

## Submitting IEP's to online teachers

**Edison: Please review the instructions for completing the Edison IEP Snapshot document before continuing. The instructions are located on the POC Portal.**

1. Determine the student's class(es) and teacher(s) in GENIUS by looking at the student's Academic Snapshot.

**Academic Snapshot**

This student is currently enrolled in 4 section(s):

Semester	Section	Teacher	StartDate
2013-2014	Early American History CentServ.HS.SS007.A.1	Chichester, Ms.	04/07/2014
2013-2014	Common Core English 9 Part 1 WPerry.CP.LA101.A.4	Caporiccio, Jacyln*	04/08/2014
2013-2014	Earth Science Part 1 LowerDauphin.HS.SC005.A.1	Fischl, Mrs.*	04/08/2014
2013-2014	General Math Part 1 CentDauph.HS.MA008.A.1	Shughart, Ms.*	04/08/2014

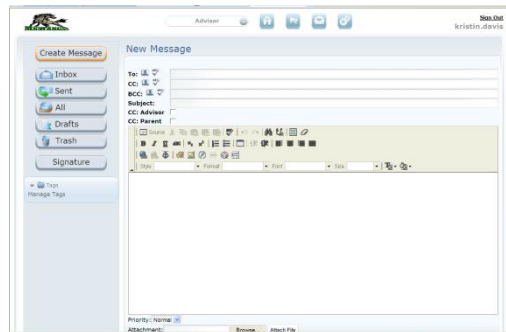
2. Submit the IEP Snapshot through Edison's internal messaging system:

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

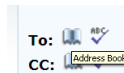
2. Click on the "messages" icon →



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



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

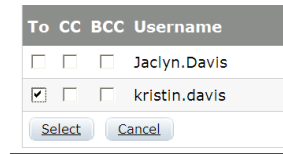


5. Find your student's teacher in the address book by selecting Teacher, Last Name, typing in the last name and clicking "GO."

**Address Book**

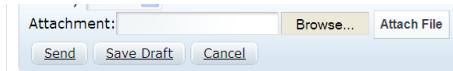
Institution: All Schools    Group: Teacher    Search By: Last Name    Davis    Go

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



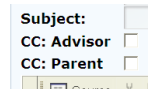
A screenshot of an email recipient selection interface. It features a table with columns labeled 'To', 'CC', 'BCC', and 'Username'. The first row shows 'Jaclyn.Davis' with three empty checkboxes. The second row shows 'kristin.davis' with the first checkbox checked. Below the table are 'Select' and 'Cancel' buttons.

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.



A screenshot of an email attachment tool. It includes an 'Attachment:' label, a 'Browse...' button, and an 'Attach File' button. At the bottom are 'Send', 'Save Draft', and 'Cancel' buttons.

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



A screenshot of an email subject line area. It shows 'Subject:' followed by a text input field. Below it are two checkboxes: 'CC: Advisor' and 'CC: Parent', both of which are currently unchecked.

9. Once you are finished, click “send.”

### **Accelerate Education**

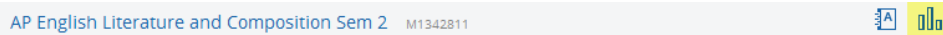
1. If they have an Accelerate Education Course (Acc Ed):

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.



3. Click on “contact list” to see the teacher’s email address.

