

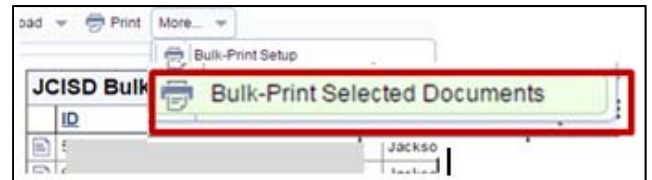


Bulk Print IEP Sections Report (e.g. Bulk Print IEP Progress Reports)

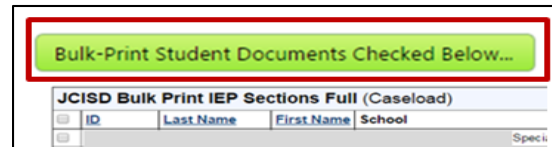
JCISD Bulk Print IEP Sections Caseload (Provider level- requires Standard caseload)

JCISD Bulk Print IEP Sections CaseManager (Provider level- requires Case Manager caseload)

1. **Generate Bulk Print IEP Sections Report:**
Within the report – click **More** drop down menu:
Select **Bulk-Print Selected Documents**



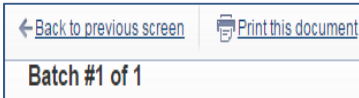
2. Check the check box next to each student record to include in bulk print:



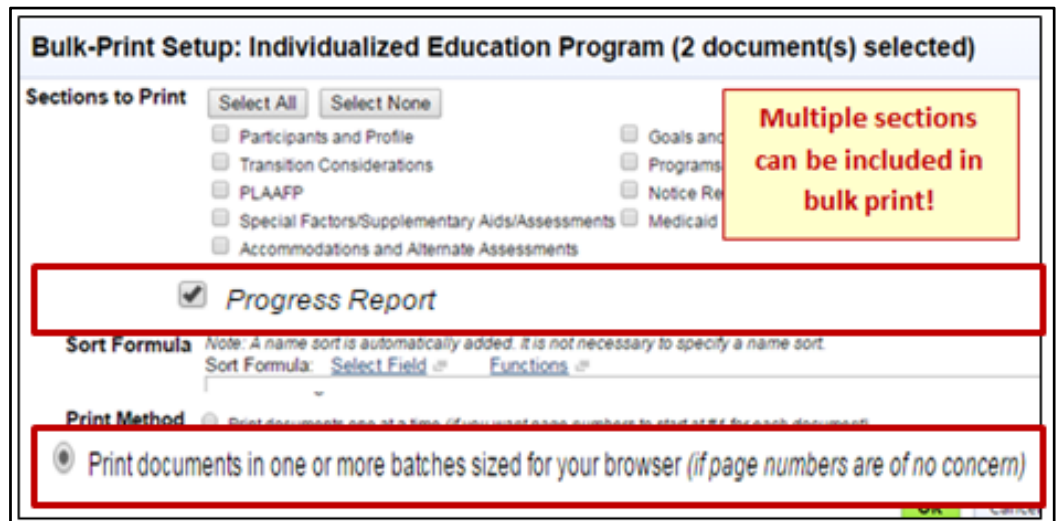
3. **Print:** Click (at the top of the report).

4. **Bulk Print Setup- Select**

SECTIONS TO PRINT and **PRINT METHOD** as shown. *Click OK*



Follow print flow:
Click Print this document

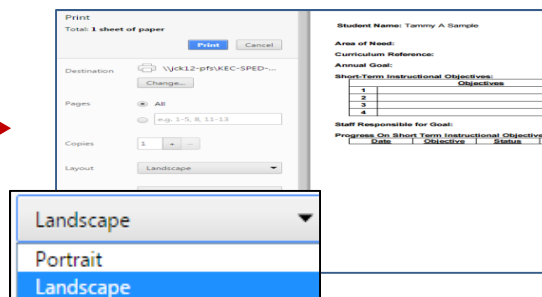


5. **Within the Print Dialog:**

Set to Landscape

Layout - Chrome
(Chrome example)

Properties > Finishing- Firefox





JCISD distributed reports-JCISD IEP Goal Details Caseload

1. Generate an IEP Goal report for students by Standard Caseload, Case Manager by location, or Students by location (Administrative report):

[Home Page](#)
[JCISD IEP Goal Details CaseManager](#)

Organizational Location Filter: (None)

2. Click the document icon  (far left column) to navigate to the goal within the IEP document.

Page 1

JCISD IEP Goal Details Full (Caseload)

ID	Last	First	School	Case Manager
			Jackson ISD Local Based Special Education Program	


3. Within the IEP-use the fly away menu to navigate to the Progress Report section:

Participants and Profile

Print... Navigate

- Participants and Profile
- ILAAP
- Special Factors/Supplementary Aids/Assessments
- Goals and Objectives
- Progress Report**
- Progress Report

4. Click Edit this Section within the Progress Report and complete progress notes:

 Edit This Section

5. Navigate to complete progress for appropriate Goals using the Progress Report menu:

Progress Report - Select:

- 1 - Articulation
- 1 - Articulation**
- 2 - Receptive/ Expressive Language
- 3 - Foundational Skills
- 4 - Measurement and Data
- 5 - Measurement and Data
- 6 - Text Types and Purpose

6. Complete progress reporting for the selected student.

Save, Done Editing

7. Click on Report  to return to the report to select another student.

[Report](#) 

8. Exit the report by clicking on the Home Page or Standard Reports.