Welcome to the training manual for the STUDENT IEP/PROGRESS/REPORT CARD section of the PARADIGM PIONEERS, INC database program.

After clicking on the PARADIGM PIONEER SCHOOL SYSTEM icon on your computer screen, this screen will appear. Click on OPEN to enter the database.

If you get a password prompt at this point type “ppi” without the quotes.

If you do not see your School Displayed above CONNECT TO DATABASE button select your school from the drop down list then Check Default.

Click on CONNECT TO DATABASE.
The system will start up and bring you to the main menu.
This is the **MAIN MENU**.
From here, you can access reports and information within the program.

**NOTE:** For security reasons, all employees will be given levels of authorization which will allow them to access only certain reports within the program.

Click on the **STUDENT IEP/PROGRESS/REPORT CARD** menu to begin.
This is the **Student IEP Report** screen. *This screen is also used for report cards.*

1. Click in the **SEARCH FOR** box and click the down arrow to the left. A drop down menu will appear with all the students names. Choose the student for whom you are doing the IEP report on. Once the name is chosen, the students name will appear in the **STUDENT NAME** box and the school year will appear in the **SCHOOL YEAR** box. *If you do not see your student’s name you will need an Administrator to add the student for you using the Admin Only Tool located in the View Achievement Tables button.*

2. Click in the **PLAN DATE** box and enter the starting date of the IEP plan in (yy/yy/yyyy form).

3. Click in the **PLAN END** box and enter the end date of the IEP plan in (yy/yy/yyyy form).

4. The **EVALUATION PERIOD START DATES** can be entered as needed by clicking in the white box next to the coinciding period (ex: Period 1, Period 2, etc…)

5. There are certain sections of this screen that do not apply and do not need to be accessed at the present time. These sections are:
   - **TRANSITION 14 (PAGE III)**
   - **TRANSITION 16 (PAGE IV)**
   - **BEHAVIORAL INTERVENTIONS (PAGE V)**
   - **MODIFICATIONS AND EVALUATIONS (PAGES VII THRU XII)**
   - **EDIT REPORT CARD**
   - **COPY GOALS AND OBJECTIVES FROM PREVIOUS YEAR**

6. Once information is entered, click on the **EDIT SUMMARY** box. This will bring you to the next screen.
In this screen you will enter **SUMMARY OF PRESENT LEVELS OF PERFORMANCE** and **PARENTAL CONCERNS**.

Click in the white box for **Summary of Present Levels of Performance** and enter the information according to the standard format/regulations. Once complete, click in the white box for **Parental Concerns** and enter the information according to the standard format/regulations.

Click on the **CLOSE FORM** button (folder with blue arrow) when complete. This will save all information and bring you to the previous screen.

- **NOTE** – All information is saved once the **CLOSE FORM** button is clicked. There is no need to click the **SAVE RECORD** button.

- **NOTE** – If you wish to edit information you typed, you may either backspace by hitting the **BACKSPACE** button on your keyboard or use your mouse to highlight the information you wish to edit. **DO NOT** click the **UNDO CHANGES** button unless you wish to delete **ALL** the information you typed.
Click on ADD/EDIT GOALS to enter the next screen.

In this screen you enter the student’s PROGRESS REPORT AND GOALS.

Under the GOALS FOR line click on the down arrow directly under GOAL. A drop down menu will appear as shown on the next page.
Click on the goal of choice. Once a goal is chosen the code and description will appear in the boxes next to it as shown below. Repeat this step for as many goals necessary.

**NOTE** – If you choose the wrong goal and wish to change/delete it, you must do so by **DELETING** the goal first. To delete the goal, click in the box to the left of the Goal code. The box will contain either a black arrow or a pencil figure. Once you click in that box, the box will turn black. You must hit the **DELETE** button on your computer keyboard. A message will appear on your screen (see above). Click **YES**. This will delete the record and allow you to enter a new goal.
Once you have chosen all the correct goals, click **OBJECTIVES**.

Click in the white box next under **OBJECTIVES**. A drop down menu will appear (see next page).

Choose your objective from the drop down menu.
Enter the **ACCURACY** of the Objective by clicking on the down arrow directly under **ACCURACY**. This will call up the drop down menu (as shown above) and allow you to choose.
Click on the down arrow to call up the drop down menu of the **Eval** period you are reporting on (ex: Eval 1, Eval 2, etc).

Click on the first down arrow under **METHODS AND MATERIALS** located at the bottom left of the screen. This will call up a drop down menu as shown on the next page.
Choose which option applies (if any).

Click on the second down arrow under METHODS AND MATERIALS. This will call up another drop down menu as shown on the next page.
Choose which option applies (if any).
Repeat the last two steps for INSTRUCTIONAL STRATEGIES.

Click on the CLOSE FORM box to go to previous menu. Click CLOSE FORM box again to go back to STUDENT IEP REPORT screen.

Click on EDIT MATERIALS AND STRATEGIES box.
There is no need to enter information on this screen. This information will be entered by the administrative staff in another menu called **CLASSROOM INFORMATION**. It will appear on the screen above. If editing or adding needs to be done, report to the person responsible for making changes to this screen. The responsible person can then make changes by clicking on the **ADD MATERIALS AND STRATEGIES** box.

Click on the **CLOSE FORM** box when complete.
Click on the **EVALUATION PROCEDURES** box.

A new menu will pop above (as shown above). Here you can enter any evaluation procedures needed/required.

Click on **CLOSE FORM** to return to previous screen when complete.
Clicking on the **DATES FROM STUDENT FILE** box will call up another screen as shown above. This information is entered by the **administrative and medical staff**. There is no need to enter information on this screen. Please notify administrative or medical staff regarding information to be entered.

Click on **CLOSE FORM** to exit out of screen.
Click on **STUDENT PROGRESS REPORT EVALUATION OBJECTIVES** (in blue letters).

This screen allows you to view the history of **OBJECTIVES** for the student you are reporting on.

This screen should **NOT** be used to make changes. If you wish to change information on this page, you must go back to the **ADD/EDIT GOALS** screen and follow the steps explained in this manual.

Click on **CLOSE FORM** to return to previous screen.

Click on the **IEP CONFERENCE PARTICIPANTS** box.
This screen shows the people who attended any conference(s) for the student you are reporting on.

This information can be entered by either the administrative staff or the assigned teacher.

Click in the white boxes under PARENTS/GUARDIANS IN ATTENDANCE and OTHER ATTENDEES and enter the information required.

Click CLOSE FORM to return to previous menu.

Click on PREVIEW PROGRESS REPORT.
This screen allows you to view the report and how it will appear when printed before printing.

Click on the page arrows located at the bottom left of the screen to view all pages.

Click File->Print or the Printer Icon to print this report.

Click CLOSE located in the middle top portion of the screen to exit.

If you do not have a CLOSE it is because your school is using Microsoft Access Runtime. Click the black restore button on the upper right. Then click the black X to close this form.

Click CLOSE FORM to return to the STUDENT ACHIEVEMENT MENU.

Click CLOSE FORM again to return to the MAIN MENU. Clicking CLOSE FORM one last time will exit you out of the program.