Submitting IEP's to online teachers

Edison

1. Determine the student's teachers and classes in GENIUS (caiu.geniussis.com)
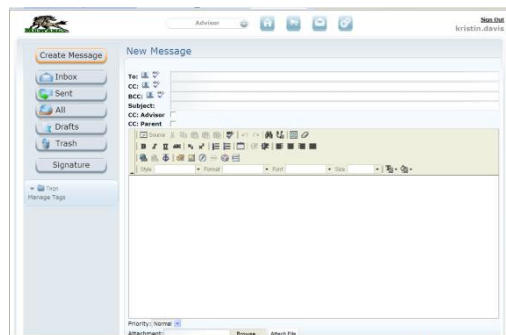

2. If they have an Edison course you will need to follow these steps to send the IEP through the internal messaging system:

    1. Glick the "Go to LMS" button (from your MyGENIUS tab) and select Edison.

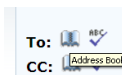   2. Click on the "messages" icon→

    3. Click "create message" and a new message window will appear.

    4. Click "address book" icon next to the "to:" line.

    5. Find your student's teacher in the address book by selecting Teacher, Last Name, typing in the last name and clicking "GO."

6. Select the appropriate teacher by checking the "to" box next to his or her name and clicking "select."

7. Repeat steps 4-6 until you have included all required teachers. Then, compose your email and attach the IEP using the attachment tool at the bottom of the email.

8. You can easily CC the Advisor or Parent by checking the appropriate boxes next to the subject line.

9. Once you are finished, click "send."

Accelerate Education

1. If they have an Accelerate Education Course (Acc Ed):

   Accelerate Education course IEPs can be submitted using the link below:

   http://accelerateeducation.com/Forms/IndividualEducationPlans.html

Apex Learning

1. Access the Apex Learning system using the "Go To LMS" button on your MyGENIUS tab.

2. Hover over the name of the course and click on the "course overview" button.

   AP English Literature and Composition Sem 2   M1342811

3. Click on "contact list" to see the teacher's email address.

Course Overview   ACTIONS

Course: AP English Literature and Composition Sem 2 - SchoolYear 2011

Reports

Student Progress	Contact List	Last Access
View progress and performance information for all students in a selected course.	View contact information for students, their mentors, and their academic coaches.	Check when students last accessed a selected course or tutorial.

4. Click on the teacher's email address to open up an email window. Attach IEP to this email.

Contact List

AP English Literature and Composition Sem 2 - SchoolYear 2011

Data is current as of April 28, 2014 12:22 PM PDT   Excel Download   Tab Download   Help
Contact information for the students participating in this course. For best print results use landscape mode.

Email All Students   Email All Teachers

Group By: Search:

Organization	Last Name	First Name	Email	Teacher First	Teacher Last	TeacherEmail
				Mary	Sherman	MSherman@apexlearning.com
				Mary	Sherman	MSherman@apexlearning.com
				Mary	Sherman	MSherman@apexlearning.com
				Mary	Sherman	MSherman@apexlearning.com
				Mary	Sherman	MSherman@apexlearning.com
				Mary	Sherman	MSherman@apexlearning.com
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