k **Creating Digital Binder and IEP Data Forms**

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| **To Open Binder:**  Go to: **portal. office. com**  Click on: **One drive**  **Shared**  **Notebooks**  **QHST Student Portfolios**  Open your class | **To create form:**  Go back to :  **office**  Click on : **grid** in upper left corner next to  “Office 365”  **Forms**  **“ IEP Goal Data: Student Copy”**  **Click on 3 dots in corner to copy** |

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| **To add student information & share copy to binder**  Click on the form  Click on **“IEP Goal Data: Student Copy”,** a text box will appear, delete “student copy &  Insert student’s name  Add goals by clicking on the subject area, delete the words “IEP goal” & cut and paste goal  from SESIS  To add a goal click on “Add new”: “Rating”- change 5 stars to 4, change question to goal  area  Ie. ADL, soc-emotional….  Click on: Share (green box upper right hand corner)  **Share to collaborate** (last link on the lower right side)  **Copy** (it will read “this link is ready to paste”) |

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| **To insert form in binder:**  Go back to your class list in your binder and click on the student’s name    Click on **“IEP Goals Data 1”**  Click below the title and hit “enter” 3 times  Click on **“insert”** and then link **“link”** and two text boxes will appear:  In the **second box** (address)- on a PC put in “control” v; for a Mac “command” v  **First box**, type in “links to shared form”    Click **“insert”** and you will go back to the binder page –“IEP Goals Data 1”  Hit “enter” 2x and then click on the Forms (green)  Student’s name will appear in a box on the right; hover over the name and click on the link to  insert |