on the top right
28. First box - Enter the date that the progress report was completed on
29. 2nd box- type your name for the signature
30. 3rd box- add your title: type either: Special Education Teacher or Special Education Itinerant Teacher
31. Last box " Select Value for Responsibility" Click on either Special Education Itinerant Teacher or Special Education Teacher (check what the responsibility states on the IEP)
32. Click "next"
33. Click on the PDF in the box titled "Progress Reports for Goals by Responsibility"

34. Click "print"