Managing IEP Documents in MyEd BC
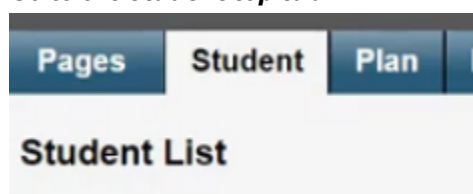
Uploading a PDF of an IEP

*These are IEPs created with the fillable Word Doc and saved as a PDF*

1. Save your Word Document IEP file as a PDF and name it with this format:
   IEP_(Student initials)_(GRADE)
   eg. IEP_JM_2
2. Make sure you are in *Student Services View.*
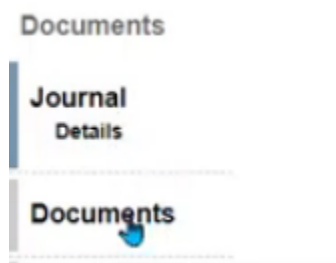3. Go to the **Student top tab**

Pages	Student	Plan

Student List

4. Select the student with the tick box before their name.

	Maria, Jose	13
	Ming, Chu	13
☑	Mundy, Jennifer	24
	Pavel, Francis	13
	Rowan, Luca	14

5. Click on the **Documents Side Tab**

Transactions
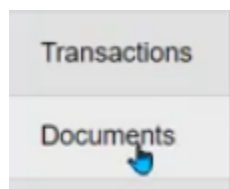
Documents

6. Click on the **Document Sub-Side Tab**

Documents

Journal
Details
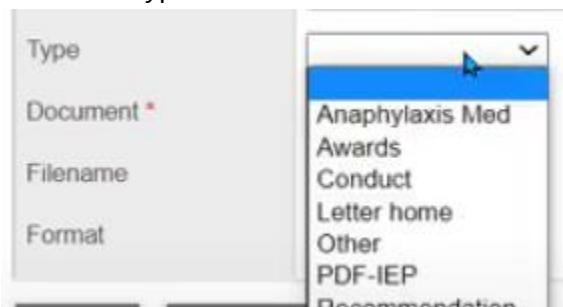
Documents

7. Click on the **Options** Menu

8. Click on **Add**
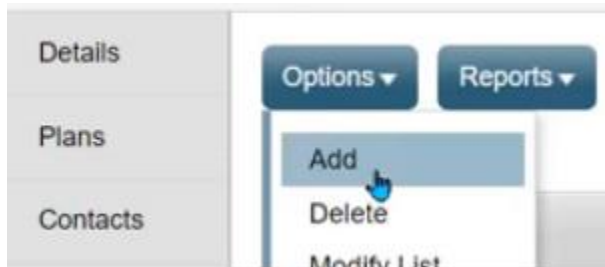
9. Enter the name of the document using the SD61 naming convention
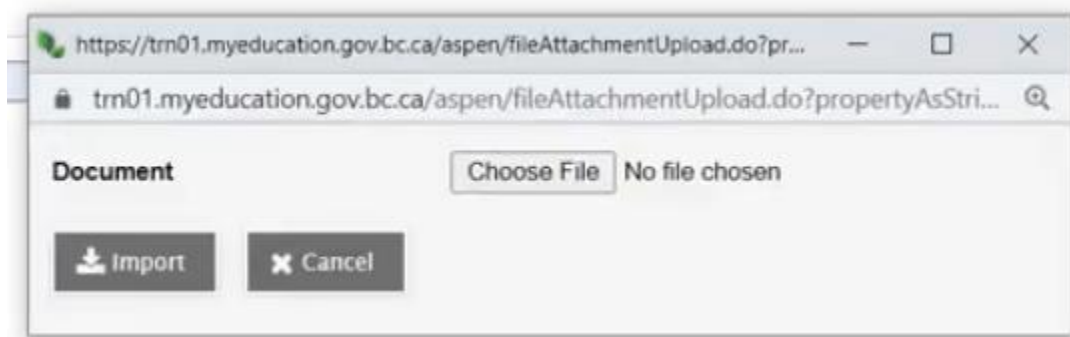   *61-IEP-(YEAR)*

10. Select the Type of document**: PDF-IEP**
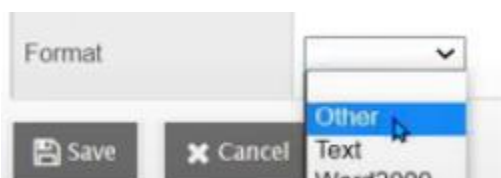

11. Click the **Upload** Arrow

12. Click **Choose File**

13. Find your document
14. Click the **Open** button
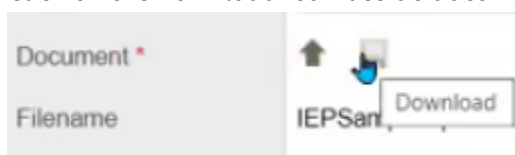15. Click the **Import** button
16. Fill in *Format* with **Other**

17. Click **Save**
18. Click on the **Document Sub-Side Tab** again to see a list of all the documents for the student.

Viewing an Uploaded IEP Document in MyEd

1. Click on the **Documents Side Tab**
2. Click on the **Document Sub-Side Tab**
3. Click on the name of the document

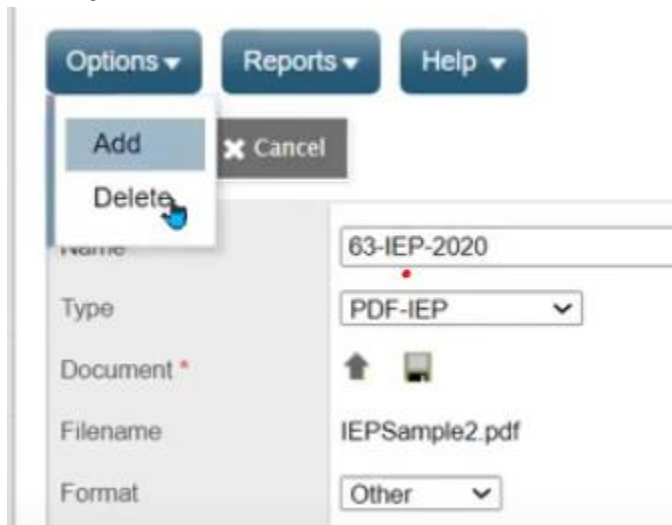4. Click on the *Download* icon beside document.

Managing IEP Documents in MyEd BC

Deleting MyEd IEP Docs

If an uploaded document no longer applies to a student, it should be deleted.

1. Click on the **Documents Side Tab**
2. Click on the **Document Sub-Side Tab**
3. Click on the name of the document
4. Click **Options** and **Delete** to delete

5. Click Continue to permanently delete the document

One *Learning* Community

Greater VICTORIA School District