



IEP Standard User Instructions (IL)



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Accessing the Embrace Website

1. Visit www.EmbraceEducation.com
2. Click the [Login] button.
3. Enter your school email address and your password
For initial logins, this password will be provided by your EmbraceIEP trainer or a district administrator.

For returning logins, enter the password you created during the initial training.

4. Click [Log In]
For initial logins, the system will prompt you to reset your initial password and establish a secret question.

Initial passwords are only good for one-time use. New passwords must be at least 8 characters, and include at least one lowercase letter, one uppercase letter, one number, and one special character.

Secret questions are utilized in the event of a forgotten password. To create a secret question, enter any question and answer that you would easily remember.

Users with returning logins will be directed to the welcome screen.



Change Password

Password Rules:

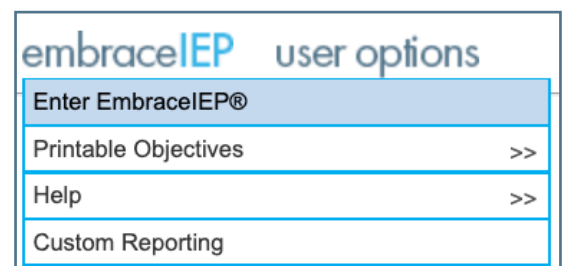
- ✗ Must be at least 8 characters long
- ✗ Must have at least 1 lower case letter
- ✗ Must have at least 1 upper case letter
- ✗ Must have at least 1 number
- ✗ Must have at least 1 special character

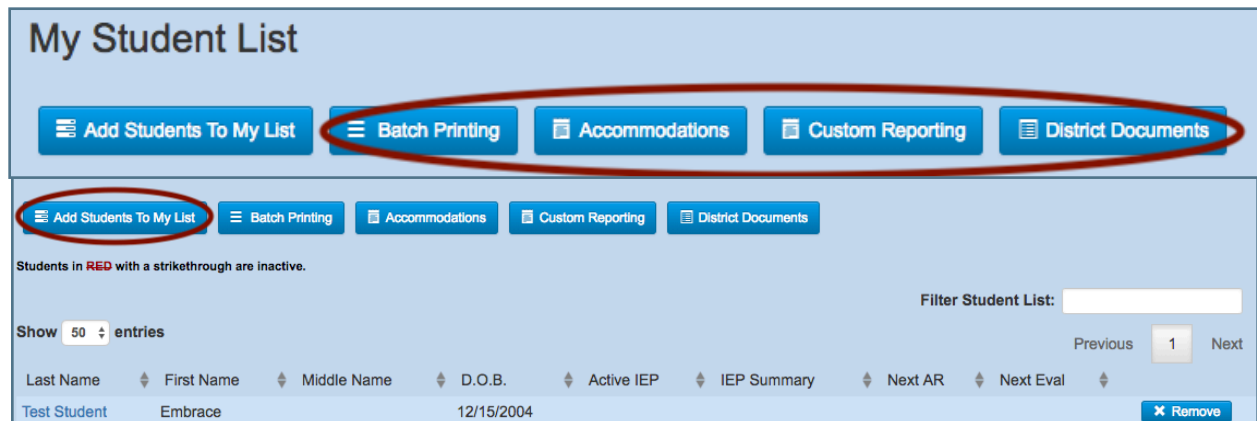
Password

Confirm Password ✗

Accessing the IEP Program

Mouse over the EmbraceIEP icon to display the program menu. Select [Enter EmbraceIEP®] to enter the program.





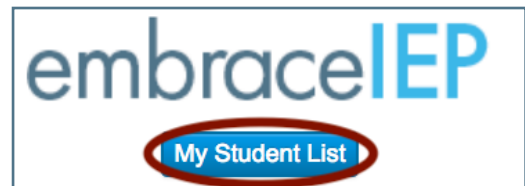
My Student List

Add Students To My List

Creating Your Student List

Users can create a quick-access list of bookmarked students. Click [Add Students To My List] to search for the students you wish to add to your student list.

When you find the student you would like to add, click [+ Add]. The word 'Added' will appear, stating that the student has been added to your list. Adding a student to your own personal student list will NOT prevent any other users from adding the student to their student list.



Return to Student List

Click [My Student List] at the top of the page for easy navigation back to your list of bookmarked students. The My Student List button is always available at the top of the blue screen.



Sorting Your Student List

All columns on the student list can be sorted alphabetically or chronologically clicking the arrows or the title. This allows users to easily sort and find upcoming annual review and re-evaluation dates.



Removing a Student from Your Student List

To remove a student from your list, click [Remove] in the right column. Removing a student from your list does not remove the student or the student's files from the system; it simply removes the student bookmark from your list.

Batch Printing

To quickly print progress reports, IEP summaries, contact forms, or FACTS forms for one or more students from your student list, click [My Student List] in the EmbraceIEP header. Click [Batch Printing]. Select specific students by marking the checkbox next to their name and click on the desired document. Translation options are available for progress reports and IEP summaries by selecting the [Translate] checkbox.

Accommodations

Click [Accommodations] to access the Accommodations Report. This allows users to build a printable report from their list of students and selected accommodation types.


Custom Reporting

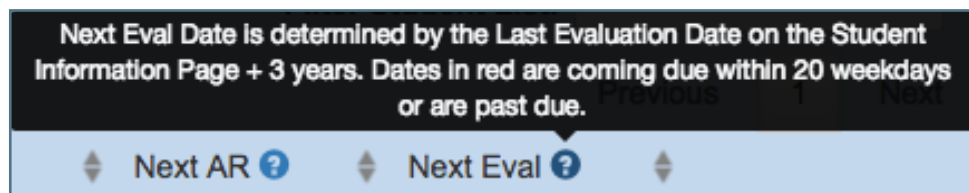
Click [Custom Reporting] to navigate to the Reporting Dashboard. Users may select District, System, or Saved Reports or can click [Create New Report] to build their own custom report.

District Documents

Click [District Documents] to access a document library of IEP related documents.

Info Markers

Info markers will appear throughout the system, indicated by the  icon. The icons can appear on the Student List screen, the Student Information Page, student conference screens, and data entry pages.



Mousing over the icon will bring up information about a conference, where data is coming from, where data is going to, and other useful pieces of information.

Student Conference Screen

Click on the student's last name to access their electronic IEP file. Any meetings for the student will be listed below the student's name.

Creating a New IEP Meeting/Event

1. Below the student name, click [Create New IEP/Event].

Embrace Test Student

[Create New IEP / Event](#) [Student Info](#) [Contact Form](#)

2. Enter the date of the upcoming IEP meeting. If you are unsure of the meeting date but want to begin working on an upcoming IEP, enter a tentative date. The meeting date can be adjusted to the actual date once it is determined.
3. Select a meeting type. Some meeting types have special functionality or auto-calculations associated with them. Selecting 'Other' will provide a text area to enter a custom meeting type.

Automated Events by Meeting Type

Annual Review

- Automatically calculates the Next Annual Review Due Date on the Conference Summary Report.
- Updates the Next Annual Review date on the Student Information Page (after the meeting occurs).
- Sets the meeting as the Active IEP (after the meeting occurs).
- Auto-submits the meeting to a district email contact if it has not been submitted as finalized.
- If a new meeting has not been created within 20 days of the Next Annual Review Due Date, a district email contact will be notified.

Annual Review/Reeval

- Automatically calculates the Next Annual Review Due Date on the Conference Summary Report.
- Automatically calculates the Triennial Reevaluation Due Date on the Conference Summary Report.
- Updates the Next Annual Review date on the Student Information Page.
- Updates the Last Evaluation/Eligibility date on the Student Information Page.
- Sets the meeting as the Active IEP (after the meeting occurs).
- Auto-submits the meeting to a district email contact if it has not been submitted as finalized.
- If a new meeting has not been created within 20 days of the Next Annual Review or Reevaluation date, a district email contact will be notified.

Reevaluation

- Automatically calculates the Triennial Reevaluation Due Date on the Conference Summary Report.
- Updates the Last Evaluation/Eligibility date on the Student Information Page.
- Auto-submits the meeting to a district email contact if it has not been submitted as finalized.
- If a new meeting has not been created within 20 days of the Triennial Reevaluation Due Date, a district email contact will be notified.

Domains Meetings

- Updates the Initial Evaluation Consent or Re-evaluation Consent Date on the Student Information Page (based on which form was saved).
- Calculates the evaluation timeline between the consent date and required evaluation date, and populates the Evaluation Timeline Report.

4. Click [Create]

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5. Select forms to add to the meeting. Some forms may be pre-selected for you based on the meeting type. Required forms must be added to the meeting. Suggested forms can be added or unselected if not needed.

Create New IEP Meeting

Dates and Meeting Types are only editable for 90 days after they are created.

Enter New Date: 09/05/2017

Meeting Type: Annual Review

Cancel Create

6. Click [Add Form(s)].

Once an IEP is created, the area beneath the date will fill with the selected forms. Forms are broken into different groups based on document type. Clicking the form title will open a data entry page for that form. The gear icon next to each form name allows users to perform additional functions, such as hide, print, add additional, or delete (based on permissions).

Add Form(s)

Select the form or forms you would like to add to this IEP.

Select All

Annual Forms Select Set

- ☒ Conference Summary Report
Required for this conference type
- ☒ Present Levels of Educational Performance
Required for this conference type
- ☒ Conference Goals and Objectives
Required for this conference type
- ☒ Educational Accommodations
Required for this conference type
- ☒ Assessment
Required for this conference type
- ☒ Secondary Transition
Suggested for this conference type
- ☒ Indicator 13 Checklist
Suggested for this conference type
- ☒ Behavior Intervention Plan
Suggested for this conference type
- ☒ Educational Services & Placement
Required for this conference type

Add Form(s)

EMBRACE Test Student

Create New IEP / Event Student Info Parent Contact Form View/Upload Files District Documents Custom Reporting

09/05/2017 Annual Review Active IEP

Print Forms Upload Files Amend IEP Add Form Display Options

Annual Forms

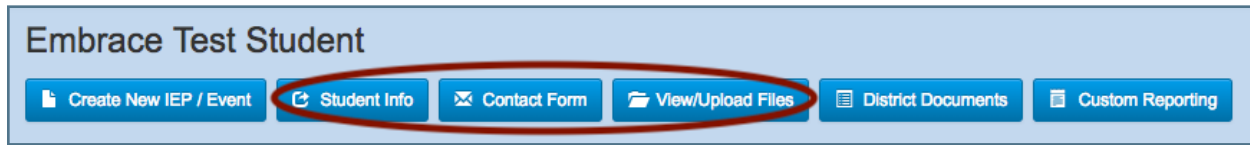
- Conference Summary Report
- Present Levels of Educational Performance
- Goals and Objectives/Benchmarks (3)
 - Conference Goals and Objectives 1
 - Conference Goals and Objectives 2
 - Conference Goals and Objectives 3
- Educational Accommodations
- Assessment
- Secondary Transition
- Indicator 13 Checklist
- Behavior Intervention Plan
- Educational Services & Placement

Additional Forms

- Manifestation Determination
- Functional Behavioral Assessment
- Additional Notes/Information

Notice and Consent

- Consent For Reevaluation
- Notification of Conference
- Conference Recommendations



Student Info

To update student demographic information, click [Student Info] beneath the student name. Data from this page will auto-populate on forms. Click [Save and Return to IEP] to return to the student conference screen.

Note: Districts utilizing the SFTP Data Import service should make student demographic updates directly in their student management system.

Note: Some districts may choose to grant access to view and/or edit next year's students existing IEPs. The student must have next year's home and/or serving school selected on their Student Information Page, and the next year must reflect the upcoming school year. Next year staff will NOT have the ability to create new meetings or edit the Student Information Page.

Contact Form

To document contact with a parent, click [Contact Form] beneath the student name. Then, click [Add Contact] to add new documentation. This form is not tied to a specific IEP date and is viewable by other users.

View/Upload Files

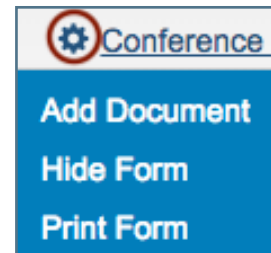
Click [View/Upload Files] to see all documents uploaded to any of the student's conferences. click [Upload Files] and select [Upload File]. In the Upload File window, select [Choose File] to search your computer for the file you would like to upload. Choose the file, click [Open], and click [Upload].

To view uploaded files, click [Upload Files] and select [View Uploaded Files]. Click on the blue file name to view the file. To delete the file, click the red [X].

Form Settings

Adding Multiple of the Same Form

Some forms, such as Goals and Service and Placement, allow multiple of the same document. Click the gear icon to the left of the form name and select [Add Document]. Choose the number of forms to add, and click [Add Form(s)]. To collapse the forms, click the list icon next to the form heading.



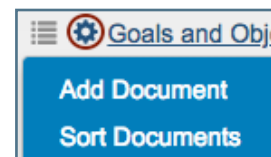
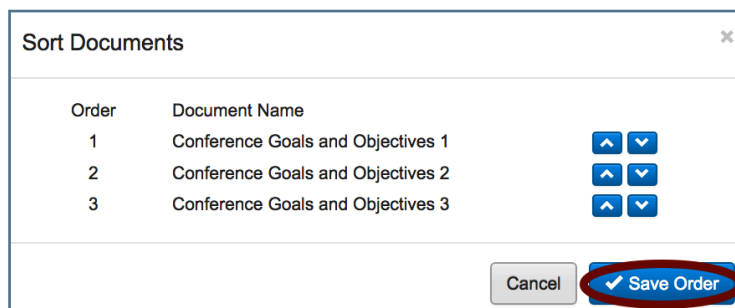
Hiding/Unhiding Forms

Click the gear icon to the left of the form name and select [Hide Form]. A notification will appear indicating a form is hidden within that form set. Hidden forms will not print with the meeting. Users may choose to hide forms that are added to the meeting in error.

To unhide the form (add a form back to the meeting), click [Display Options] in the meeting toolbar and select [Show Hidden Forms]. Click the gear icon next to the form name and select [Unhide Form].

Re-Order Multiples of Forms

Click the gear icon to the left of the form heading and select [Sort Documents]. Forms can be re-ordered clicking the up and down arrows. Once the forms are in the preferred order, click [Save Order].







Order	Document Name	
1	Conference Goals and Objectives 1	↑ ↓
2	Conference Goals and Objectives 2	↑ ↓
3	Conference Goals and Objectives 3	↑ ↓

Cancel **Save Order**

Indicators

An indicator next to a form name denotes the form has been opened and saved.

-  - A red exclamation indicates the form is missing data from a required field.
-  - A green check indicates the form has data in all required fields.
-  - A black check indicates the form has no required fields but has been saved.

Shared Documents

Select forms within the EmbraceIEP system allow multiple users to edit different fields or groups of fields on the same form at the same time.

Accessing a Shared Document

1. The first user to enter a shared document will enter the original data entry page and will receive the document lock. The initial user is the only user allowed to edit any fields that are not assigned as shared fields.
2. Additional users who attempt to enter a shared document while another user owns the lock will enter the shared view of the document.

Shared Document

Embrace Tester is currently also editing this form. This document will be fully available after **Embrace Tester** leaves it, or after **01/28/2019 09:48:28 AM**.

You are currently viewing this document in Shared mode. You can edit fields that have been specifically designed to allow multiple user access, indicated by the blue bar on the left side of the field.

- A. Additional users who enter the document will enter the shared view of the document. The user who currently owns the lock on the form will be listed, along with the time that their lock will expire due to inactivity.
- B. In the shared version of the document, only shared fields and groups may be edited. All other fields will be grayed out and are only editable by the owner of the document lock.

Locking Individual Fields/Groups

1. Shared fields will appear with a blue line to the left of the field.
2. A shared field will become locked to other users once any user begins to edit it.
3. Clicking into a field that is currently locked by another user will result in a message saying that the field is locked, and by whom.
4. Mousing over a locked and grayed out field will also show who is currently editing the field.

STUDENT STRENGTHS:

📎

Element Locked ✕

Field is currently being edited by Embrace Tester.

STUDENT STRENGTHS:

📎

Locked by: Embrace Tester

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5. Some fields may lock together as a group when a user begins to edit any of the grouped fields.

A screenshot of a form with three columns. The first column is titled "Existing Information About the Child" and contains a lock icon and a "Yes" dropdown. The second column is titled "Additional Evaluation Data Needed" and contains a lock icon, a "Yes" dropdown, and a message "Locked by: Embrace Tester". The third column is titled "Sources From Which Data Will Be Obtained" and contains a lock icon and a "Yes" dropdown.

6. After 5 minutes of inactivity in a shared field, the fields will unlock and be editable by other users.
7. If a field appears locked, click on the lock icon to the left of the grayed-out field. If another user is still editing the field, a message will appear. If the field is no longer locked by another user, the field will open for editing.



Saving Data on Shared Documents

1. Data entered into shared fields will auto-save as a user navigates from one shared field to another using either the mouse or the Tab key.
2. Grouped fields will auto-save together when a user navigates away from the group into another shared field or group.
3. Each time a save occurs, the system will display a pop-up message at the bottom of the screen.
4. Auto-save will continue to function on the overall document as normal, firing every 2 minutes.
5. When the original user on the document clicks [Save] or [Save & Print], any fields currently being edited by other users will not appear on the saved or printed document until those fields are individually saved by each user.
6. Users on the shared version of a document are not able to discard unsaved changes.
7. If the owner of a document clicks [Leave] and chooses [Discard], only that user's unsaved changes will be removed. NOTE: If another user has saved data in a shared field more recently, the data will remain on the form.



Conference Settings

Edit an IEP Date or Change a Meeting Type

Click the gear icon on the far right side of the date line and select [Edit Date/Type]. Standard users may adjust these settings for up to 90 days from the meeting's initial creation date.



Entering Data Into Forms

Clicking a form name opens the data entry page for that form. Forms auto-save every two minutes as a user is actively working on it. Data entry pages have four buttons.



[Save] - save data and return to the student conference (blue screen).

[Save & Go To] - save data on the current form and navigate to a form in the same meeting of user's preference.

[Save & Print] - save data and open the form in PDF format.

[Leave] - return to the student conference, and discard any changes made.

Use the buttons and links within the EmbraceIEP system. Using your browser's navigation arrows can lead to lost data and system issues. If users click the browser's back navigation arrow to leave a form, the form will remain locked. Keep in mind that multiple staff members can work on the same student and the same IEP at the same time, but while some forms allow multiple users to edit the same form at the same time, not all forms have that functionality. If a user tries to access a page without the multi-user feature that another user is currently editing or has left inappropriately, he/she will get an error message. Users will then see a link to view a draft version of the PDF. The draft PDF will display any data entered on the form as of the last save.

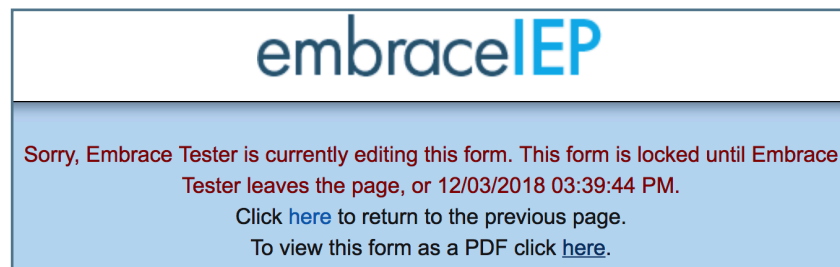


Image Attachment

Certain forms will allow images (.jpg/.gif/.png) to be attached to text fields. To attach an image, click the [paperclip] icon. Select the file you wish to add and click [Attach]. Images will appear on printouts under the text to which it was attached.

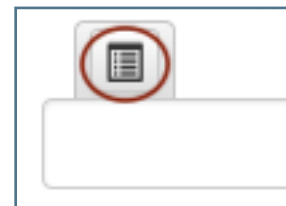


Auto-Response

Auto-response icons allow users to select a district-created response from a list. The selected response will populate in the field as editable text.

Using Auto-Response Text Options

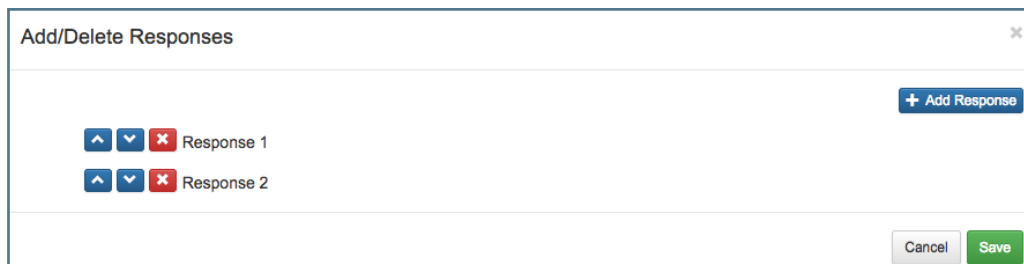
To add auto-response text to an applicable field, click the [list] icon. Then select the desired response and click [Select] to populate the text into the field.



Note: If text already exists in a field when an auto-response option is selected, a warning message will be displayed stating that the selected response will overwrite any existing data in the field.

Adding/Deleting Auto-Response Text Options



Users that have permission to edit auto-response text will be able to click [Add/Delete Responses] from the auto-response window to add, sort, or delete responses. Responses can be sorted using the arrow buttons, or deleted by clicking the [X] button. New responses can be added by clicking [+Add Response].





Electronic Signatures

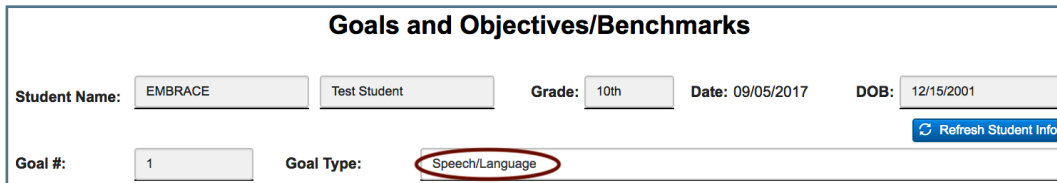
The electronic signature option is a feature that can be enabled for any district for only district users or all individuals (including attendees from outside the district). When this feature is enabled, users may sign forms electronically. Fields may be electronically signed wherever a pen icon is present. To sign a form, click the signature field and sign using a mouse, finger, or stylus. Click [Remove] to remove a signature. Click [Clear] to retry the signature, or click [Sign] to apply the signature to the field.

<small>*I have the authority to enter into this agreement and acknowledge that my electronic signature below is legally binding. I agree that electronic versions of this document shall be given the same weight and deference as a hard copy.</small>	
<div>Please sign here </div>	<div></div>
Parent/Guardian Name	Date

Goals

Goal Type

Specify the type of goal in the Goal Type field. This type will be listed next to the goal on the Student Conference Screen.



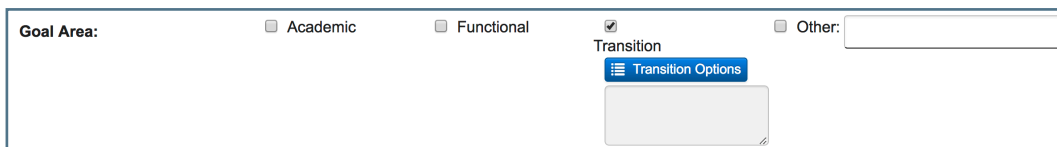
Goals and Objectives/Benchmarks

Student Name: EMBRACE Test Student Grade: 10th Date: 09/05/2017 DOB: 12/15/2001 [Refresh Student Info](#)

Goal #: 1 Goal Type: Speech/Language

Goal Area

Select a goal area (Academic, Functional, Transition or Other). When 'Transition' is selected, click [Transition Options] to select from multiple transition goal areas.

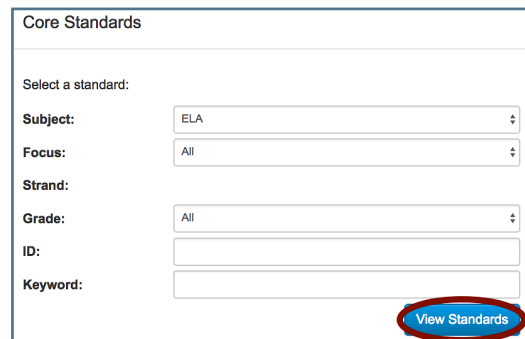


Goal Area: ☐ Academic ☐ Functional ☒ Transition ☐ Other:

[Transition Options](#)

Adding Standards

To search the Standards, click on the Core Standards or State Standards link. Each database can be searched by subject, focus, strand, grade, and keyword. After selecting your criteria, click [View Standards]. To select a standard, click anywhere on the standard and it will auto-fill on the goal page.



Core Standards

Select a standard:

Subject: ELA

Focus: All

Strand:

Grade: All

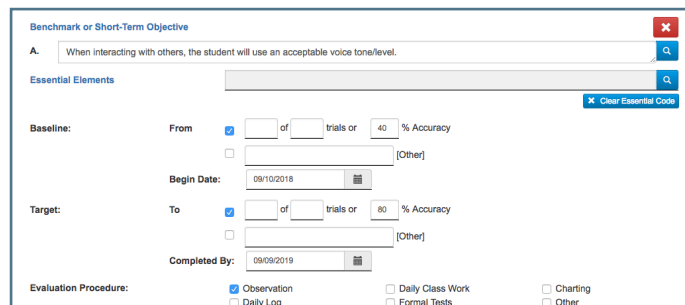
ID:

Keyword:

[View Standards](#)

Adding Baseline and Target

Baseline and target scores can be added to the goal or to individual benchmarks/objectives. Scores can be recorded as number of trials, percentage of accuracy, or another means of tracking progress. Once a beginning date is added, a completion date of one year minus a day will automatically load but remain editable.



Benchmark or Short-Term Objective

A. When interacting with others, the student will use an acceptable voice tone/level.

Essential Elements

Baseline: From ☐ of trials or % Accuracy ☐ [Other]

Begin Date: 09/10/2018

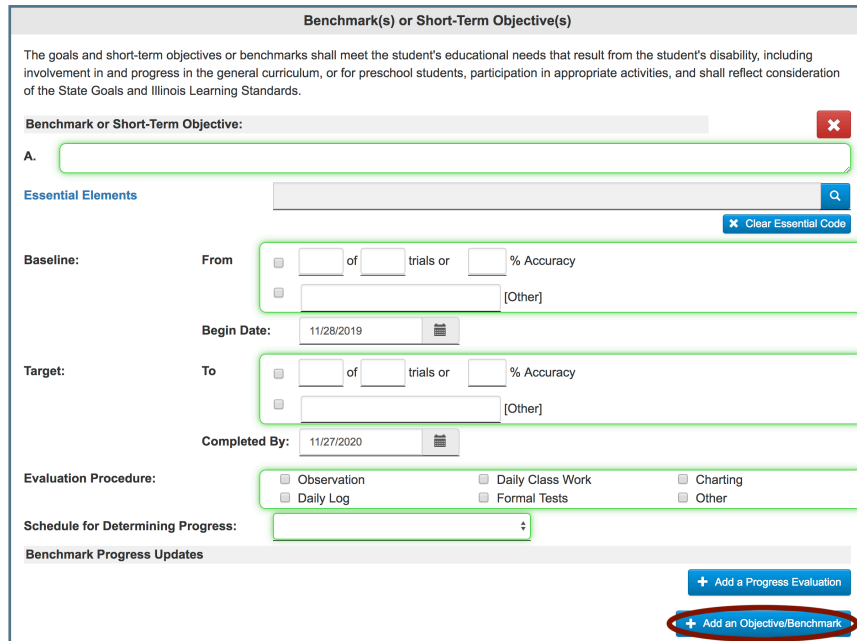
Target: To ☒ of trials or % Accuracy ☐ [Other]

Completed By: 09/09/2019

Evaluation Procedure: ☒ Observation ☐ Daily Log ☐ Daily Class Work ☐ Formal Tests ☐ Charting ☐ Other

Adding Benchmarks/Objectives or Essential Elements

Click [Add an Objective/Benchmark]. To search the objectives or Essential Elements, click on the Benchmark or Short-term Objective or Essential Element link. The database can be searched by subject, education level, focus, and keyword. Clicking on any of the results will auto-fill the text to the goal page.



Benchmark(s) or Short-Term Objective(s)

The goals and short-term objectives or benchmarks shall meet the student's educational needs that result from the student's disability, including involvement in and progress in the general curriculum, or for preschool students, participation in appropriate activities, and shall reflect consideration of the State Goals and Illinois Learning Standards.

Benchmark or Short-Term Objective:

A.

Essential Elements

[Clear Essential Code](#)

Baseline: From ☐ of trials or ☐ % Accuracy
☐ [Other]

Begin Date: 11/28/2019

Target: To ☐ of trials or ☐ % Accuracy
☐ [Other]

Completed By: 11/27/2020

Evaluation Procedure: ☐ Observation ☐ Daily Class Work ☐ Charting
☐ Daily Log ☐ Formal Tests ☐ Other

Schedule for Determining Progress:

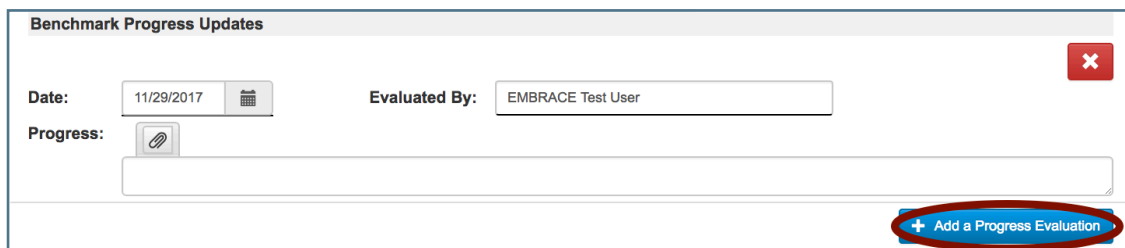
Benchmark Progress Updates

[+ Add a Progress Evaluation](#)

[+ Add an Objective/Benchmark](#)

Evaluating Progress

Goal progress can be added to the overall goal by clicking [Add Goal Progress].
 Benchmark progress can be added by clicking [Add a Progress Evaluation].



Benchmark Progress Updates

11/29/2017

Date: 11/29/2017

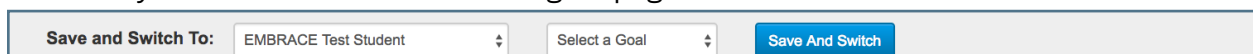
Evaluated By: EMBRACE Test User

Progress:

[+ Add a Progress Evaluation](#)

Save and Switch To

This feature allows users to switch between students' goal pages when updating progress without returning to the blue screen. Select a student from your student list and a goal page on their Active IEP. Then, click [Save And Switch]. The form will automatically save and take you to the selected student's goal page.



Save and Switch To: EMBRACE Test Student

Select a Goal

[Save And Switch](#)

Goal and Benchmark Progress Charting

On the Goals and Objectives page, users can create Progress Charts to graph student goal progress data. Users can generate charts based on trials, accuracy or scores.

When filling out a goal page, use the drop menu to select a Scoring Method.

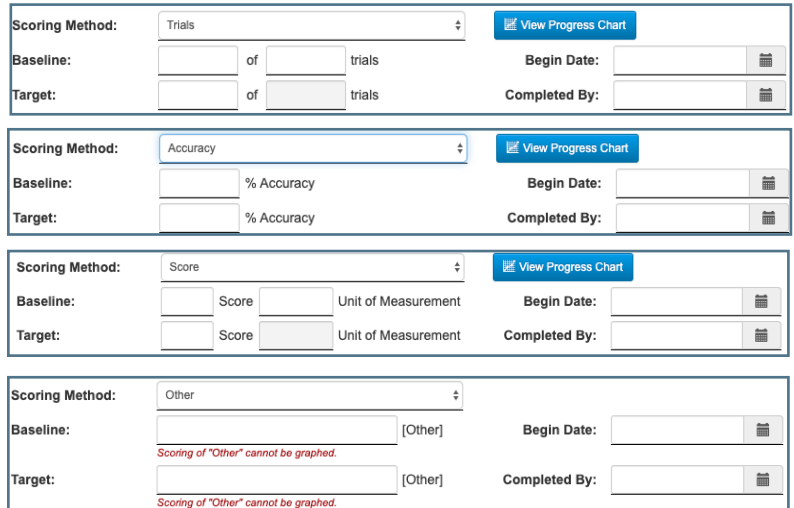
Trials: Allows the user to track data based on # out of # trials over time.

Accuracy: Allows the user to track data based on % of accuracy over time.

Score: Allows the user to input a specific unit of measurement for tracking scores.

Other: Allows for text to be entered in the Baseline and Target fields.

NOTE: Scoring of 'Other' cannot be graphed!



The form shows four examples of the 'Scoring Method' dropdown menu and its corresponding input fields for Baseline and Target. Each example includes a 'View Progress Chart' button and 'Begin Date' and 'Completed By' fields.

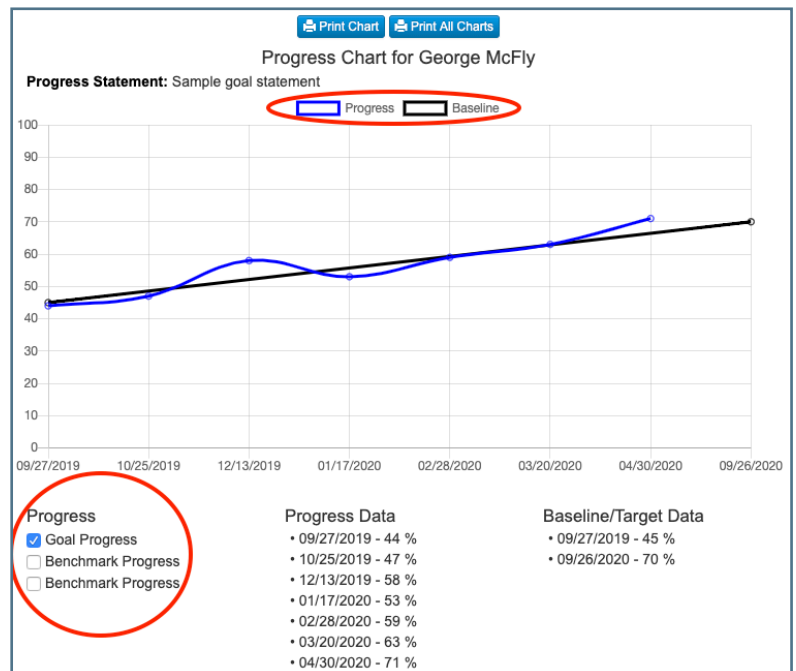
- Trials:** Baseline: [] of [] trials; Target: [] of [] trials.
- Accuracy:** Baseline: [] % Accuracy; Target: [] % Accuracy.
- Score:** Baseline: [] Score [] Unit of Measurement; Target: [] Score [] Unit of Measurement.
- Other:** Baseline: [] [Other]; Target: [] [Other]. Red text below indicates 'Scoring of "Other" cannot be graphed.'

Once student progress data has been added to a goal page, click [View Progress Chart] to view the charted data.

 View Progress Chart

The modal or window that appears allows users to view documented progress compared with the baseline entered on the Goal Page. Adjustments to the chart are visible in real time. To hide either the Progress or the Baseline data set from the chart, simply click on the key for the score set you wish to remove.

Click a Progress checkbox below the chart to toggle between goal and benchmark charts. Click [Print Chart] to create a PDF of a single chart. Click [Print All Charts] to print all charts from the current Goal Page.



Service and Placement

Educational Services and Placement

Student Name: Grade: Date: 09/05/2017 DOB: 12/15/2001 [Refresh Student Info](#)

Anyone responsible for implementing special education services must be notified of her/his specific responsibilities.

Start Date: Case Manager:

End Date: School/Program:

Will the student participate in regular physical education? ☒ Yes ☐ No

Bell to Bell Minutes:

Instructional Minutes:

[Instructions](#)

The Service and Placement page assists staff in automatically calculating service delivery for a given time period. Detailed instructions for this form can be found by clicking [Instructions] on the Service and Placement form.

Start and End Date

Click the calendar icon to display selectable dates. Navigate to other months by clicking the arrows at the top of the calendar or by clicking the month to access all 12 months. Click the year (ex. 2018) to go forward or back years as necessary. The date will populate when clicked.

School/Program

Click the menu to the right of School/Program to view possible choices. Bell to Bell and Instructional Minutes will populate based on the selection but are editable.

Weekly Special Education Totals

This section will auto-calculate based upon the minutes and frequency of classes and the minutes, frequency, and delivery model of related services.

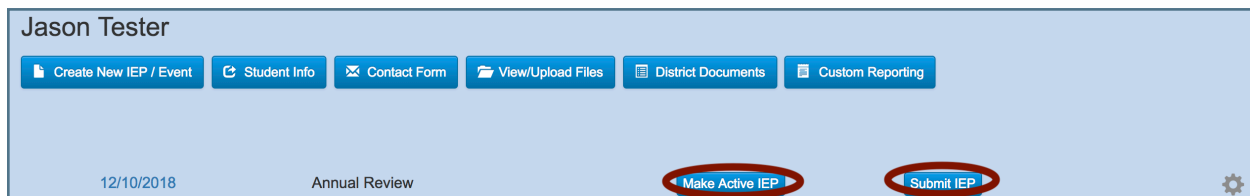
Participation in General Education Environment			
General Education No Supplementary Aids Class <input type="text"/> <input type="button" value="X"/> + Add Class	General Education With Supplementary Aids Class <input type="text"/> <input type="button" value="X"/> + Add Class	Special Education In General Classroom Class Minutes Frequency <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="X"/> + Add Class	
Participation in Special Education Environment			
Special Education Outside General Classroom Class Minutes Frequency <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="X"/> + Add Class			
Weekly Special Education Totals			
Inside General Classroom Minutes: <input type="text" value="0"/>			
Outside General Classroom Minutes: <input type="text" value="0"/>			
Total Minutes of Special Education: <input type="text" value="0"/>			
% (EE) Inside Regular Education: <input type="text"/>			
% Special Education: <input type="text"/>			

Additional Features

Make Active IEP

Once a meeting has occurred, click [Make Active IEP] to set the meeting as the Active IEP. Activating an IEP enables the following features:

1. Creates a link to the Active IEP on the My Student List screen.
2. Creates a link to the IEP Summary for the Active IEP on the My Student List screen.
3. Enables “Save and Switch To” for the goal forms on this meeting.
4. Enables information from this meeting for Batch Printing.
5. Enables information from the meeting to be used in Custom Reporting.
6. Enables information from this meeting to be used in DS Accuracy Reports (DS clients only)

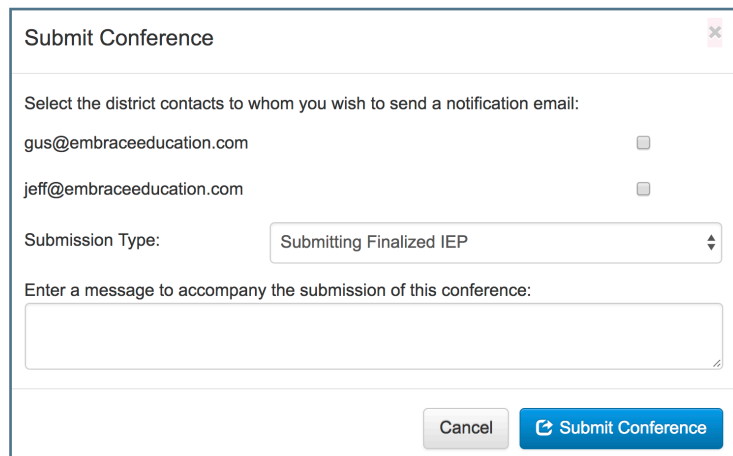


Submit IEP

The Submit IEP option is a feature that can be turned on for any district. Clicking [Submit IEP] allows a user to send an email notification to a designated user (usually an administrator) for a submitted IEP. For this feature to work, the district must set up email contact(s) to receive the notice of submission, which can be found from the welcome screen under: [admin tab > Info & Settings > Manage Email Notifications].

Steps for Submit IEP

1. Click [Submit IEP]
2. Select contact(s) to receive notice of submission
3. Select Submission Type
4. Enter any notes in the text box
5. Click [Submit Conference]

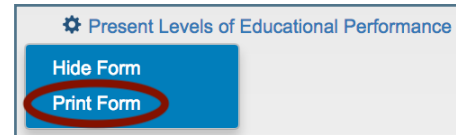


Printing

In addition to clicking [Save and Print] on a form, there are other ways to generate printable PDF versions of IEP forms.

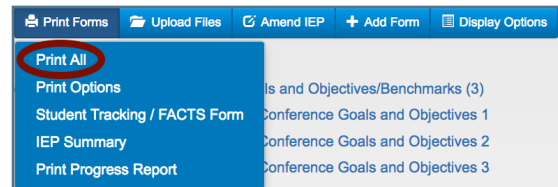
Gear Icon

Click the gear icon to the left of the desired form and select [Print Form] to print an individual form.



Print All

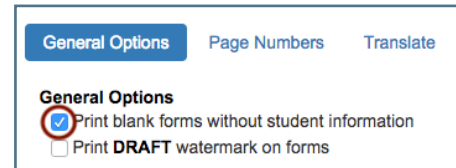
To quickly print all saved forms, click [Print Forms] and select [Print All].



Print Options

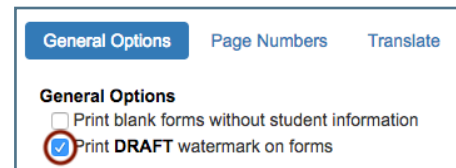
Blank Forms

Click the [Print Forms] button, and select [Print Options]. Mark the checkbox for Print blank forms without student information. Select the forms you wish to print and click [Print Forms].



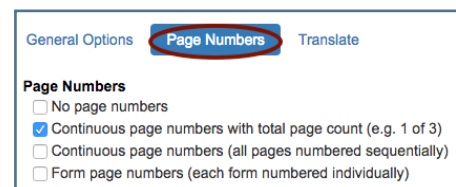
Draft Forms

Click the [Print Forms] button, and select [Print Options]. Mark the checkbox for Print DRAFT watermark on forms. Select the forms you wish to print and click [Print Forms].



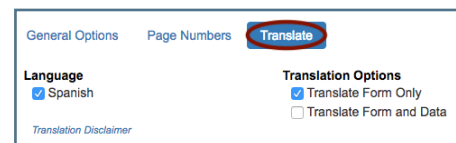
Page Numbers

Click the [Print Forms] button, and select [Print Options]. Click [Page Numbers] and mark the desired checkbox. Select the forms you wish to print and click [Print Forms].



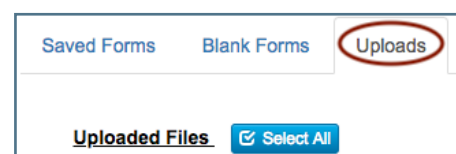
Translated Forms

Click the [Print Forms] button, and select [Print Options]. Click [Translate], and mark the desired checkbox under Language and Translation Options. Select the forms you wish to print and click [Print Forms].



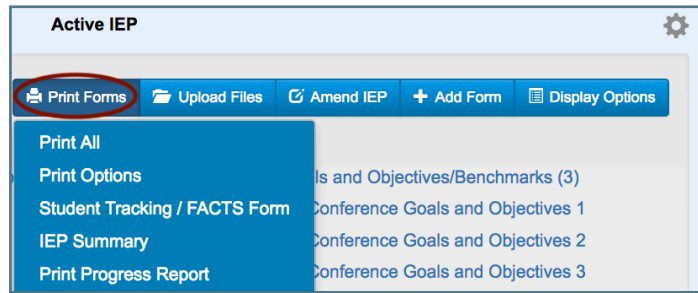
Uploaded Files

Click the [Print Forms] button, and select [Print Options]. Click the [Uploads] tab. Select the files you wish to print and click [Print Forms].



Student Tracking / FACTS

Click the [Print Forms > select Student Tracking / FACTS Form]. This will open the FACTS form. From this form, click [Save & Print].



IEP Summary

To print a summary of the IEP meeting, click [Print Forms > select IEP Summary].

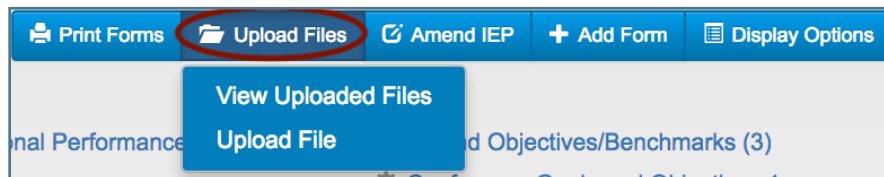
Progress Report

Click [Print Forms > select Print Progress Report].

Additional Conference Features

Uploading Files

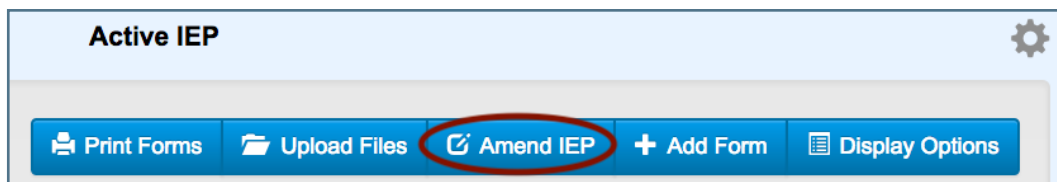
To upload documents to the student's IEP, click [Upload Files > Upload File > Choose File to search your computer for file to upload]. Choose the file, click [Open] and then click [Upload].



To view uploaded files, click [Upload Files > select View Uploaded Files]. Click on the blue file name to view the file. To delete the file, click the red [X].

Amend IEP

To amend an IEP, click [Amend IEP] in the meeting toolbar. The meeting will become locked. Enter the date of the amendment, select the forms to amend, and click [Create Amendment].

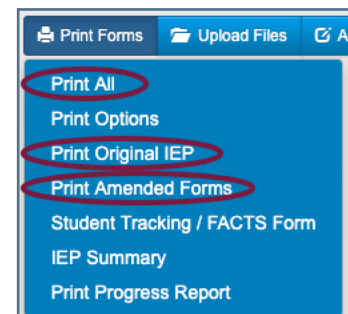


The amendment will be included below the original meeting date, and the Program Amendment form will automatically populate. The amended forms in the original meeting will have a strike through, and will be available for editing under the date of the amendment. The date of the amendment can be changed by clicking [Change Date]. Additionally, forms that were not included in the original meeting can be added to the amendment by clicking [+ Add Form].

Printing Amendments

Under the [Print Forms] menu:

- [Print All] - Prints the entire meeting, reflecting the most recent changes.
- [Print Original IEP] - Prints the original meeting, from before an amendment took place.
- [Print Amended Forms] - Prints only the amended forms on a meeting, along with the Program Amendment Form.

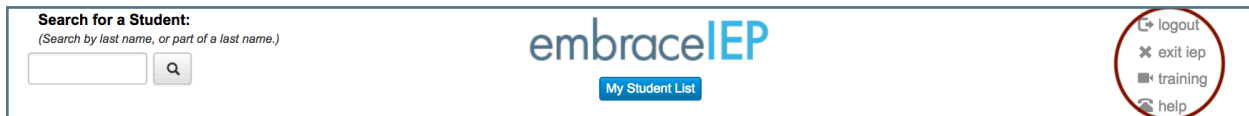


[+ Add Form]

To add additional forms to a meeting at any time, click [+ Add form]. Use this button for any form(s) not originally added to the meeting and/or any form(s) that allow multiples may be added.

Display Options

Click [Display Options] to toggle between showing and not showing hidden forms.



The header bar contains a search box on the left with the text "Search for a Student:" and "(Search by last name, or part of a last name.)". In the center is the "embraceIEP" logo and a "My Student List" button. On the right, there is a circular menu with icons and labels for "logout", "exit iep", "training", and "help".

Logout

Click [Logout] to securely log out of the Embrace system. This link also clears any document locks that may remain from inadvertently using the browser's navigation arrows.


The system will log users out after an hour of inactivity. This connection is refreshed by navigating within the system.

Exit IEP

Click [Exit IEP] to return to the welcome screen.

Training

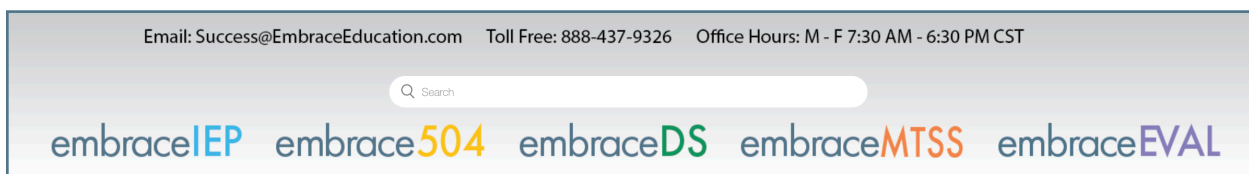
Click [Training] to open a list of available training videos. Embrace offers a full-length training video, as well as short feature videos that focus on specific areas of the program.



The modal titled "EmbraceIEP Training Videos" lists training resources. Under "Feature Videos", there are 19 items listed in two columns: 1 - Building a Student List, 2 - Accessing Student Records, 3 - Creating an IEP, 4 - Student Information Page, 5 - Change Meeting Date, 6 - Avoiding Back Arrows, 7 - Add Multiple Forms, 8 - Uploading Files, 9 - Amending IEP, 10 - Hiding a Form, 11 - Printing a Form, 12 - Print All, 13 - Printing Options, 14 - Pop-Up Blockers, 15 - Custom Reporting, 16 - Services & Placement, 17 - Goals & Objectives, 18 - Creating & Sorting Multiple Goal Pages, and 19 - Recording Goal Progress. Under "Full Training", there is a link for "Full EmbraceIEP Training".

Help/Knowledge Base

Click [Help] to access a list of printable instructions. Users may then click [Still Having a Problem? Contact Us.] to access a searchable Knowledge Base of help articles on specific topics.



The footer contains contact information: "Email: Success@EmbraceEducation.com", "Toll Free: 888-437-9326", and "Office Hours: M - F 7:30 AM - 6:30 PM CST". Below this is a search bar with the text "Search". At the bottom, there are logos for "embraceIEP", "embrace504", "embraceDS", "embraceMTSS", and "embraceEVAL".

User Options

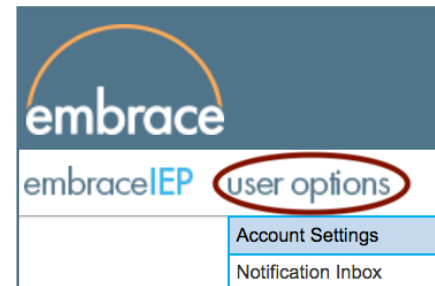
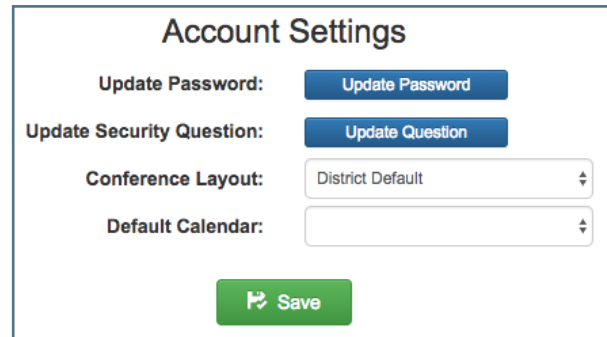
Account Settings

Update Password

To change your Embrace system password, click [Update Password]. Passwords must meet the following minimum requirements:

- 8 or more characters in length
- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one special character

Note: Districts utilizing LDAP or SAML secure login methods will need to contact their district IT Department to update their passwords.

Update Security Question

Click [Update Question] to change your security question in the event of a forgotten password.

Note: Districts utilizing LDAP or SAML secure login methods do not have security questions.

Conference Layout

Customize the appearance of forms within a meeting by setting a preferred layout.

Stacked Form Sets

Annual Forms	
☞ Conference Summary Report	☞ Present Levels of Educational Performance
☞ Educational Accommodations	☞ Assessment
☞ Indicator 13 Checklist	☞ Behavior Intervention Plan
Additional Forms	
☞ Functional Behavioral Assessment	☞ Additional Notes/Information
Notice and Consent	
☞ Notification of Conference	☞ Conference Recommendations

Form Set Columns

Annual Forms	Additional Forms	Notice and Consent
☞ Conference Summary Report	☞ Functional Behavioral Assessment	☞ Notification of Conference
☞ Present Levels of Educational Performance	☞ Additional Notes/Information	☞ Conference Recommendations

Default Calendar

Set the default calendar application for managing meeting notifications. The user's preferred application will appear when clicking [Add to Calendar] on certain forms.

Notification Inbox

Notifications sent through the Embrace system can be found in the Notification Inbox. Users will be alerted to notifications by a red pop-up in the bottom left corner of the Embrace system.

