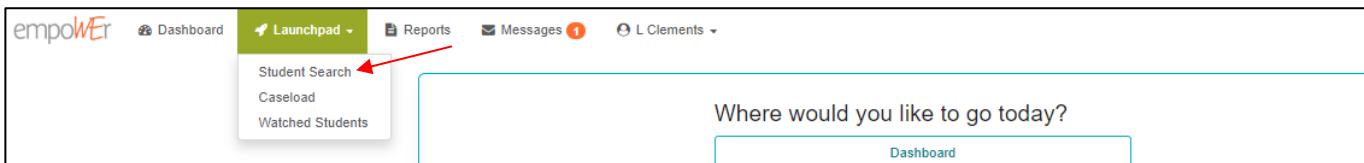


Adding a Program to a Student

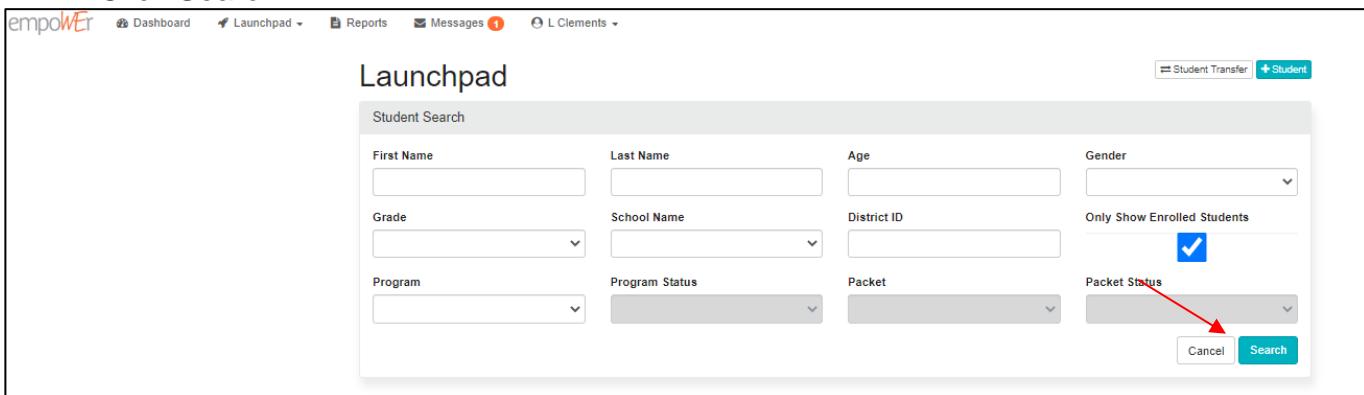
Programs such as MTSS/RTI, EC-IEP, IEP, 504, ELL, etc can be added to a student to begin district process.

To add a program:

- Locate the top toolbar of empoWER
- Click on Launchpad
- Click on Student Search



- Choose the appropriate search criteria (if desired)
- Click Search



- Locate the appropriate student
- Locate the Program(s) column.
 - If the program is already listed that means it has already been added to the student and you can simply click the program link
- To add a new program click the + icon at the end of the student row

The screenshot shows the empowEr Launchpad interface. At the top, there are navigation links: Dashboard, Launchpad, Reports, Messages (1), and L Clements. Below the navigation is a search bar titled "Student Search" with fields for First Name, Last Name, Age, Gender, Grade, School Name, District ID, Program, Program Status, Packet, and Packet Status. There are "Only Show Enrolled Students" and "Cancel" buttons. The main area displays a table of student records:

Full Name	Student ID	Attending School	Grade	Gender	Age	Program(s)	Actions
Armstrong, Steven	11111	TX Middle School	05	Male	9	IEP	
Baudelaire, Violet	22222	TX High School	08	Female	15	504	
Branscum, Meadow	33333	TX High School	07	Female	13	IEP	

The New Plan page will appear where a program and starter packet must be chosen.

- Choose the Program you wish to add
- Choose the appropriate starter packet
 - Starter packets are events that will begin the program process. If you do not see the packet you are expecting to see reference the state Packet Guide or contact empowEr support for additional details.
- Click Create Plan
- Click Cancel to return to the Launchpad without creating the plan

While the plan is being created, the user will receive a message stating “the packet is being processed”:

The screenshot shows the empowEr New Plan page. At the top, there are navigation links: Dashboard, Launchpad, Reports, Messages (1), and L Clements. A green success message box says "Plan was successfully created." Below it, the page title is "Packet: Referral" and the student information is "Student: Bruce Wayne ID# No ID". There are tabs for "Forms", "Notes", "Program Log", and "Custom Plan Attributes". A "More Details" button and a "Back" button are on the right. A progress bar says "Loading..." and "Loading packet data...".

When processing is complete, the packet will open. The first form in the packet appears with all other forms in the packet located to the right side of the screen in the "Forms List".