



TRAX Transition Planner Training Activity (Video 4) Reports, IEP Content, and Settings

1) Start by clicking on the student's plan you have been working on.

***Note: the transition plan must have been completed (post-secondary goals, assessments, strengths, needs methods, responsibility, and category).**

2) Click on each link, one at a time (Transition Plan, Yearly Transition Progress, and Multi-Year Transition Progress) to view and print.

3) Next, click on the "IEP Content" button.

4) Choose an IEP content template by clicking on a link. If there are dropdowns, make selections from them first, then edit wording in the green box on the right, when you are finished click "Submit". Then Click the + in front of the template you just completed and copy the text and paste it to the student's IEP and/or Eval. Report.

Repeat step 4 with as many templates as you would like content for.

5) Click on the "Print Content" button to view and/or print.

6) Go to "Plan Settings" to REVIEW what is on that screen.

*** Do not delete the practice plan you made for this activity, you will be using it in future activities.**