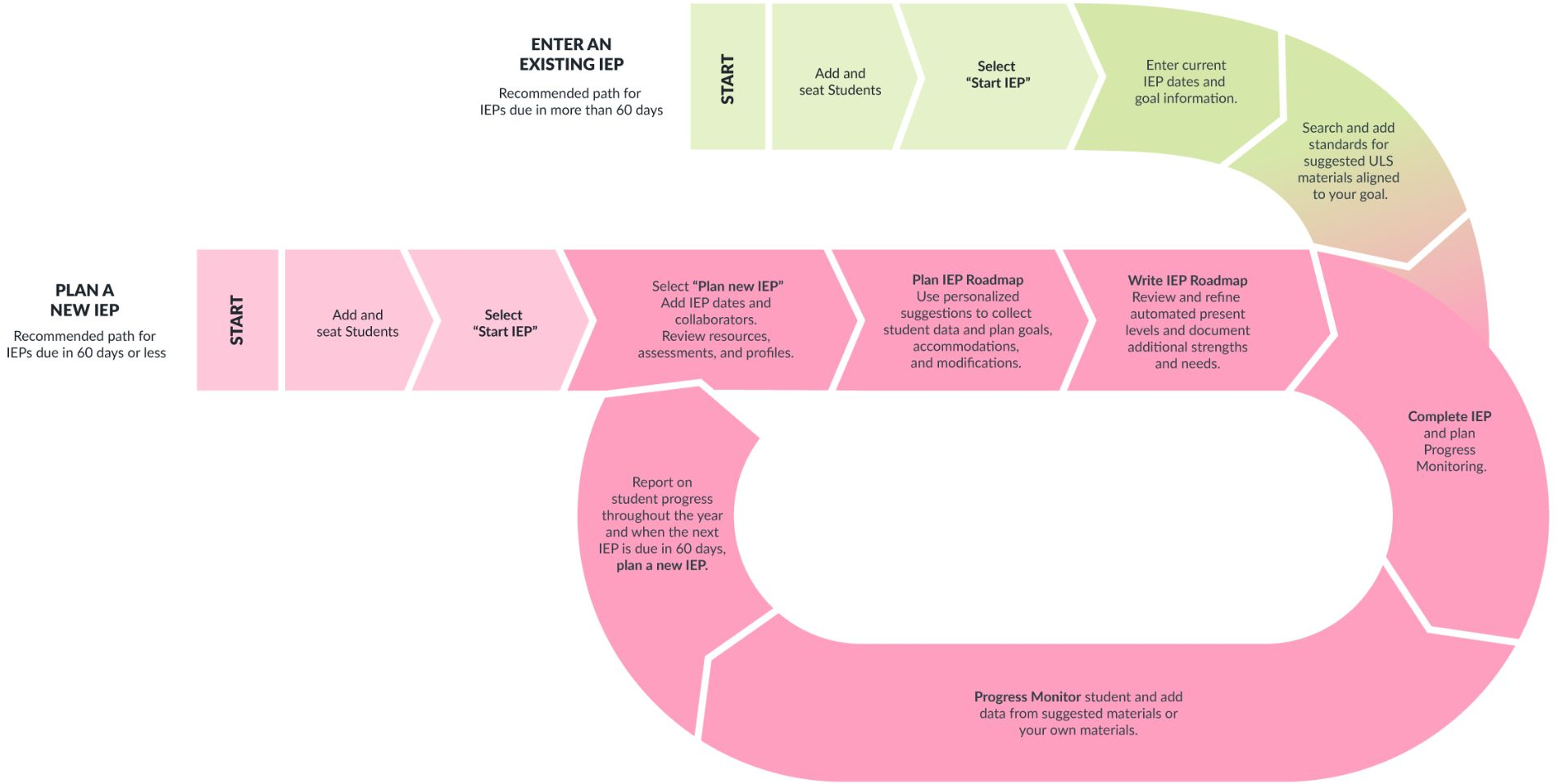
polaris® Implementation Guide



polaris Implementation Guide - Enter an Existing IEP

PLAN | TEACH | LEARN

Phase 1

Start IEP
- ❑ Select a student
  - ❑ Add & seat student in Polaris
- ❑ Select **Enter an existing IEP**

Enter Existing IEP Goals
- ❑ Enter start & end dates
- ❑ Select area(s) of focus
- ❑ Enter all goal information

Connect Goal to Standards
- ❑ Add standards for automated & aligned suggested materials from Unique Learning System

Add Objectives & Other Goals
- ❑ Add objectives & additional goals, as needed
- ❑ Complete IEP

Review Resources
- ❑ Explore Libraries
  - ❑ Review Goal library
  - ❑ Review Profiles, Surveys, & Additional Assessments

Amend as Needed
- ❑ Create Addendum
  - ❑ Select Current Roadmap
  - ❑ Select "..." in top right corner

Phase 2

Plan Progress Monitoring
- ❑ Plan Progress Monitoring
  - ❑ Go to current IEP
  - ❑ Review progress icons
  - ❑ Review goals
  - ❑ Prepare materials

Plan Other Students' IEPs
- ❑ Add **IEPs** for full caseload

Collect Progress Monitoring Data
- ❑ Progress Monitor student
  - ❑ Open **Current IEP**
  - ❑ Select "+ Data" to add data from...
    - ❑ Your own data
    - ❑ Student Performance
    - ❑ Assessments
    - ❑ Suggested Materials

Data Dive
- ❑ Explore available Reports
  - ❑ Run a Total Report
- ❑ Track Timelines & Statuses
- ❑ Run a Progress Report
  - ❑ Open Current IEP
  - ❑ Select "Progress Report"

More to Explore
- ❑ Resources

Phase 3

Plan Next IEP
- ❑ Select "Plan a New IEP"
- ❑ Plan & create Goals based in student data
  - ❑ Go to current IEP
  - ❑ Utilize suggestions
  - ❑ Customize as needed
- ❑ Add appropriate Accommodations & Modifications

Gather Data
- ❑ Deliver **Profiles/ Surveys**
  - ❑ Parent Survey
  - ❑ Student Profile
- ❑ View suggested Assessments from Profile/Survey Results
  - ❑ Add to roadmap
  - ❑ Deliver Assessments

Enter Data into "Write"
- ❑ Review Write section
- ❑ Enter any additional data
  - ❑ Copy & Paste any needed details into IEP writer

Finalize & Execute IEP
- ❑ Review & refine IEP
- ❑ Execute Roadmap

polaris Implementation Guide - Plan a New IEP

Phase 1

PLAN

Start IEP
- ❑ Select student with IEP due in 60 days
  - ❑ Add & seat student in Polaris
- ❑ Start IEP for student

Plan New IEP
- ❑ Preview Suggestions in **Profiles/Surveys** section
  - ❑ Add to Roadmap

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Gather Data
- ❑ Deliver **Profiles/ Surveys**
  - ❑ Parent Survey
  - ❑ Student Profile
- ❑ View suggested Assessments from Profile/Survey Results
  - ❑ Add to roadmap
  - ❑ Deliver Assessments

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Review Resources
- ❑ Explore Libraries
  - ❑ Review Goal library
  - ❑ Review Profiles, Surveys, & Additional Assessments

Add Collaborators
- ❑ Add Roadmap Collaborators
  - ❑ Explore Permissions
  - ❑ Assign items to complete

Phase 2

PLAN

Plan IEP
- ❑ Plan & create Goals based in student data
  - ❑ Go to current roadmap
  - ❑ Utilize suggestions
  - ❑ Customize as needed
- ❑ Add appropriate Accommodations & Modifications

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Enter Data into "Write"
- ❑ Review Write section
- ❑ Enter any additional **Present Levels of Performance** data not already included
  - ❑ Copy & Paste any needed details into IEP writer.

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Finalize & Execute IEP Roadmap
- ❑ Review & refine IEP Roadmap before finalizing
- ❑ Execute Roadmap

Amend as Needed
- ❑ Create Addendum
  - ❑ Select Current Roadmap
  - ❑ Select "..." in top right corner

Phase 3

PLAN

Plan Progress Monitoring
- ❑ Plan Progress Monitoring
  - ❑ Go to current roadmap
  - ❑ Review progress icons
  - ❑ Review goals
  - ❑ Prepare materials

Plan Other Students' IEPs
- ❑ Add **IEP Roadmaps** for full caseload
  - ❑ Start new IEP or enter an Existing IEP

TEACH

Collect Progress Monitoring Data
- ❑ Progress Monitor student
  - ❑ Open **Current IEP**
  - ❑ Select "+ Data" to add data from...
    - ❑ Your own data
    - ❑ Student Performance
    - ❑ Assessments
    - ❑ Suggested Materials

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Data Dive
- ❑ Explore available Reports
  - ❑ Run a Total Report
- ❑ Track Timelines & Statuses
- ❑ Run a Progress Report
  - ❑ Open Current Roadmap
  - ❑ Select "Progress Report"

More to Explore
- ❑ Resources