



TRAX Transition Planner Training Activity (Video 3) Transition Needs

- 1) Start by clicking on the student's plan you have been working on.
- 2) In the student's plan, click on the "Transition Needs" button.
- 3) Go to the dropdown and choose "Add Common Tasks".
- 4) Select the common tasks to add to the student's plan by checking in the box in front of each task. Click submit when finished.
- 5) Next go to the dropdown again and select "Add Custom Needs". Choose a skill group and type in a skill, click submit when finished.
- 6) Then start with the first skill/task and select the *method, *agency responsible, and *IEP category. Continue making these selections for each skill/task and click "Submit" when you have finished.
*Hover over the letters to see the full name (i.e. "S"=Service)
- 7) Click on the  for a skill to view or print the rubric.
- 8) If you have mild or moderate skills for this student and your district purchased the Activities Module, click on the  to view the "Activity Unit" for a skill.

***Don't delete this plan until you have completed the transition planner training.**