

# TRAX Activities for Students with Mild and Moderate Disabilities Reference Guide for Case Managers

**\*Make sure your computer allows popups for this site.**

**For all customers who have purchased Activities**

## Accessing all of the Transition Activities for Students with Mild and Moderate Disabilities

- 1) Click on the **Tools** tab at the top, then the [Activity Library](#) link.
- 2) Search for Activity Units by entering a key word or using the filter search on the right hand side, then click on the blue link to view and/or print the selected activity unit.

Key Words:

Shown (24)

- Needs Level
- Functional
- Grade Level

Activity Name	Attributes
<a href="#">accept responsibility for actions</a>	Ten Sigma
<a href="#">accept responsibility for actions</a>	Ten Sigma
<a href="#">be responsible for own living space</a>	Ten Sigma

## Accessing Transition Activities within a Student's Survey

- 1) Click on the student's survey - for example [2012-13-2](#) (12of13)  
\* Mild or Moderate Surveys only

Student	Add	IEP	Surveys
Phillis NTS George		IEP	<a href="#">2012-13-3</a> <a href="#">2012-13</a> <a href="#">2012-13-2 (12 of 13) *</a> <a href="#">New Survey</a>

- 2) Click the **View Results green button** at the top

Customer: Demo Customer | Phillis NTS George | Transition Survey (2012-13-2) | Manage Takers

Selected Survey Takers

Action	Name	E-Mail	Role	Status
<input type="checkbox"/>	Doz, James	gindy@sunflower.com	Case Manager	Completed
<input type="checkbox"/>	Dryden, Bob	bdryden@dc.k12.mn.us	Classroom Teacher	Completed
<input type="checkbox"/>	George, Hank		Father	Completed
<input type="checkbox"/>	George, Phyllis		Student	Completed
<input type="checkbox"/>	George, Hubert	hgeorge@graphixdesign.com	Mother	Completed
<input type="checkbox"/>	Johnson, Megan	mjohnson@dc.k12.mn.us	Classroom Teacher	Completed
<input type="checkbox"/>	Jones, Howard	hj@j.com	Classroom Teacher	Completed
<input type="checkbox"/>	mbmm, b mbin m			Completed
<input type="checkbox"/>	Neal, Mike	mneal@dc.k12.mn.us	Staff	Completed
<input type="checkbox"/>	Ruark, Ginny	gindy@sunflower.com	School Psychologist	Completed
<input type="checkbox"/>	Schroeder, Michael	mschroeder@dc.k12.mn.us	SPED Case Manager	Completed
<input type="checkbox"/>	Spudis, Kim	kspudis@dc.k12.mn.us	Classroom Teacher	Completed
<input type="checkbox"/>	Wessels, John	johnwessels@mcginn.com	Guest	Completed

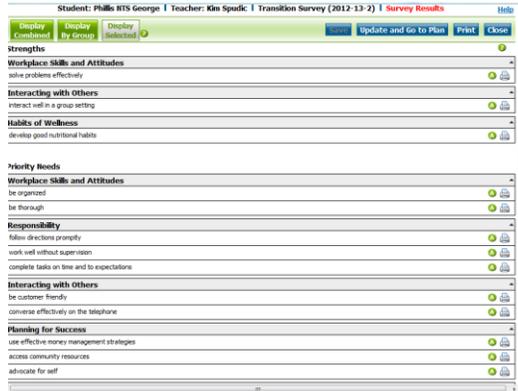
- 3) Select the student's strengths and priority needs that will be focused on this year, and click either the green **Display Selected button** or the blue **Save** at the top.

Display Combined | Display By Group | Display Selected

Legend: "S" = strengths, "N" = needs | Takers

Select Strengths/Priorities	Select	SKILL	Greatest Priority	S	N
<input type="checkbox"/>	<input type="checkbox"/>	Be trustworthy, honest, and ethical	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Show respect for self, others, and authority	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Be in control of emotions	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Show a desire to work	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Be open to learning and technology	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Be organized	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Be thorough	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Make effective decisions	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Solve problems effectively	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Learn from experience	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	Come promptly and prepared	0	0	0

4) Click on the  for the Activity for that skill.



## Accessing Transition Activities within a Student's Transition Plan

1) Click on the student's Plan - for example [2013-14](#)

Student	Add	IEP	?	Surveys	Plans
<a href="#">Andrew Arnold</a>		IEP	+	<a href="#">2013-14</a> (5 of 5)	<a href="#">2013-14</a>

2) Under Strengths or Transition Needs Click on the  for the Activity for that skill.

Strengths											
Develop good nutritional habits											
Operate a computer with ease and confidence											
Possess basic word processing skills											
Practice personal grooming and hygiene											
Work well with co-workers											
Transition Needs											
Transition Service	Methods			Agencies			Categories			Date Met	
Complete a career interest inventory	S	G	C	Sc	P	St	O	TE	EM	IL	
	X			X		X		X	X		
Develop a budget that includes a variety of items	X			X		X		X	X	X	
Annual Goal	S	G	C	Sc	P	St	O	TE	EM	IL	
Be organized	X			X				X	X	X	
Read effectively	X			X	X	X		X	X	X	
Solve problems using math skills	X			X		X		X	X	X	
Course	S	G	C	Sc	P	St	O	TE	EM	IL	
Develop a resume			X	X		X		X			

= View PDF of Ten Sigma Activities