Tienet Quick Tips:
Creating a New IEP

Home Page

- Once you have changed your password you will be returned to your **Home Page**.
- This page displays any current messages, your class lists, and your case load.
- Clicking on the **House** icon anywhere within the IEP will bring you back to this page.

Creating a New IEP or Other Document

- Select a Student.
- Click on **Documents** icon next to student's name (looks like pages).
- Once you are on the student's documents page you will see a list of documents for the student and also the option to **Create a New Document.**
- To **Create a New Document** you can see a list of documents by:
  - Hovering over the drop down menu .
  - Clicking on downward arrow.
  - Typing the document name you want .
- Select **IEP** and Click **GO.**
- New **Draft IEP Document** setup will pop up and Label Document with a drop down menu as well as a **Select Pages** option. Select individual sections you need in your document or click "Select All" .
- **"Copy Information from Other Document"** will bring up a list of documents that can be copied from. This option will be available once more documents are in Tienet.
- Start with initial sections because this will determine which sections will be created for the IEP document.
- Select **Purpose.**
- Check attendees-blanks will pop up to be filled in with names.
- Eligibility needs to be checked so disability will pop up to be checked.
- Click **"Save, Done Editing"** when done with a section. A guided action message will pop up to show any mandatory red fields that need to be completed before the section is completed.

- If you don't want to complete a section you need to **"Save, Continue Editing"** and then click **"Cancel Editing"** to save what you have done and move to another section without completing the section.
- You can use the **"Fly Out"** menu on the left hand side to select different sections in the document.
- **PLAAFP**-Choose Area of Need from drop down menu, complete sub area, data used, and adverse impact. ***<u>Goal box needs to be checked if goals are going to be written! If it is not checked a goal page will not be created.</u>**
- "**<u>Insert Statements</u>**" are statements that can be used to fill in areas of the document. When you select an insert statement it will cross out in the list. You can choose more than one. Click the close window box at the right hand corner to exit and go back to your document.
- **Special Factors**-Go through checklist, need to check a need for accommodations on district assessments to open accommodations box.
- **Supplemental Aids/Services-**to add additional supplemental aids boxes you need to click **"Save, Continue Editing"**, this will save the supplemental aid and service you have typed in and create a new box section to fill out.

Goals and Objectives section: Determined by PLAAFP
- **Write Annual Goal**—Choose goal in second upper column drop down menu with numbered goals.
- Select yes/no for graph—if you select "yes" for graph you will need to put in baseline data/date and target data/date.
- Need to include two objectives.

Program/Services
Fill in blanks, ESY services and programs need to be included in this area.

Changing the Status of your IEP
- Once you have clicked **Save, Done Editing** you will be brought to the view mode.
- In the **Actions** bar select **Status** if you are ready to go from draft to review.
- You will not be allowed to change the status to **Review** until all fields are completed.
- **If multiple users are accessing the document keep it in Draft mode until everyone is done.**
- To change the status of your document, go to the dropdown arrow and select *Review.*
- Click *Accept.*