

IEP PLANNER NEWSLETTER

VOLUME 11 MARCH, 2007

WELCOME NEW CLIENTS!

We at EdNet Technologies, LLC would like to extend a warm welcome to the public and private schools who have joined our EdNet family during 2006.

Welcome to: Morris Plains School District, Mountain-

side School District, Delaware Valley Regional High School and Archway Programs.

We would also like to thank our current clients for your kind and generous recommendations. Most of our

sales are made through referrals from our current clients which we find very complimentary.

IEP PLANNER TRAINING—NEED A REFRESHER?

Have new staff members who have never received IEP Planner training? Or just feel that your staff could use a refresher class?

Give us a call. We'd be happy to schedule an IEP Planner training for your

administrative support personnel, child study members, or special education teachers.

Trainings are provided at minimal cost in a hands-on or presentation style format based on your preference.

Our philosophy is that by keeping our training costs low, we enable and encourage our clients to maintain a well trained staff. And, as you know, a well trained staff is a happy staff!!!!!!!

REMOTE TECHNICAL SUPPORT

As some of you already know, we at EdNet now have the capability to provide remote technical support for our Windows based clients. By using Laplink Remote Assist software, Dennis can remotely access your school's IEP Planner

server to perform updates or to assist with any IEP Planner technical issues.

Dennis has been using this software for the last couple of months with great success.

Please be assured, however, that we cannot gain

access to your server without your permission and assistance and once the session is over, we no longer have access without once again obtaining your permission.

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IEP PLANNER v9 FAQs

Why was the “Other” option removed from the “Subjects” drop-down list?

Response: The “Other” option was removed from the “Subjects” drop-down list to ensure consistency in entering information which could be later retrieved for reports.

However, since making this change, we’ve received requests from many clients to bring the “Other” option back. And we have!

Your next IEP Planner v9 Update, which Dennis can perform remotely, will include this change. To schedule an update, please have your tech call Dennis so that they can arrange a time for the update to be performed—usually after hours when everyone is off IEP Planner.

Keep in mind, however, that whether or not you choose to use the “other” option is up to your district. If you prefer your staff continue to enter subjects from the drop-down list (which is our recommendation), you can certainly instruct them to do so.

Sometimes when I try to print a document, I receive an error message stating that “IEPoutput.pdf” could not be created on this disk.” What is causing this?

Response: IEP Planner documents, lists and reports all print through Adobe Acrobat Reader. This was a change which was required with the recent FileMaker Pro update.

The message you are receiving will

appear if you attempt to print a document, list, or letter while Adobe Reader is open. To alleviate this problem, you should close the Adobe screen prior to attempting to print additional documents or lists.

Can I use the “X” in the upper right hand corner of the screen to quit Planner instead of using the red “Quit” button?

Response: Yes! With IEP Planner v9, users can quit the program by either using the red “Quit” button or by clicking on the “X” in the upper right hand corner of the FileMaker Pro screen.

I sometimes receive a “date” error message when making changes to the Program Description section in a duplicated IEP. What is causing this and how do I keep this from happening?

Response: This should only happen within duplicated documents when the original program information was entered inaccurately. IEP Planner does not know how to correct the previous errors and therefore gives a date error message. To keep from getting this message, you must delete the program information by clicking on the red “X” next to program dates and reenter the program information.

How do I change the Account Name that automatically appears when logging into IEP Planner?

Response: To change the Account Name which automatically appears

when logging into IEP Planner:

From the Main Menu:

- Click on “Edit” along the FileMaker Pro menu bar
- Click on “Preferences”
- Enter your “User Login” in the “User Name” field

For some users, the Account Name field may be blank when logging into IEP Planner. To have this information automatically appear, just follow the same instructions as noted above. The next time you log into IEP Planner, the Account Name field will include your “User Login” and you will just have to enter your “Password.”

How do I enter/change the PRISE contact information that prints at the end of the Evaluation Plan, Classification Summary Report, and IEP?

Response: To enter or change the PRISE contact information:

From the Main Menu:

- Click on the “Customization” tab
- Click on the “Document Formatter” button
- Click on the “Eval Plan” tab
- Scroll down to the “Procedural Safeguard” section
- Scroll through the “Notice Requirements” text field
- Remove blanks and enter PRISE contact information
- Scroll back to the top of the page

Do the same for the “Class Sum” and “IEPs 3” tabs.

IEP PLANNER'S FIND, LISTS AND REPORTS SECTIONS-INVALUABLE TOOLS

Is your school district utilizing IEP Planner to its full potential? Or are you merely viewing IEP Planner as a tool for creating IDEA required documents?

Remember, IEP Planner is more than an IEP Program, it is a Special Education Data Management System designed to assist school districts not only in the creation of special education documents but also in the creation of lists and reports.

The Find, List and Reports sections of IEP Planner provide users with the necessary tools to create district, state, and federal lists and reports. The Find and List sections can also be used to perform functions on groups of students (i.e., change home school, change case manager, print letters, labels and progress reports, etc.)

Clients who utilize the Find, List, and Reports sections of IEP Planner find them to be an invaluable administrative tool.

If your staff is not currently utilizing these sections of IEP Planner, you are missing out on a variety of administrative features that can enhance the operation of your special services department.

Call us today to learn more about these invaluable features.

Contact Us!

If you have any questions regarding any article in this Newsletter or questions regarding IEP Planner, please contact us at:

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