



Dear Educational Team Collaborators,

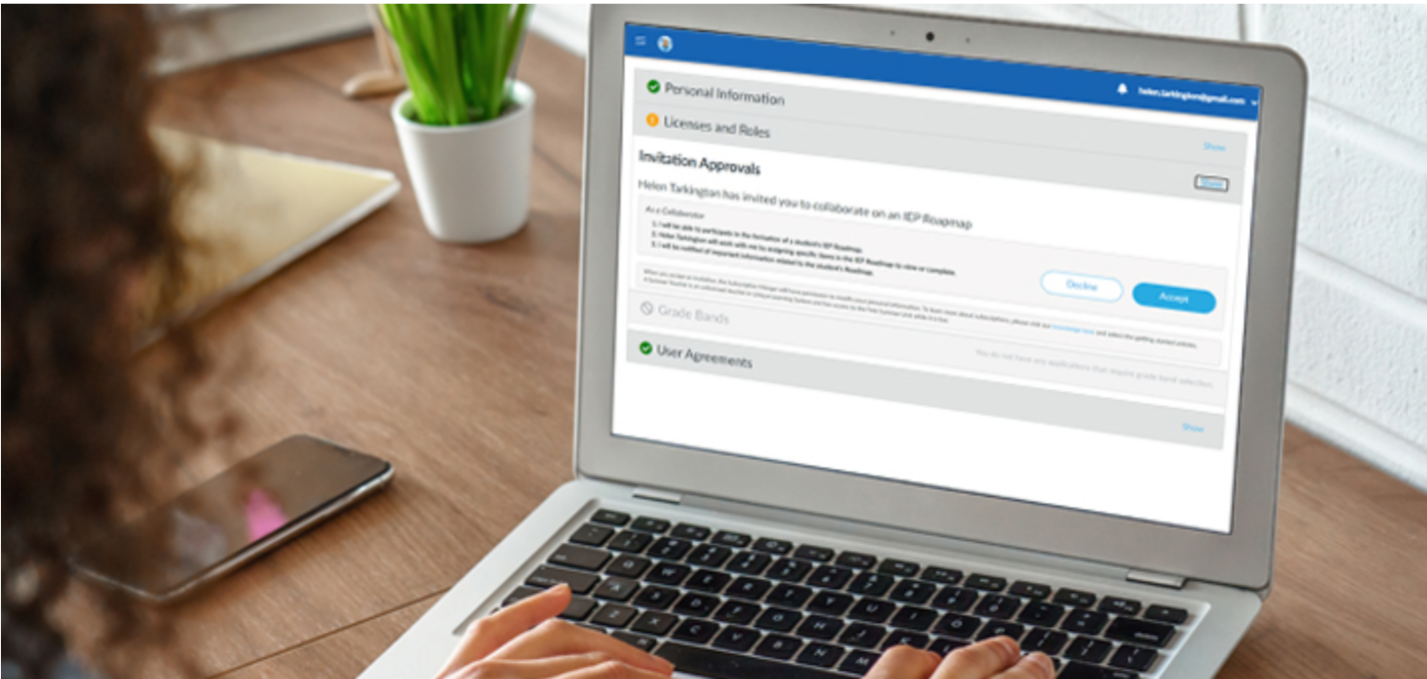
Our school is using Polaris, an online solution designed to help educational teams more easily collaborate and work together to plan and implement their students' Individualized Education Programs (IEPs). You are an essential member of the IEP team and your voice matters. With Polaris, a student's teacher of record has a seamless way to gather important input from you and other team members when planning and writing an IEP. Later, you'll also have access to key insights and student progress data.

Registration

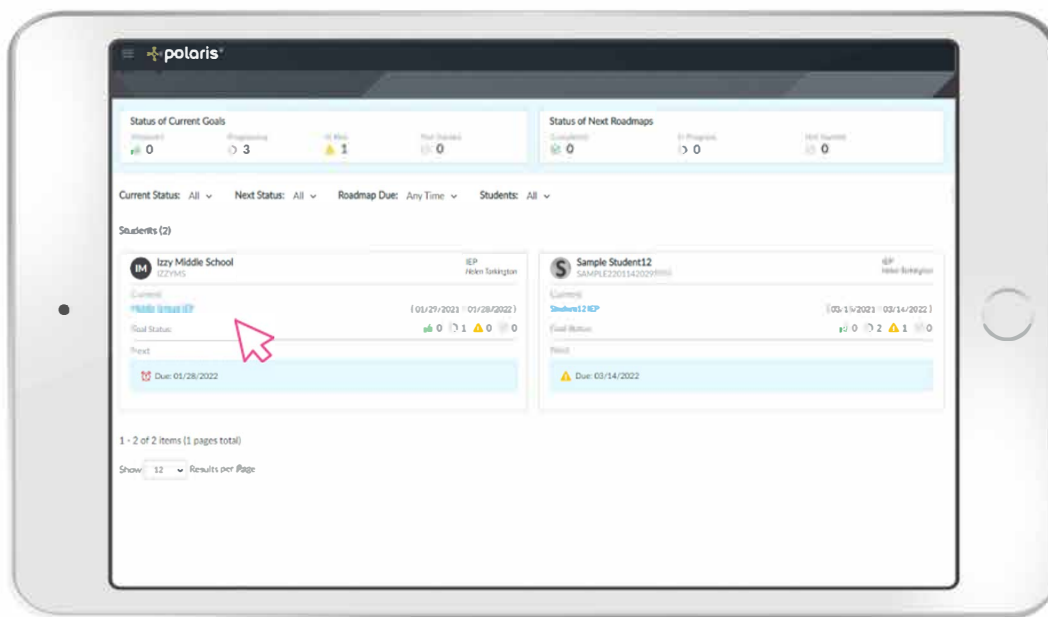
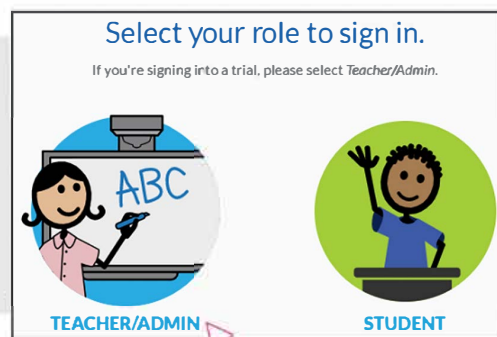
You will first receive an email from n2y inviting you to collaborate on a student's IEP roadmap within Polaris. A roadmap provides a workflow to guide your team through the process of planning, writing and executing a student's IEP.

If you are new to n2y, you will need to register for an account. If you have previously registered, you will only need to accept your new role as a collaborator the next time you log in.

To register, select the link provided in the email. Then enter the required Personal Information and select Save. Next, select Show and Accept any Licenses/Roles to accept your invite to collaborate. You'll need to select User Agreements to read and agree to our terms of use and Children's Online Privacy Policy. Finally, click on Submit and you're all set! Polaris will be accessible from the main menu when you log in.



To log in to Polaris, go to n2y.com and click on the teacher/admin login button. Enter your email address and the password that you previously created. Next, click on the Polaris icon, which will take you to the Roadmaps page. This page contains student cards for those students you've been assigned to collaborate on.

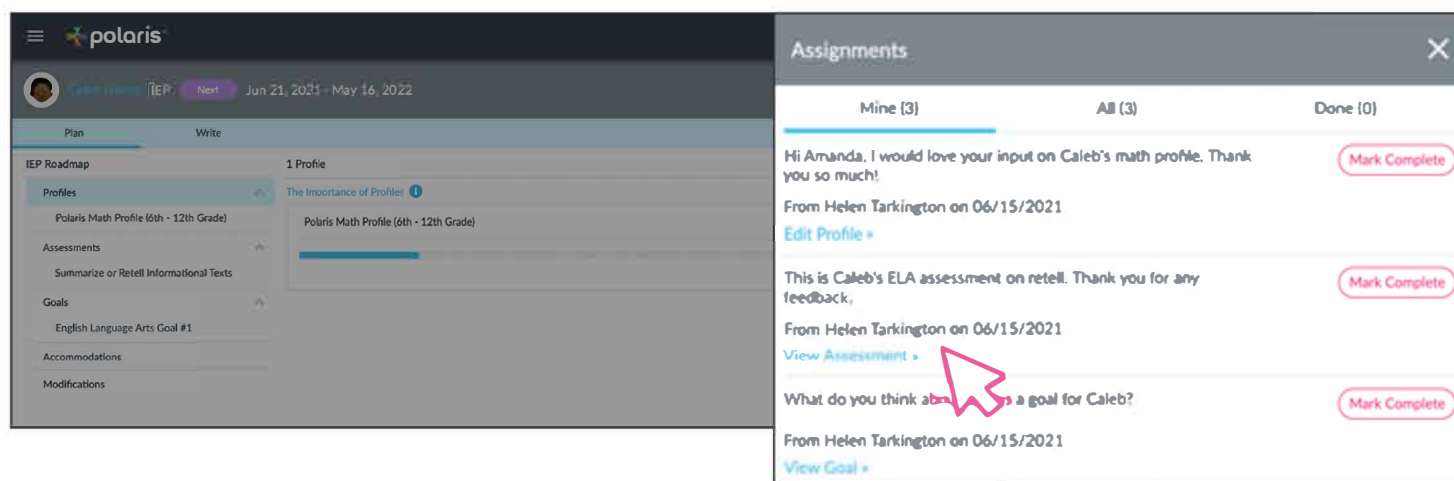


Planning and the

If you have been invited to collaborate during the IEP planning phase, you'll want to click on the **Next** Roadmap for a student.

The easiest way to see what has been assigned to you is to go to the Assignment Panel. Click on the number in the far right corner and view the items located under the

Mine tab, listed in order of the date they were assigned. From the panel you'll be able to easily click on the provided links to access any assigned items. Teachers of record or case managers may assign you to either view or edit various items within the roadmap.



When you are navigating throughout a student's roadmap, you will also be able to see what items have been assigned to you by the small circle containing your initials within a given section. Those assigned items are located either in the Plan Tab or within the Write Tab. If an item has not been assigned to you within an area of the roadmap, you'll see a message indicating that as well.

Once you've completed an assignment, you can easily go back to the assignment panel and mark it as complete. Doing so will move the task to the Done tab. The teacher of record will also be able to see that your task has been completed.

IEP Implementation and Progress Monitoring

Once a student's IEP has been finalized, the team will focus on providing instruction and tracking progress.

Assignments for you as a team member during this time are located within the **Current roadmap** and are similar to those within Plan. You'll click on a student's Current roadmap and go directly to the Assignments Panel. From here, you'll see any items assigned to you which may include collecting or viewing data on specific goals.



Case managers may also assign resource articles to team members. These may include instructional strategies that target specific goals or other useful articles and guides about the overall IEP process.

If at any point you have further questions about how Polaris works or specifics about a student's roadmap, please contact your child's teacher of record or case manager. You may also visit n2y.com for product information. Select the **Solutions Tab** to learn more about Polaris and all other n2y solutions. Happy collaborating!

