HOW TO UPDATE AN EXISTING APAS PLAN, 2014-2015

Note: This guide relates only to plans that were active in 2013-2014. For students who had no existing plans and need a new plan, a new plan must be created.

Outline: For students who had an existing, active plan in spring of 2014, Alpine has essentially copied the plan’s shell for you, leaving the inside blank but the cover sheet intact. This guide will show you how to update and/or exit a student’s 2013-2014 existing plan for 2014-2015.

Go to APAS by locating Student Measures (arrows) in either of two locations.

To update existing plans, make sure you’re looking at “Current” students in the anchor year 2014-2015 if you’re not, hit the change button.

To find a student, you can browse or type the student’s name in the Lookup field.
Pictured above: View when you browse through grade lists by hitting “browse” button.

Once you find the student whose plan you want to update, you’ll see his/her 2013-2014 plan, and the new 2014-2015 plan (pictured below).

Steps:

1) Click on the sun in the spring 13-14 plan to make it inactive (a moon). You should only have one active plan per student at any given time. (Note: This has nothing to do with freezing.)

2) Now you’ll have one active plan, and a purple pencil to boot!! The latest plan will be dated 8/18/2014, and this is the plan you’ll be editing. It will stay open and editable until the first freeze on 10/18/2014. DO NOT ADD A NEW RECORD!!

Once you complete Step One, the penultimate plan will have a purple moon. This is really important for running accurate spreadsheets—if you have more than one active plan, you’re going to pull data twice and it becomes hard to read.
Once you hit the purple edit button, the cover page will open for you.

The reporting period, you’ll notice, started this academic year.

Enter Teacher/Advisor Information for this year, and check the plan sections to make sure they’re accurate. If you’re exiting from a section, change the “Yes” to “Inactive” at this time.

When you’re ready, click “Continue.”

The inside of the plan is now ready to be completed for this academic year. Remember—any words in blue are clickable and have text provided that you can use. These are also narrative fields you can type in, should you not find an appropriate option for your needs.
If you’re exiting from any given section, open that section and enter an exit date and Exit Rationale.

**NEW FEATURE!** When you’re ready to close, you can enter a date when you’ll next review the plan and, by clicking the gray clock, set a reminder for yourself and anyone else on your team—an email will be sent on a day of your choosing to all recipients with any notes you may choose to add.

If you’re exiting a student from the entire plan, you can make this record inactive by clicking no. If any sections of the plan are active, however, keep the record active.

Hit “Validate—Save & Close” to save your work!!

For more details about any specific sections of the plan, see the appropriate guides on the Assessment (or otherwise appropriate) Blog. They will continuously be updated as changes occur.

For questions, comments, or just to say hi—Don’t hesitate to contact me at your convenience:

Kimberly T Wiggins, Assessment Coordinator and Answerer of all things Alpine

303-845-2538 or x57598, wiggins_kimberly@svvsd.org